



Active Sussex Equality Policy

1. Policy Statement

Active Sussex is committed to stopping discrimination and will treat people with dignity and respect. It will promote equal opportunities in both the employment and management of staff, and in the delivery of its services. In managing the services it provides Active Sussex will promote equal opportunities across all its work.

2. Purpose of the Policy

Active Sussex identifies that certain sections of the community have been affected by past disadvantage and discrimination and may be denied the opportunity to participate equally and fully in sport at all levels. This policy has been produced to:

- Ensure that all sectors of the community have the opportunity to participate in sport in any role and at any level
- Insure no employee, job applicant or person using or seeking to use the services and activities of Active Sussex is unfairly discriminated against (either directly or indirectly, on any grounds)
- This includes on the grounds of their race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

3. Principles

The Active Sussex equality policy is based upon the following principles:

- All persons have the right to participate in and enjoy sport in any role and at any level
- All personnel involved in sports development are responsible for creating an open and friendly environment for everyone wishing to participate in sport
- Discriminatory behaviour will not be tolerated within the Partnership and all allegations and incidents of discrimination or other such unfair treatment will be taken seriously and responded to swiftly in accordance with Active Sussex policies and procedures.

All staff employed by Active Sussex will be expected to:

- Comply with this policy and other policies that relate to equality of opportunity
- Avoid any form of discrimination or encourage others to discriminate against any other member of staff, service user or others connected with Active Sussex
- Positively refrain from the harassment, victimisation, abuse or intimidation of any member of staff, service user or others connected with the organisation
- Inform Active Sussex management or the staff of Active Sussex partner organisations if they witness any form of discrimination in the normal course of their work (either involving staff or service users, or others connected with the organisation).



4. Policy Objectives

4.1 Partnership Commitment

To demonstrate Active Sussex's commitment to sports equity, stopping discrimination, promoting the fair treatment of people with dignity and respect, actively providing equal opportunities in both the employment and management of staff, and in the delivery of our services. Active Sussex will:

1. Ensure that equality is given due regard from the outset of development of all policies and programmes, and will ensure that the principles of equality and inclusion are understood by all its staff and board members
2. Seek to continuously improve its work in this area including achieving the various levels of the 'Equality Standard'
3. Take appropriate action to ensure that its partners adopt the equality standards (where appropriate)
4. Update this policy (minimum every 3 years) to deliver progressive best practice and comply with new legislation and guidance
5. Monitor implementation of this policy using the Equality Standard and other corporate monitoring systems and improvement tools
6. Aim to confront and eliminate discrimination in all of its activities and encourage the involvement of everyone in the community
7. Not discriminate, or in any way treat anyone less favourably, on grounds such as age, religion, gender, gender re-assignment, sexual orientation, colour, disability or ethnic minority
8. Continue to work with and develop relationships with its key equity partners in sport and physical activity – including among others, the English Federation of Disability Sport, the Sussex Disability Sports Network, Sporting Equals and WSFF.

4.2 Management Practice

It is recognised that whilst much can be achieved by legislative measures, real progress in improving equality of opportunity can only be achieved with a continuing commitment from all managers and staff to equality of opportunity. Active Sussex will:

1. Nominate the Strategic Relationship Manager as the Lead Equality Officer to reflect a senior commitment to the implementation of this policy
2. Appoint a Board Member as an Equality champion representative for the promotion of equality in sport at the highest level
3. Ensure that The Board of Active Sussex reviews its equal opportunities policy at least every 3 years
4. Ensure that all managers have a responsibility for ensuring that this equal opportunities policy is implemented within their sphere of operation



5. Continue to be an equal opportunities employer and operate transparent, open and equitable recruitment and selection practices that safeguard against unfair or unlawful discrimination.

4.3 Products, Services & Programmes

Active Sussex is committed to providing services that meet the individual needs and wishes of its staff and users. It recognises the importance of areas such as religious beliefs, cultural traditions, gender and sexuality in the planning and delivery of its services. Active Sussex will:

1. Support and encourage the development of specific programmes to engage people with disabilities in sport and dance, and where appropriate to mainstream their involvement
2. Ensure that equality, inclusion and diversity are considered at the outset of all the products, services and programmes that it develops and funds
3. Identify specific sectors of the community that may be under-represented within its employment sector or sports development programmes, and take positive action to target these specific sectors.

