



EQUALITY & DIVERSITY POLICY



Equalities and Diversity Policy

Equal Opportunities Statement

The Trust is dedicated to promoting equal opportunities, reducing inequality and ensuring all people are treated with dignity and respect and is committed to ensuring that everyone will receive equal treatment regardless of and in respect of the protected characteristics; age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation; and will have a genuine and equal opportunity to participate in all aspects of the Dame Kelly Holmes Trust. Our vision is to use athletes to transform the lives of young people facing disadvantage and the Trust is committed to building an environment that celebrates diversity and inclusion tackles all forms of discrimination should they occur.

About this Policy

This policy sets out our approach to equality and diversity and inclusion within the Trust and the avoidance of all forms discrimination. The commitment outlined in this policy covers all aspects of the organisation and it is expected that all employees, athletes, consultants, agency workers, parents/carers and volunteers who work on behalf of, represent or engage with the Dame Kelly Holmes Trust will adhere to the principles of this policy.

Discrimination

- Everyone involved in the Dame Kelly Holmes Trust plays a part in making sure all aspects of our work are inclusive and welcoming of diversity. The Trust will seek to ensure that there is no unlawful discrimination against or harassment of others including current and former employees, job applicants, athletes, clients, customers, suppliers, visitors or young people. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.
- The Trust is fully committed to the elimination of unlawful and unfair discrimination, and values the differences that a diverse workforce brings to the organisation. This policy has been produced to try to prevent and address any unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect.
- Discrimination can take many forms including verbal, physical and online abuse. It is necessary for people to be aware of the different types of discrimination and the impact their actions have on others. The following forms of discrimination are prohibited under this policy and are unlawful:
 - **Direct discrimination** occurs when somebody is treated unfavourably because of a protected attribute, dismissing someone because of a protected characteristic, deciding not to employ them, refusing them training, denying them a promotion, or giving them adverse terms and conditions all because of a protected characteristic.
 - **Indirect discrimination** occurs when a requirement (or rule) that appears to be neutral and the same for everyone in fact has the effect of disadvantaging someone because they have an attribute covered by the Equalities Act.

- **Harassment** includes sexual harassment and other unwanted conduct related to a protected characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, even if this effect was not intended by the person responsible for the conduct. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- **Victimisation** is when someone treats you badly or subjects you to a detriment because you complain about discrimination or help someone who has been the victim of discrimination.
- **Disability discrimination** is when you are treated less well or put at a disadvantage for a reason that relates to your disability in one of the situations covered by the Equality Act. The treatment could be a one-off action, the application of a rule or policy or the existence of physical or communication barriers which make accessing something difficult or impossible. The discrimination does not have to be intentional to be unlawful.
- **Bullying** may be defined as behaviour which is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power that undermines, humiliates, denigrates or injures the recipient (emotionally or physically)

Employment

As an employer the Dame Kelly Holmes Trust will:

- Create an environment where equality and diversity and inclusion is valued, dignity and respect is promoted and all forms of discrimination and inappropriate behaviour are challenged and dealt with through the appropriate disciplinary channels
- Continue to lead by example in the development, treatment and consideration of its employees, athletes and young people and their diverse needs;
- Operate an open and fair recruitment and selection process and encourage applications from all groups in the community; advertisements will avoid stereotyping and wording that may discourage applications. Adverts for positions should include a short policy statement on equal opportunities and a copy of this policy will be made available on request
- Ensure selection for employment, promotion, redundancy, training or other benefits will be on the basis of aptitude and ability and against objective criteria that avoids discrimination
- Empower our staff and ensure that the pathways into leadership positions are open to all
- Require all existing and new employees and volunteers to attend regular equality and diversity training and provide additional and appropriate training and guidance to employees and volunteers in fulfilling their role and responsibilities
- Provide training to managers to enable them to recognise and challenge unlawful practices and deal effectively with complaints of bullying and harassment;
- Regularly review policies and procedures to ensure they are in line with best practice and all legal requirements.

As an Organisation the Dame Kelly Holmes Trust:

- Aims to create an environment in which everyone is respected and valued for the diversity and individuality they bring
- Will not tolerate or allow to go unchallenged any form of discrimination, harassment and bullying by any individual towards other individuals whilst engaged in any Trust activities
- Reserves the right to withdraw their services if anyone they are working with participates in discriminatory behaviour. This decision will only be taken after a full investigation in the circumstances.
- Fully support employees who speak out about discriminatory behaviour they have witnessed or experienced through reporting.

The Trust expects everyone involved in activity connected to the Trust including those who advocate our work to:

- Fully adopt and embrace the ethos of equity and diversity as outlined in this policy;
- Be respectful of all others and not discriminate, bully, harass or victimise anyone
- Respect individual difference based on any characteristic
- Challenge, where appropriate, and report all forms of discrimination, bullying, harassment and victimisation to the Trust and assist in any investigation and provide accurate unbiased information.

Breach of this Policy

- The Trust takes a strict approach to all cases of harassment, bullying, discriminations and victimisation. Any employee, parent, consultant, volunteer who works on behalf of, represents or engages with the Trust who display any behaviour which is contrary to this policy or its intent will be subjected to the appropriate disciplinary procedure.
- The Trust regards discrimination, harassment, bullying or victimisation as gross misconduct and could lead to dismissal without notice. All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any individual who unlawfully discriminates against, harasses, bullies or victimises any other person.
- Investigate complaints of discrimination on any grounds in line with the Dame Kelly Holmes Trust's disciplinary procedure
- Any individual may raise a complaint and no employee will be treated unfavourably for raising a case of discrimination; however, making a false allegation deliberately and in bad faith will be treated as misconduct.
- Challenge, where appropriate, and report all forms of discrimination, bullying, harassment and victimisation to the Dame Kelly Holmes Trust by emailing contact @damekellyholmestrust.org

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