



Active Sussex Equality Policy

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If you require a copy of this document in an alternative format or you would like to speak to someone about this policy please contact info@activesussex.org.



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.

Active Sussex has a separate Equal Opportunities & Anti-Bullying & Anti-Harassment Policy within its Employee Handbook which sets out the Trust's approach to equal opportunities and its approach to the avoidance of discrimination at work.

The following policy specifically includes services Active Sussex provides in relation to sport and physical activity.

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 and physical activity at all levels. This policy has been produced to:

- Ensure that all sectors of the community have the opportunity to participate in sport and physical activity in any role and at any level
- Ensure 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 age, disability, race, colour, ethnic origin, nationality origin, religious belief, sex, sexual orientation, gender preference, marital status, class or social background, political opinion or affiliation.

3. Principles

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

- All persons have the right to participate in and enjoy sport and physical activity in any role and at any level
- All personnel involved in sports and physical activity development are responsible for creating an open and friendly environment for everyone wishing to participate
- Discriminatory behaviour will not be tolerated within the organisation 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 (and trustees) 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 Commitment

To demonstrate Active Sussex's commitment to equity in sport and physical activity, stopping discrimination, promoting the fair treatment of people with dignity and respect, actively providing equal opportunities in both the employment and management of its people, and delivery of its offer, Active Sussex will:

1. Ensure that equality along with safeguarding principles are given due regard from the outset of development of all policies and programmes, and ensure that these principles are understood by all its staff and board members
2. Put in place a Diversity & Inclusion Action Plan to demonstrate our commitment and identify the actions needed to achieve, support and maintain our ambitions
3. Review the plan on an annual basis and make it publicly available
4. Seek to continuously improve its work in this area and work towards adopting standards or frameworks as appropriate
5. Take appropriate action to encourage and support its partners to adopt equality requirements and best practice
6. Review, update and monitor implementation of this policy as per the Diversity & Inclusion Action Plan
7. Aim to confront and eliminate discrimination in all of its activities and encourage the involvement of everyone in the community
8. Not discriminate, or in any way treat anyone less favourably, on grounds such as race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender preference, age or disability.



9. Continue to work with and develop relationships with its key equity partners in sport and physical activity – including among others, the Activity Alliance, Sporting Equals, Women in Sport and local partners such as the Sussex Disability Sports Network members
10. Continue to work with and develop relationships with its key safeguarding partners to ensure the agenda of safeguarding is linked to equality, diversity and inclusion

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 staff and trustees. Active Sussex will:

1. Nominate a Strategic Relationship Manager as the Lead Equality Officer to reflect a senior commitment to the implementation of this policy and work in this area
2. Appoint a Lead Director: Equality, Diversity & Inclusion for the promotion of equality in sport at the highest level and who chairs the Equality, Diversity & Inclusion Steering group
3. Have in place an internal Equality, Diversity and Inclusion Steering Group who support the Trust in fulfilling its Code of Sports Governance obligations regarding Equality, Diversity and Inclusion
4. Ensure that all staff and trustees understand their role in the delivery of the Active Sussex Diversity & Inclusion Action Plan and it is a set agenda item for both board and team meetings
5. Ensure that The Board of Active Sussex reviews its equal opportunities policy at least every 3 years
6. Ensure that all managers have a responsibility for ensuring that this equal opportunities policy is implemented within their sphere of operation
7. 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 What we do

Active Sussex is committed to meeting the needs and wishes of its staff and stakeholders when delivering our strategic objectives (Building relationships; Projects and resources; Responsive and Representative Leadership). It recognises the importance of areas such as religious beliefs, cultural traditions, gender and sexuality in the planning and delivery of the work that we do. Active Sussex will:



1. Support and encourage the development of both targeted and inclusive programmes to engage inactive people from under-represented or disadvantaged groups in sport and physical activity
2. Ensure that equality, inclusion and diversity are considered at the outset of all the services and programmes that it develops and funds
3. Identify communities that may be under-represented within its employment sector or sports development programmes, and take positive action to target these audiences.

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 and accessible communication methods
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 physical activity 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 Recruitment 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 adults. For further information please consult www.activesussex.org"
3. Where applicable, jobs will be advertised as suitable for flexible working to increase and encourage a more diverse talent pool of applicants.

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 is a key part of Active Sussex commitment to support both staff and trustees to deliver their role. This policy recognises the importance of a fair application of training and development provision based on individual needs and organisational of staff. Details on how employee training and development is managed is covered within the Active Sussex Employee Handbook. 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 for staff and via the Trustee Self Assessment process
3. Equal opportunities in employment and practices 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 this group 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.

5. Priority Groups

Our goal is to address inequality and empower everyone to be active in a way that works for them. We look to encourage everyone to be active and stay active, but we understand certain groups of



people face barriers to exercise. Therefore to make the most impact to tackle inactivity across Sussex, we will priorities the following:

- Children and young people - Facilitate innovative ways that enable children and young people to be active
- Older people - Increase the potential for older people to live a healthier and active life
- Disabled people and people living with a long term health conditions - Increase the opportunity for people living with long term health conditions and/or disabilities to take part in physical activity to meet their needs
- Diversity and inclusion - Address barriers to physical activity for marginalised people to make sure everyone has equal opportunities, regardless of background, and can find ways to make physical activity more affordable and accessible.

6. 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 of 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) as part of the Diversity and Inclusion Action Plan. 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, Lead Director: Equality, Diversity & Inclusion and executive team Equality Lead 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 as per the Active Sussex Strategy and work plans.

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