



Equality, Diversity & Inclusion Policy

Policy Statement:

Harrogate Town AFC is dedicated to promoting a supportive and inclusive culture across the entire workforce. We are committed to promoting diversity and eliminating discrimination to ensure our staff have the opportunity to reach their full potential regardless of any differences they may have. Harrogate Town AFC aim to ensure all of our employees and applicants are given equal opportunities and that our organisation is representative of all sections of society.

Purpose:

This policy reinforces our commitment to ensure each individual employed, or volunteering, with Harrogate Town AFC is treated equally and fairly and not given less favourable treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Harrogate Town AFC will challenge discriminatory behaviour and consistently promote equality and inclusion through investigating concerns and complaints, education, training and widening opportunities for under-represented groups.

Commitments:

Harrogate Town AFC's commitment to Equality, Diversity & Inclusion is:

- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To create a working environment that promotes dignity and respect for every employee.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- Ensuring that existing staff, as well as applicants to work, are treated fairly and judged solely on merit and by reference to their skills and abilities.
- To make training, development, and progression opportunities available to all staff.
- Build in Equality, Diversity and Inclusion considerations into all Harrogate Town AFC policies.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- To encourage employees to treat everyone with dignity and respect.
- To regularly review all our employment practices and procedures so that fairness is maintained at all times.
- To review this Equality and Diversity Policy and its implementation on an annual basis.

Responsibilities:



All members of staff have a responsibility to promote Equality, Diversity and Inclusion both within Harrogate Town AFC and with any stakeholders, players, participants and fans where they have influence.

The board have ultimate responsibility for ensuring this policy is implemented across all departments of Harrogate Town AFC.

All Senior Management Team members have a responsibility to comply with the EFL code of practice and keep up to date with current and relevant Equality, Diversity and Inclusion policies and legislations. They will also ensure their teams have the necessary training and are adopting this policy throughout their work.

HTAFC CIO will take all reasonable steps to eliminate indirect discrimination in all aspects of employment and volunteering.

- **Victimisation:** Victimisation occurs when an employee or volunteer is subjected to a detriment - such as being denied a training opportunity or a promotion - because they have raised or supported a grievance or complaint of unlawful discrimination; or because they have issued employment tribunal proceedings for unlawful discrimination; or they have given evidence in connection with unlawful discrimination proceedings brought by another employee or volunteer. However, an employee or volunteer is not protected if they give false evidence or information, or make a false allegation, and they do so in bad faith.

Post-employment victimisation is also unlawful, for example refusing to give a reference or providing an unfavourable reference because the former employee has done one of the protected acts set out above.

HTAFC CIO will take all reasonable steps to eliminate victimisation in all aspects of employment and volunteering.

- **Recruitment, advertising and selection:** The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the post in terms of relevant experience, abilities and qualifications. HTAFC CIO is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements will aim to positively encourage applications from all suitably qualified and experienced people. When advertising vacancies - and in order to attract applications from all sections of the community - HTAFC CIO will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants with a particular protected characteristic.
2. Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of applicants with a particular protected characteristic.

Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees and volunteers in such a way that they do not restrict applications from employees and volunteers with a particular protected characteristic.

However - where having regard to the nature and context of the work - having a particular protected characteristic is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, HTAFC CIO will apply that requirement to the role and this may therefore be specified in the advertisement.



The selection process will be carried out consistently for all jobs at all levels; and all applications will be processed in the same way. All HTAFC CIO line managers will strictly follow the **Part 1: Safer Recruitment Policies & Procedures** detailed in this handbook.

HTAFC CIO will have regard to its duty to make reasonable adjustments to work/volunteering provisions, criteria and practices or to physical features of its premises or to provide auxiliary aids or services in order to ensure that a disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

If it is necessary to assess whether personal circumstances will affect the performance of the role (for example, if the role involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about any of the protected characteristics.

- **Training and promotion:** HTAFC CIO will train all line managers in its policy on equal opportunities and in helping them identify and deal effectively with discriminatory acts or practices. Line managers will be responsible for ensuring they actively promote equality of opportunity within the areas for which they are responsible. HTAFC CIO will also train all line managers in its policy relating to safer recruitment of staff and volunteers.

HTAFC CIO will provide training to all employees and volunteers to help them understand their rights and responsibilities in relation to equal opportunities; and to help them understand and contribute to creating a working environment that is free from discrimination in all its forms.

Where a promotional system is in operation, it will not be discriminatory and it will be checked from time to time to assess how it is working in practice. When a group of workers/volunteers - who predominantly have a particular protected characteristic - appear to be excluded from access to promotion, transfer and training and to other benefits, the promotional system will be reviewed to ensure there is no unlawful discrimination.

- **Terms of employment/volunteering, benefits, facilities and services:** All terms of employment/volunteering, benefits, facilities and services will be reviewed from time to time, in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.
- **Equal pay and equality of terms:** HTAFC CIO is committed to equal pay and equality of terms in employment. It believes its male and female employees should receive equal pay where they are carrying out like work, work rated as equivalent, or work of equal value. In order to achieve this, HTAFC CIO will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.
- **Reporting complaints:** All allegations of discrimination will be dealt with seriously, confidentially and speedily. HTAFC CIO will not ignore or treat lightly grievances or complaints of unlawful discrimination from employees and volunteers.

If any employee or volunteer wishes to make a complaint of discrimination, they should do so promptly by bringing the matter to the attention of either their line manager - or where the line manager may be the subject of the complaint - to another more senior HTAFC CIO manager or HTAFC CIO's Designated Safeguarding Officer.

Monitoring equal opportunity: HTAFC CIO will regularly monitor the effects of its selection



decisions, personnel structure, pay practices and other procedures in order to assess whether equal opportunity is being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices. If changes are required, HTAFC CIO will implement them. HTAFC CIO will also make reasonable adjustments to its standard working practices to overcome substantial disadvantages caused by disability.

Reporting Contacts:

Role	Name	Contact Details
Community Manager	Iain Service	Tel: 07465 290222 E-mail: IainService@harrogatetownafc.com

Reviewed & Updated: March 2021 - HTAFC CIO will review this policy at least annually