

September 2024



# EQUALITY, DIVERSITY & INCLUSION POLICY

Issue date: September 2024

Signed:

A handwritten signature in black ink, appearing to be 'G. A.' followed by a flourish.

Review period: Annually

## EQUALITY, DIVERSITY & INCLUSION POLICY ISSUES AND UPDATES

PAGES	ISSUE	DATE
	1	22/07/24

The following policy has been approved by the Senior Leadership Team and the Board of Trustees.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Board of Trustees: 27<sup>th</sup> July 2024

Board signatory: Jon Drown

Planned review: July 2025

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## EQUALITY, DIVERSITY & INCLUSION POLICY

### 1. Introduction

This policy does not form part of any employee's contract of employment. Northampton Saints Foundation reserves the right to vary it at any time and we will notify you in writing of any changes.

This policy is applicable to those who are employed by Northampton Saints Foundation.

### 2. Purpose

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

### 3. Policy Statement

Northampton Saints Foundation recognises that discrimination and victimisation is unacceptable and that it is in the interests of Northampton Saints Foundation and its employees to utilise the skills of the total workforce. It is the aim of Northampton Saints Foundation to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

All employees, whether part-time, full-time, or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our employees will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of Northampton Saints Foundation goods and services.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

### 4. Our Commitment

- 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.
- To make training, development, and progression opportunities available to all employees.
- To promote equality in the workplace, which Northampton Saints Foundation believes is good management practice.
- 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.

Northampton Saints Foundation equality and diversity policy is fully supported by senior management.

#### **5. Responsibilities of Management**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive. Senior Leaders and Line Managers will ensure that they and their employees operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their employees are aware of the policy and the arrangements, and the reasons for the policy.
- grievances concerning discrimination are dealt with properly, fairly, and as quickly as possible.
- proper and complete records are maintained.

HR will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits.

#### **6. Responsibilities of Employees**

Responsibility for ensuring that there are no unlawful discrimination rests with all employees and the attitudes of employees are crucial to the successful operation of fair employment practices. In particular, all employees should:

- comply with the policy and arrangements.
- not discriminate in their day-to-day activities or induce others to do so.
- not victimise, harass, or intimidate other employees or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

#### **7. Third Parties**

Third-party harassment occurs where a Northampton Saints Foundation employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Northampton Saints Foundation will not tolerate such actions against their employees, and the employee concerned should inform their manager / supervisor at once that this has occurred. Northampton Saints Foundation will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

#### **8. Related Policies and Arrangements**

All employment policies and arrangements have a bearing on equality of opportunity. Northampton Saints Foundation policies will be reviewed regularly, and any identified discriminatory elements removed.

#### **9. Rights of Disabled People**

Northampton Saints Foundation attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours (managers are expected to seek advice and guidance from external agencies where appropriate to maintain disabled people in employment)
- include disabled people in training/development programmes.
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

#### **10. Monitoring and Training**

Northampton Saints Foundation will routinely collect information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs. Information regarding the number of employees who declare themselves as disabled will also be maintained. This data will be used to monitor recruitment, internal promotion, and access to training/development opportunities.

We will also maintain information on employees who have been involved in certain key policies including Disciplinary, Grievance and the Prevention of Bullying & Harassment.

The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

If monitoring shows that Northampton Saints Foundation, or areas within it, has areas of concern, then an action plan will be developed to address these issues. This will include a review of Northampton Saints Foundation policies and practices.

Equality information will be included in induction programmes and updated briefing sessions will be repeated, as necessary.

#### **11. Discipline and Grievance**

Employees have a right to pursue a complaint concerning discrimination or victimisation via Northampton Saints Foundation Grievance or Harassment Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under Northampton Saints Foundation's Disciplinary Procedure.