

Equality, diversity and inclusion policy

1. Introduction

Active Gloucestershire is an equal opportunities employer. We are committed to promoting equality, diversity and inclusion among our workforce and eliminating unlawful discrimination. We aim to create a workforce that is truly representative of our county and the priority groups we work with and a workplace where all our staff, Board and volunteers feel safe, supported, included and able to give of their best.

2. Policy aims

The aim of this policy is to:

- ensure everyone within our workforce (all Board, staff and volunteers) are treated with equality, fairness and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion and belief, sex and sexual orientation
- prevent the unlawful discrimination of any member of our workforce on the grounds of the aforementioned characteristics which are protected under the [Equality Act 2010](#). This includes in pay and benefits, terms and conditions of employment, dealing with grievance and discipline, dismissal, redundancy, flexible working, parental leave and selection for employment, promotion, training or other development opportunities.
- clearly outline our organisational commitment to equality, diversity and inclusion as well as the commitment we expect from our workforce
- signpost our workforce to forms of redress should they experience any form of bullying, harassment, victimisation or unlawful discrimination by another member of our staff, Board, volunteer, stakeholder, partner, supplier or member of the public.

3. Our commitments as an employer

At Active Gloucestershire we commit to:

- following a fair, inclusive and accessible recruitment and selection process, which is co-designed with our staff team
- delivering a flexible and accessible onboarding process which adapts to the needs of the new starter
- monitoring the demographic make-up of our workforce and responding to diversity gaps by setting recruitment targets
- creating and implementing a bespoke, ambitious and measurable diversity and inclusion action plan, which will enable us to implement sound EDI practices within our organisation and create a diverse, fair and inclusive workplace
- reviewing the effectiveness of our diversity inclusion action plan, equality, diversity and inclusion policy and any other related HR policies and practices and ensuring we remain compliant with the law and our commitments under the Code for Sports Governance
- ensuring that all our staff, Board and volunteers are supported to develop their full potential, that their talents and abilities are recognised and fully utilised and that they have equal access to mentoring, training, promotion and professional development opportunities

- making decisions concerning staff recruitment, pay, benefits, promotion, training and career development opportunities, based on merit (apart from in any necessary and limited exceptions and exceptions allowed under the Equality Act 2010)
- maintaining a fair and transparent culture of flexible working - one that trusts employees to do their best, prioritises a healthy work/life balance and adapts to the changing needs of our employees
- building a psychologically safe workplace, in which all members of our workforce feel able to speak up with ideas, questions, concerns or mistakes and feel free from fear of punishment, judgement or humiliation
- continuously promoting EDI training and development opportunities both within our organisation and with community partners and stakeholders, with the aim of broadening our knowledge of our priority groups and people with protected characteristics and ensuring our workforce is treated with respect and dignity
- making both our internal and external communications even more accessible and inclusive - by listening to our workforce, partners and stakeholders, learning about their needs and preferences and adapting our language, visual imagery and digital communications
- actively challenging discrimination, bias, harassment and bullying and any other practices that undermine the safety and inclusion of our workforce
- taking seriously reports of bullying, harassment, victimisation and unlawful discrimination by staff, Board members, volunteers, stakeholders, partners, suppliers or members of the public and investigating them thoroughly.

4. Your commitments

We expect our staff, Board and volunteers to:

- read, understand and follow this and all other policies contained within our policies manual
- feed into and follow our workplace staff charter
- notice how your behaviour may affect others and be prepared to change it, if necessary
- treat others including staff, Board members, volunteers, stakeholders, suppliers, partners and members of the public with dignity and respect and avoid participating in any form of bias, discrimination (direct or indirect), harassment or bullying
- where possible, stand up to and actively challenge discrimination, bias, harassment and bullying and offer support to those who have experienced it
- join or contribute to our various working groups around EDI, including our EDI champions group, our EDI steering group and our staff wellbeing group
- attend and engage in EDI training and development opportunities that we offer
- participate (if required) in an investigation as part of a grievance or disciplinary procedure.

5. Dealing with policy breaches

At Active Gloucestershire we will not tolerate any form of discrimination, bias, bullying, intimidation, victimisation or harassment. If a member of our staff, Board or a volunteer feels they have been unlawfully discriminated against, bullied, harassed, victimised or intimidated, they can choose to either resolve the situation informally or make a formal complaint.

6. Resolving the situation informally

- Wherever possible, every effort should be made to resolve the situation informally.
- Anyone who feels they have been subjected to discrimination, bias, harassment, bullying or victimisation if they feel able to do so, should confront the alleged perpetrator and make clear to them that their conduct is unwanted, offensive (and if it involves protected characteristics – illegal). This may involve a conversation or an email communication to the alleged perpetrator, explaining your concern and asking for the unwelcome conduct to cease.
- If the behaviour continues or you feel unable to confront the alleged perpetrator you should then consult with your line manager and request they talk to the alleged perpetrator.
- If the line manager is the alleged perpetrator, then you should consult a member of the senior leadership team or our EDI Board champion. The behaviour of the alleged perpetrator will be assessed and the impact on the individual considered.
- Following this meeting, the investigating manager may decide to continue to informally address and resolve the complaint. This may be done by establishing a mediation session between the alleged perpetrator and complainant.
- However, it may be decided at this point that the conduct of the alleged perpetrator amounts to gross misconduct and therefore, if they are a member of our workforce, our disciplinary policy may be invoked.

