

Equal Opportunities Policy

The purpose of this policy is to provide equality and fairness for all and to ensure that staff are not treated unfairly on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Roles and Responsibilities

1. The owner and the management are responsible for ensuring that:
 - This policy is implemented and operates effectively in their span of control
 - All employees are made aware of the requirements of this policy and their individual responsibilities
 - All employment matters are dealt with in a fair and consistent manner and are appropriately documented
 - Any concerns raised under the scope of this policy are treated seriously and sensitively
2. Employees are responsible for
 - Not unlawfully discriminating in any employment practice or process
 - Raising with management any suspected discriminatory acts or practice
 - Co-operating with measures introduced to ensure equality of opportunity
 - Refraining from harassment or intimidation of others
 - Refraining from victimising an employee who has made allegations or complaints of discrimination or who has provided information about such discrimination

Principles

Wickersley Kids Club is an Equal Opportunities Employer and is committed to eliminating discrimination and encouraging cultural diversity amongst its workforce. Wickersley Kids Club aims for its workforce to be truly representative of the community it serves and that each employee feels respected and able to give their best while at work.

It is the intention of Wickersley Kids Club that all employees be treated fairly and equally. Wickersley Kids Club will ensure as far as possible that no employee or potential employee receives less favourable treatment on the grounds of the following protected characteristics: pregnancy and maternity, gender (including gender, marriage, gender re-assignment); race (including ethnic origin, colour, nationality, language and national origin); disability; sexual orientation; religion, spirituality or belief; age, sex, on their marital or civil partnership status or disadvantaged by any other conditions or requirements which cannot be shown to be justifiable.

This policy aims to

- Reinforce the Wickersley Kids Club's commitment to equal opportunities in employment practice
- Ensure that Wickersley Kids Club fulfils its legal obligations in accordance with relevant legislation
- Promote a climate in which good equal opportunities practice exists
- Create an environment in which individual differences and the contributions of all Wickersley Kids Club staff are recognised and valued
- Ensure that every employee is treated with dignity and respect
- Ensure that any form of intimidation, victimisation, bullying or harassment will not be tolerated
- Ensure that training, development and progression opportunities are available to all
- Challenge breaches of equality, and regard such breaches as misconduct which may lead to disciplinary action

Fairness at work and good job performance go hand in hand. Tackling discrimination helps to attract, motivate and retain staff, enhancing the Wickersley Kids Club's reputation as an employer. Eliminating discrimination helps everyone to have an equal opportunity to work and to develop their skills.

All Wickersley Kids Club employees 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 Wickersley Kids Club employees will be helped and encouraged to develop their full potential and the talents and resources of Wickersley Kids Club's workforce will be fully utilised to maximise the efficiency of the organisation.

Protected Characteristics

All Wickersley Kids Club employees will be treated fairly and equally and will not be discriminated against on the basis of any of the following protected characteristics:

- **Age** - All Wickersley Kids Club employees will be treated fairly regardless of their age. Employees will not be harassed, victimised, directly or indirectly discriminated against because of their age. Employees will also not be compulsorily retired because of their age. In some circumstances different treatment because of age will not be unlawful if it is objectively justified, and demonstrated that it is a proportionate means of meeting a legitimate aim.
- **Disability** - A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This covers all forms of physical, sensory, or mental impairments, including learning disabilities which have lasted more than 12 months.

1. Wickersley Kids Club employees will not be directly or indirectly discriminated against on the grounds of a disability or treated less favourably because of something connected with a disability. Wickersley Kids Club is committed to supporting staff to help them overcome a disadvantage resulting from impairment, therefore where a manager knows, or could reasonably be expected to know, that a person has a disability, reasonable steps should be taken to support them in working to overcome their disability or anything in connection with their impairment; however, there will be some instances where adjustments are not reasonable.
 2. Wickersley Kids Club will give fair consideration to and selection of applicants with disabilities. Assumptions will not be made about the effect of an impairment on an employee's performance, or their ability to undertake more demanding work. Employees with a disability should also be given attention during the induction process in order to quickly overcome any problems over access or needs for special facilities. All health and safety procedures must take into account the needs of disabled employees. Where special steps need to be taken, this should be discussed with the person in the club designated as primarily responsible for health and safety.
 3. Where a disabled employee's performance is unsatisfactory, reasonable adjustment should be considered to improve performance with the employee. It should not be assumed that performance issues are disability-related.
 4. Where an employee becomes disabled in the course of employment, steps will be taken to make adjustments to working conditions and/or the physical working environment wherever possible. When an employee becomes incapable of carrying out their normal duties because of a disability, the management of the club in consultation with the employee should consider whether reasonable adjustments might enable the employee to continue in the same or a similar job, or whether redeployment options are available. In the event this is not possible, a decision to terminate the employee's contact may need to be taken.
- **Gender Reassignment-** Wickersley Kids Club employees or potential Wickersley Kids Club employees will not be discriminated against on the basis of gender reassignment. A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. Transsexual people will not be treated less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than they would be treated if they were absent because they were ill or injured.

