

**Equal Opportunities and Diversity Policy**

**Policy**

**Error! No bookmark name given.**We promote a working environment in which diversity is recognised, valued and encouraged. We acknowledge the multi-cultural and diverse nature of the UK workforce and society in general. We are committed to principles of fairness and mutual respect where everyone accepts the concept of individual responsibility. These principles are embedded into Community Fitness Network’s selection, recruitment, programme delivery, assessment and quality management/assurance. We recognise that discrimination in the workplace/provision of training in any form is unacceptable and, in most cases, unlawful. We view any breach seriously. We **will** investigate and potentially take appropriate action where necessary when Community Fitness Networks procedures are not followed by staff members or our learners.

**Definitions and Protected Characteristics**

Definitions

Diversity The term diversity includes and understanding and acceptance of the fact that people have individual characteristics, which make them unique from each other, particularly when comparing individuals in a group. These characteristics may include race, ethnicity, gender, religion, political ideologies, sexual orientation, age, physical abilities or socio-economic status.

Victimisation broadly refers to bad treatment directed towards someone who has made or is believed to have made or supported a complaint under the Equality Act. It includes situations where a complaint hasn't yet been made but someone is victimised because it's suspected they might make one. If an individual gives false evidence or makes an allegation in bad faith, then they are not protected from victimisation under the Act.

Harassment

Harassment may include bullying behaviour, and it refers to bad treatment that is related to a protected characteristic, such as age, sex, disability, race, gender, religion or sexual orientation. More specifically, the law defines it as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. 'It can include behaviour that individuals find offensive even if it's not directed at them, and even if they do not have the relevant protected characteristics themselves.

Bullying

Bullying can be defined as offensive, intimidating, malicious or insulting behaviour, an abuse of misuse of power that undermines, humiliates, denigrates or injures the recipient



(emotionally or physically) - but it doesn't have a legal definition in the Equality Act. In fact bullying behaviour is very similar to harassment, but it is not related to a protected characteristic.

Direct Discrimination

Direct discrimination is when an employer treats you differently and worse than someone else because of who you are. The Equality Act says you've been treated less favourably. You can challenge direct discrimination if it's because of your: age. disability.

Indirect Discrimination

Indirect discrimination is when there’s a practice, policy or rule which applies to everyone in the same way, but it has a worse effect on some people than others. The Equality Act says it puts you at a particular disadvantage.

No learner, or anyone our organisation deals with, receives less favourable treatment because of their protected characteristics. The protected characteristics are:-

* Age
* Disability
* Gender Reassignment
* Marriage and Civil Partnership
* Pregnancy and Maternity
* Race (including colour, nationality, ethnic or national origin)
* Religion or Belief
* Sex
* Sexual Orientation

**Community Fitness Network Stance**

In adhering with this stance Community Fitness Network ensures equality of treatment for all by aiming to:

* raise awareness of equality and diversity
* ensure that you are never discriminated against or receive less favourable treatment because of a protective characteristic
* acknowledge any issues that could be defined as discrimination, victimisation or harassment with an appropriately sensitive and prompt investigation



* comply with Active IQ in making suitable reasonable adjustments (<https://www.activeiq.co.uk/for-centres/policies-and-procedures>) which can apply to all of the listed protected characteristics.

**Your Responsibilities**

Each and every one of us is a stakeholder in the success of this policy. We expect you to make a positive contribution towards maintaining an environment of equal opportunity throughout the organisation. Please make sure you observe this policy at all times. In particular, you have individual responsibility to adopt the following:

* Do not take unlawful discriminatory actions or decisions contrary to the spirit of this policy
* Do not discriminate against, harass, abuse or intimidate anyone on account of their protected characteristics
* Do not place pressure on any other learners to act in a discriminatory manner
* Resist pressure to discriminate placed on you by others and report such approaches to an appropriate member of staff
* Co-operate when we investigate, including providing evidence of conduct which may amount to discrimination
* Co-operate with any measures introduced to develop or monitor equal opportunity

Discrimination is not just treating one person less favourably than another. It can take place because:-

* someone associates with a person with a protected characteristic;
* someone is believed to possess a protected characteristic (even though they do not);

We expect you to treat, and be treated by, other learners and the people our organisation deals with considerately and with respect.

**Where You Encounter Discrimination**

* If you feel subject to discrimination of any kind as identified within this policy, make clear to the individual concerned that you find it unacceptable. Person-to-person discussion at an early stage may be enough to resolve your concern without involving anyone else. Alternatively, seek the help of a trusted colleague (e.g. a fellow learner or a trusted member of staff) and ask them to approach whoever has caused you offence.
* If discrimination continues, or you consider an instance to be particularly serious, you should consider who to highlight the issue with. For the majority of cases this will likely to be the tutor or assessor. However, we appreciate that this staff member may be implicated in your concern and therefore when this happens they should approach the tutor/assessors line manager or the designated internal verifier.
* The staff member approached will carry out a suitable documented investigation or where more appropriate will refer the issue to an appropriate individual responsible for this area



* within the company, the named person for Community Fitness Network will the Director of Education
* The result of the investigation into alleged discrimination will be communicated to you with information including the action taken and outcome highlighted if applicable or appropriate.
* If you feel dissatisfied about the outcome of the investigation and you want to appeal then you will need to contact Director of Education within five working days of receiving the outcome, who will carry out/appoint a senior staff member to review these concerns.

June 2019

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