7. Making a formal complaint

If your attempts and those of your line manager to resolve the issue informally fail and the behaviour of alleged perpetrator continues, or if you would simply prefer to raise a formal complaint, please consult our grievance policy.

8. Link to safeguarding

EDI is a fundamental principle of safeguarding practice. Active Gloucestershire's EDI practices and culture are key to ensuring that in addition to safeguarding people from harm, abuse or neglect, we have a culture of respect and safety that considers the needs of diverse groups. Implementation of our safeguarding policy and procedure demands that we reduce the barriers to people reporting concerns about abuse or poor practice. EDI promotes an open and inclusive culture where everyone feels safe and supported to report concerns. The way in which we treat people fairly, with respect and dignity crosses both EDI and safeguarding and as such we recognise biases and inequalities that may impact safeguarding and train staff in a broad range of EDI topics to support this. For further information about our safeguarding policies and procedures please visit the [safeguarding page](#) on our website.

9. Responsibility for policy implementation

All staff - Board members and volunteers are responsible for following this equality, diversity and inclusion policy. However, the following people have particular responsibility for implementing and monitoring it, promoting equality of opportunity and eliminating unfair or unlawful discrimination within our organisation.

10. Contact information

Name	Role	Email
Kirsty Dunleavy-Harris	CEO	kirstydunleavy@activegloucestershire.org
Emma Owen	Board Chair	emmaowen2000@gmail.com
Jon McGinty	Senior Independent Trustee	jon.mcginity@gloucester.gov.uk
Tania Hamilton	Trustee (People Lead)	taniajhamilton@gmail.com

If you have any comments or feedback on our equality, diversity and inclusion policy, please contact any of the people listed in the table above.

11. Policy review

This policy will be reviewed at least every two years by the Nominations and People Committee (NPC) to ensure its continued relevance, legal compliance and effectiveness.

12. Glossary

Alleged perpetrator	Someone who is said to have carried out an act of discrimination, bias, harassment, bullying or victimisation, but whose guilt has not been proven.
Bias	Tendency to prefer or favour one thing or a person over another, because of preconceived and often inaccurate personal opinions.
Bullying	Bullying is the abuse or misuse of power or position, often through spiteful, intimidating, offensive or insulting behaviour, which makes the person on the receiving end, feel vulnerable, threatened, humiliated, undermined or upset.
Code for Sports Governance	A governance code that sets out levels of transparency, diversity and inclusion, accountability and integrity that all organisations who receive funding from Sport England or UK Sport need to comply with.
Demographic make-up	A way of understanding the diversity within our organisation based on characteristics such as age, gender, ethnicity, sex, sexual orientation, religion, disability and others.
Disciplinary policy	A policy used by an employer to address an employee's conduct or performance.
Discrimination	Treating people and groups unfairly / less favourably because of a protected characteristic such as race, gender, age, or sexual orientation.
Diversity	Diversity in reference to this policy means workplace diversity – the variation in personal, physical and social characteristics of our workforce, such as gender, ethnicity, age, and education, socioeconomic status, sexual orientation, lived experience and interests.
EDI champions group	A peer-led group who learn, share and take action around the EDI agenda and help to shape a culture of respect, inclusion and belonging for all Active Gloucestershire staff.
EDI steering group	A peer-led group that feeds back on, contributes to and monitors progress of our diversity and inclusion action plan.
Equality	Equality in reference to this policy means every member of our workforce having equal opportunities and rights regardless of their physical characteristics or personal and social circumstance.
Fairness	Treating everyone the same way - without bias or favouritism
Flexible working	A way of working that accommodates and meets the needs of our workforce
Grievance policy	A policy that is used to deal with a problem or complaint that an employee raises
Harassment	Harassment is any unwanted physical, verbal or non-verbal conduct or behaviour, which has the effect or purpose of intimidating, degrading, humiliating or offending another person, violating their dignity or creating a hostile environment.
Inclusion	Creating an environment where diversity is embraced and everyone feels welcome and valued, comfortable and confident to be themselves and work in a way that suits them
Protected characteristics	Protected characteristics are specific attributes which are safeguarded against discrimination under the Equality Act 2010
Psychological safety	The belief that one will not be punished or humiliated for speaking up with ideas, questions, concerns, or mistakes, and the team is safe for interpersonal risk taking
Redress	To remedy something or set something right
Staff wellbeing	The mental, social, emotional and physical health of our staff
Victimisation	Victimisation is when someone is treated less favourably as a result of being involved with a discrimination or harassment complaint.
Workforce	The people engaged in the delivery of Active Gloucestershire's work – our staff, our Board and our volunteers