- **Marriage and Civil Partnership-** Wickersley Kids Club employees or job applicants who are married or in a civil partnership will be treated fairly and equally to all others.
- **Pregnancy and Maternity-**WickersleyKids Club is committed to protecting a woman against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory maternity leave to which she is entitled. An employee's period of absence due to pregnancy-related illness will not be taken into account when making any decision about her employment.
- **Race-** 'Race' includes colour, nationality and ethnic or national origins; employees of Wickersley Kids Club will not be treated less favourably on the grounds of these characteristics.
- **Religion and Belief-** Wickersley Kids Club employees and job applicants will not be discriminated against on the basis of their religion or beliefs. Wickersley Kids Club employees will be respectful of people with other religions and also of those of the same religion. Religion includes any religion and also a lack of religion, i.e. those who do not follow a religion.
- **Sex-** Both male and female employees and job applicants will not be treated less favourably on the basis of their gender
- **Sexual Orientation-** Wickersley Kids Club employees and job applicants will be treated fairly regardless of their sexual orientation, whether they are bisexual, gay, heterosexual or lesbian.

Discrimination, Victimisation and Harassment

1. **Direct discrimination-** Wickersley Kids Club employees will not be directly discriminated against. Direct discrimination occurs when someone is treated less favourably because of a protected characteristic they have or are thought to have, or because they associate with someone who has a protected characteristic.
2. **Discrimination by association-** Wickersley Kids Club employees will not be discriminated against by association. Discrimination by association is direct discrimination against someone because they associate with another person who possesses a protected characteristic.
3. **Perception discrimination-** Wickersley Kids Club employees will not receive perception discrimination. Perception Discrimination is direct discrimination against an individual because others 'think' they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.
4. **Indirect discrimination-** Wickersley Kids Club employees will not suffer indirect discrimination. Wickersley Kids Club policies, practices, rules and procedures will be fair and will not disadvantage people who share a protected characteristic. In some circumstances indirect

discrimination can be justified if it is 'a proportionate means of achieving a legitimate aim'.

5. **Harrasment-** Harassment is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Wickersley Kids Club will ensure as far as reasonably practical that employees are not harassed and that they do not find behaviours offensive even if they are not directed at them. Wickersley Kids Club employees should also not suffer from harassment because of perception or association.
6. **Third party harassment-** As far as reasonably possible the Wickersley Kids Club will ensure its employees do not suffer any form of harassment from third parties who are not employees of the organisation, i.e. customers. If an employee is known to have received or has reported receiving harassment from a third party, the employee's Manager will need to ensure reasonable steps are taken to prevent it from happening again.
7. **Victimisation-** Wickersley Kids Club employees will not suffer victimisation. Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so.

Positive action

Where possible Wickersley Kids Club will take positive action if it is believed that employees or job applicants who share a particular protected characteristic suffer a disadvantage connected to that characteristic, or if their participation in an activity is disproportionately low.

In some circumstances protected characteristics may be taken into consideration when deciding who to recruit or promote. However, this can only be done when candidates are "as qualified as each other" for a particular vacancy, meaning that selection assessment on a range of criteria rates them as equally capable of doing the job.

Recruitment

In recruiting staff, Wickersley Kids Club will ensure that its practices do not discriminate against candidates or potential candidates in ways that are unconnected to their ability to perform the duties of the post. All staff will be given opportunities to develop their skills and expertise in their chosen career.

Pre-employment health-related checks - Up to the point of an individual being offered a job, health-related questions can only be asked to:

- Decide whether any reasonable adjustments need to be made for the person to participate in the selection process
- Decide whether an applicant can carry out a function that is essential ('intrinsic') to the job
- Monitor diversity among people making applications for jobs
- Take positive action to assist disabled people

Once a candidate has been offered a job, other appropriate health-related questions can be asked.

Pay

Equal pay – The pay of staff should be granted based on their skills and abilities and not based on a particular characteristic. Wickersley Kids Club will ensure as far as possible that pay is equal between employees; particularly that it is equal between males and females.

Pay secrecy – Wickersley Kids Club will not prevent or restrict employees from having a discussion to establish if differences in pay exist that are related to protected characteristics.

Impact Assessment

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy, please contact one of the management team.

Training

Staff training can play an important role in establishing the principles and practices which create greater equality of opportunity. Programmes of awareness training can draw attention to discriminatory procedures. Measures can also be taken to develop and encourage models of good practice. Specific training can also be designed to develop the managerial potential of under-represented groups.