



CARSHALTON ATHLETIC FC

Equality, Diversity & Inclusion Policy

Introduction

Carshalton Athletic FC (the Company) aims to recruit, develop, and retain the most talented people and make the best use of their talents, so that they enjoy a rewarding and fulfilling career with us. We are guided by our values in everything we do and recognise that being a diverse and inclusive employer helps us fulfil our vision to *provide every student with the highest standard of development on and off the pitch* to our customers.

We seek to create a working and training environment where all employees, apprentices and students are treated as individuals, fairly and in a consistent way. We work within the spirit and the practice of the Equality Act 2010, by promoting a culture of respect and dignity; actively challenging discrimination, should it ever arise, whether purposefully or under the guise of 'unconscious bias'.

The aim is for our workforce to be truly representative of all sections of society and our customers. As a Football Club and Education provider, the Company promotes the British Values of Democracy; The Rule of Law; Individual Liberty; and Mutual Respect, as required by Ofsted.

Policy Purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part time or full-time
2. Not unlawfully discriminate against the protected characteristics as set out in the Equality Act 2010 of:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex or sexual orientation



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3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

Our commitments

The Company commits to:

1. Encourage equality, diversity, and inclusion in the workplace as they are recognised as good practice and make commercial business sense

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment and prevent bullying, harassment, victimisation, and unlawful discrimination.

All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can

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be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

When does this policy apply?

This policy applies to all conduct in the workplace and to conduct outside of the workplace that is related to your work (e.g., at meetings, social events and social interactions with colleagues) or which may impact on the Company's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to The Company).

We set out below some specific areas of application:

a) Recruitment and selection for employment: Our application process will seek to eliminate 'unconscious bias' and unlawful discrimination through screening applicants and seeking interviews based on aptitude and ability.

b) Training: Employees of the Company will be required to participate in training and development activities from time to time, to encourage engagement and the promotion of the principles of this policy.

c) Promotion: All promotion decisions will be made on the basis of merit and promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

d) During employment: the benefits, terms and conditions of employment and facilities available will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

e) Delivery and work with employers and Apprentices: CAFC employees will seek to ensure adoption of this policy in all aspects of our education delivery in working with employers and apprentices.

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Agreement to follow this policy

The equality, diversity and inclusion policy are fully supported by senior management and has been agreed with employee representatives.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found in the office. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

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Created by: *Victoria Mannooch*

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