

Hutton Cranswick Sports and Recreation Association (HCSRA)

CP06 EQUAL OPPORTUNITIES POLICY

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Broad Recommendations / Summary

This policy applies to all staff, volunteers, management committee members, users and the general public.

The Executive Committee of Hutton Cranswick SRA is aware that it has a responsibility to ensure that all reasonable measures are taken to provide and maintain a working environment which is accessible and inclusive for all staff, volunteers, management committee members, service users and the general public.

For the purpose of this document the following **definitions** will apply:

- Committee Member – a person noted as holding an executive position, or as a member of the HCSRA committee
- Staff – a person who is employed by HCSRA
- Volunteer – a person noted as offering volunteer hours towards the aims and objectives of HCSRA's activities
- Member/Service User – participants in activities arranged and conducted by HCSRA

1 Summary of Principles

- 1.1 HCSRA is committed to being an equal opportunities organization that ensures equality of opportunity and fair treatment both as an organization and as a provider of services.
- 1.2 HCSRA will:
 - a. Ensure that all policies and procedures reflect their commitment to equal opportunities
 - b. Respond constructively to its responsibilities within a charitable/voluntary sector legal framework;
 - c. Integrate equal opportunities into its planning process;
 - d. Create an ethos of fairness, courtesy and respect that embraces all members of HCSRA, visitors, service users and the communities which HCSRA serves;

- e. Encourage the committee and any relevant sub-committees within HCSRA to review their composition and to consider how they represent and address issues of diversity within the organization
- f. Create an environment which is safe, accessible, caring and welcoming;
- g. Work constructively with appropriately recognized organizations, to ensure the effective implementation of this policy;
- h. Ensure that all members are treated fairly in respect of the nature of the HCSRA objectives, regardless of their:
 - i. Race
 - ii. Colour
 - iii. Nationality
 - iv. Ethnic or national origins
 - v. Sex
 - vi. Gender
 - vii. Marital status
 - viii. Family responsibilities
 - ix. Abilities
 - x. Physical and mental health (including past history)
 - xi. Age
 - xii. Sexuality
 - xiii. Political or religious beliefs
 - xiv. Socio-economic group
 - xv. Trade union activity
 - xvi. Being an ex-offender¹
- i. Ensure that all staff and volunteers are included on the basis of their abilities and the requirements of the task and are recruited in a non-discriminatory manner;
- j. Ensure fair treatment for:
 - i. All members and service users;
 - ii. Everyone who is entitled to use any of HCSRA's services and facilities;
- k. Develop opportunities in and approaches to, services that take into account patterns of under-representation with a view to encouraging, where possible, greater diversity within HCSRA's activities;
- l. Monitor and review regularly the operation of this policy.

2 Application of the Equal Opportunities Principles to all Members

2.1 Policy Operation

- In choosing the media and wording to be used in advertising and literature, HCSRA will be informed by the outcomes of its equal opportunities monitoring
- HCSRA will respond constructively to requests from service users with disabilities and additional needs
- No service user should be unfairly treated on the grounds listed in section 3 (summary of principles), or on any other unreasonable grounds
- HCSRA will :
 - a. Monitor and keep under review its application procedures and make every reasonable effort to ensure that these reflect best practice;
 - b. Identify and address any barriers in the application process;
 - c. Monitor and keep under review local customs and practices;
 - d. Ensure fairness in the terms and conditions on which services are offered

¹ Certain offences committed will exempt the offender from working with children, young people or vulnerable adults.

2.2 Organisational Culture

- HCSRA will make reasonable efforts to provide an environment where the ethos, standards and practices are conducive to the well being of all staff, volunteers, members and service users

3. **Application of the Equal Opportunities Principles to Service Users**

3.1 Admissions

- No person will be treated less favorably on those grounds listed in section 3 (summary of principles), or any other unreasonable grounds
- HCSRA welcomes applications from people with disabilities or additional needs
- HCSRA will:
 - a. Develop marketing and promotion strategies based on a sound understanding of the diverse information needs of service users and the local community;
 - b. Ensure that publicity material, events and information services are relevant and accessible to all applicants;
 - c. Ensure that publicity material, events and information services communicate effectively HCSRA commitment to equal opportunities
 - d. Pay particular attention to language, wording, images, content and format

4. **Ethos**

- 4.1 HCSRA welcomes and values diversity in its staff, volunteers, members and service users
- 4.2 All members are expected to work in ways that promote equal opportunities
- 4.3 HCSRA seeks to create an atmosphere that is tolerant and respectful of differences and encourages all members of HCSRA to explore and value diversity
- 4.4 A commitment to equal opportunities is expected of all members of HCSRA

The following legislation and regulations provide the legal framework for Equal Opportunities policy and practice:

Relevant Government Legislation

Equal Pay Act 1970 & (Amendment) Regulations 1983

Sex Discrimination Acts 1975 & 1986

Race Relations Act 1976

Race Relations Code of Practice 1984

Code of Good Practice on the Employment of Disabled People 1990

Chronically Sick and Disabled Persons Act 1970 & (Amendment) Act 1976

Data Protection Act 1988

Working Time Regulations 1998

National Minimum Wage Act 1998

Disability Discrimination Act 1995

Code of Practice (Disability Discrimination) 1996

Public Interest Disclosure Act 1998

Sex Discrimination (Gender Reassignment) Regulations 1999

Maternity and Parental Leave etc Regulations 1999

Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000

Fixed Term Workers (Prevention of Less Favourable Treatment) Regulations 2001