4.4 Communication

To ensure effective communication of this policy and action plan and the importance of equality in sport. Active Sussex will:

1. Ensure that this policy and the commitment to equality are communicated to all staff, volunteers, board members and partners
2. Provide clear information on the work and programmes of the organisation, including diverse communication methods for different users
3. Give due regard to equity when publishing documents and images, and will strive to ensure that the images reflect the demographics of the Sussex population
4. Work closely with key partners to promote the importance of equality in sport and disseminate information on relevant developments and good practice
5. Establish a library of information and images that promote positive role models
6. Ensure that all staff, board members and volunteers are given a copy of this policy as part of their induction.

4.5 Recruitment and Selection

1. It is recognised that recruitment and selection is a crucial part of managing equal opportunities and a separate policy and procedure has been produced to support this equal opportunities policy to ensure high standards of recruitment practices are operated



2. All job packs sent out by Active Sussex will contain the following policy statement: "Active Sussex is committed to equality of access to sport and the promotion of equal opportunities for all, whilst also aiming to follow best practice in the welfare of young people and vulnerable adults. For further information please consult www.activesussex.org"

4.6 Employment of Disabled people

Active Sussex will include regular updates for the Board or the relevant committee of the Board on the implication of the Disability Discrimination Act.

4.7 Training and Development

Training and development of staff is a key part of Active Sussex commitment to staff and in the effective provision of a high quality service. This policy recognises the importance of a fair application of training and development provision based on individual needs of staff. A separate training policy exists that gives more details on how training is managed in the organisation. Some key equal opportunity issues are:

1. Equal opportunities and the management of diversity will be included as important components of business plans
2. Training provision will be evaluated to ensure its effectiveness and suitability. This will be undertaken by Line Managers in support and supervision
3. Equal opportunities in employment and in working with users will be considered an integral part of all induction programmes
4. Active Sussex will ensure that Managers receive training in the management of equal opportunities and managing diversity.

4.8 Harassment

Concerns and complaints about equal opportunities on an individual or group basis can already be addressed through the Grievance Procedure. However, it is recognised that individuals may often be reluctant to initiate grievances to seek redress on a particular issue.

4.9 Grievance and Discipline Issues

Failure to implement this policy may result in disciplinary action being taken under the Active Sussex disciplinary procedure. Any grievance concerning the implementation of this policy should be progressed via the Active Sussex Grievance procedure.

4.10 Rehabilitation of Offenders Act

Given the nature of Active Sussex work in working with children and young people, all posts where staff and volunteers have direct contact with the users are considered to be exempt from the provisions of the Rehabilitation of Offenders Act. However all applicants with convictions will be considered on an individual basis and subject to an interview and risk



assessment with the Chief Executive Officer. Any decision of the Chief Executive Officer will be contingent upon the agreement of the Chair of the Board.

6. Priority Groups

Active Sussex will focus its resources on improving representation in sport from any group that is under-represented. For example:

- Disabled People
- Children and young people in special circumstances* such as those in care, excluded from school, or those over 16 who are not in education, employment or training (NEET)
- People from areas of deprivation / low socio-economic status
- Women and girls

7. Legal Responsibilities

Active Sussex is required by law not to discriminate against employees and volunteers and will abide by the requirements of the following acts:

- The Equality Act 2010
- The Equal Pay Act (1970)
- The Sex Discrimination Act 1975 (as amended in 1986 and 1999)
- The Race Relations Act 1976 (as amended in 2000)
- The Disability Discrimination Act 1995 (as amended in 2005)
- The Human Rights Act (1998)
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Gender Recognition Act 2004
- The Civil Partnership Act 2005
- Rehabilitation of Offenders Act 1974
- Protection from Harassment Act 1997
- The Age Discrimination Act 2006
- Any later amendments to the above Acts/regulations, or further Acts/regulations that are relevant to the Partnership.

8. Implementation, Monitoring & Evaluation

To ensure the details of this policy are implemented Active Sussex will monitor relevant areas (e.g. monitoring of applicants and job offers). The organisation will ensure that where necessary the results lead to further changes in policy and procedures.



Both Staff and the Board will regularly review the implementation of these procedures. It is the responsibility of the Chief Executive Officer to ensure that relevant information is reported to the Board. It is the responsibility of staff to report any matters of concern. Equality objectives will continue to be set and reviewed for participants and the sport and physical activity workforce for the following groups: Girls and women, individuals with disabilities, individuals from designated priority areas/low income groups and individuals from ethnic minority communities.

9. Consultation & Adoption of the Policy

This policy has been adopted by the Active Sussex Board, following a consultation process with Active Sussex staff and Board Members.

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