

Equality, Diversity and Inclusion Policy

Active Lincolnshire is fully committed to embedding and promoting equality, diversity and inclusion (EDI) across our organisation.

Our commitment to equality is that everybody has an equal opportunity and is not treated differently or discriminated against because of their characteristics. We will ensure everybody has an equal chance to take up and make use of opportunities to fulfil their potential.

Our commitment to diversity is that we take account of the differences between groups of people, and we place a positive value on those differences. In our working practices, policies and behaviours, inclusion will be at the centre of all that we do, and we will take a zero-tolerance approach to any form of discrimination. We recognise it is our role to advocate these principles in the services we deliver, across the sector workforce and through our partnerships.

Active Lincolnshire strives for continuous improvement in our approach to equality, diversity and inclusion and recognise that we will always need to build on our education, awareness and commitment to making our organisation and the services we provide available and accessible to everyone without discrimination of any form. Our equality, diversity and commitment statement is available [here](#).

This equality, diversity and inclusion policy includes our approach to:

- Our employees and trustees, recruitment, working environment and behaviours
- Breaches of this policy
- Discrimination
- Advocacy
- Our legal obligations

And ensures that no-one is unlawfully discriminated against because of:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy, maternity and paternity
6. Race (including ethnic origin, colour & nationality)
7. Religion or belief
8. Sex
9. Sexual orientation

These are the nine protected characteristics detailed in the Equality Act 2010

Our Employees and Trustees

Active Lincolnshire is an equal opportunity employer and is fully committed to treating all employees and job applicants equally. Active Lincolnshire will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline and selection for redundancy and dismissal.

Recruitment, advertising and selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications. Active Lincolnshire is committed to applying its Equal Opportunities Policy statement at all stages of recruitment and selection.

Advertisements will aim to positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, Active Lincolnshire will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants with a particular protected characteristic.
2. Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of applicants with a particular protected characteristic.
3. Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular protected characteristic.

However, where, having regard to the nature and context of the work, having a particular protected characteristic is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, Active Lincolnshire will apply that requirement to the job role, and this may therefore be specified in the advertisement.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way:

- The member of staff / agency responsible for receiving applications will remove personally identifiable information before passing the applications to the staff responsible for shortlisting to ensure transparency and anonymity in the selection process.

- The staff / agency responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.
- Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job.
- Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job.
- The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

With disabled job applicants, Active Lincolnshire will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about any of the protected characteristics.

Employment, Training and Promotion

Active Lincolnshire will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

Terms of Employment, Benefits, Facilities and Services

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

Equal Pay

Active Lincolnshire is committed to equal pay in employment. It believes all employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, Active Lincolnshire will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

Ongoing Training and Promotion

The Chief Executive, EDI Manager and EDI nominated Trustee lead will commit to continual learning and development around all matters relating to equality, diversity and inclusion. This training and learning will be shared with the wider team and Trustees, and used to develop and enhance our daily practices and policies.

All staff will be required to undergo EDI training when they join the organisation, and at least bi-annually thereafter. All staff will be responsible for activity promoting and considering equality, diversity and inclusion in all areas of work and working behaviours.

Nominated personnel will be trained to identify and deal effectively with discriminatory acts or practices, acts of harassment or bullying.

The company will also provide training to all employees to help them understand their rights and responsibilities in relation to equal opportunities and dignity at work and what they can do to create a work environment that is free from discrimination, bullying and harassment.

Work environment

Active Lincolnshire will take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free from harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

Responsibilities of Employees and Trustees

All employees are responsible for conducting themselves in accordance with this policy. Active Lincolnshire has a zero-tolerance policy of any form of harassment, whether engaged in by employees or by outside third parties who do business with us, such as partners, stakeholders, contractors and suppliers.

Employees and trustees have a duty to co-operate with Active Lincolnshire to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment, victimisation or bullying.

Advocacy

Active Lincolnshire recognises its role in the wider advocacy, promotion of equality, diversity and inclusion across the wider physical activity and sport sector within Lincolnshire and achieving diversity in the sector is a perpetual process.

Active Lincolnshire commits to increasing awareness and developing with partners an inclusive, diverse workforce and sector, representative of the communities we serve through delivery of programmes, sharing of best practice, facilitating training and educational opportunities and through demonstrating our values and own behaviours. A sector that is fully representative of society and with a zero-tolerance approach to any form of discrimination will enable opportunities for everyone to engage with sport and physical activity, removing barriers to participation and open up and strengthen networks and opportunities. Active Lincolnshire's Diversity and Inclusion Action Plan details our commitment to this.

Suppliers, Stakeholders and Delivery Partners

Where Active Lincolnshire has third party contractual relationships, i.e. with suppliers, delivery partners and with organisations we award any funding to, we will ensure that the appropriate EDI policies are in place. We will only work with third parties who can evidence they are compliant. If at any time Active Lincolnshire becomes aware of any form of discrimination on the part of the third party, we will withdraw or terminate the contract or working agreement.

Breaches of this Policy

Action will be taken under Active Lincolnshire's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this equality, diversity and inclusion policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees can be held personally liable for any act of unlawful discrimination or harassment. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

Suspected Cases of Discriminatory Acts, Harassment or Bullying

In the case of any suspected discriminatory acts or practices or suspected cases of harassment or bullying, you are required to notify the Chief Executive Officer immediately. You must not victimise or retaliate against an employee who has made a disclosure of discrimination or harassment or who has provided information about such discrimination or harassment in line with the Grievance policy and procedures. You should support colleagues who suffer such treatment and are making a complaint. We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you may, if you prefer to raise such issues with a senior colleague of

your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This cannot be the person who will be responsible for investigating the matter if it becomes a formal complaint.

If you are the victim of minor harassment you should make it clear to the person undertaking the harassment on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to this person, and your confidential helper can assist you in this.

Active Lincolnshire will also take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees.

Discrimination

Direct Discrimination

Direct discrimination occurs when, because of one of the protected characteristics, a job applicant or an employee is treated less favourably than other job applicants or employees are treated or would be treated.

The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the job applicant or employee is associated and not on the job applicant's or employee's own protected characteristic. In addition, it can include cases where it is perceived that a job applicant or an employee has a particular protected characteristic when in fact they do not. Active Lincolnshire will take all reasonable steps to eliminate direct discrimination in all aspects of employment and recruitment.

Indirect Discrimination

Indirect discrimination is treatment that may be equal in the sense that it applies to all job applicants or employees, but which is discriminatory in its effect on, for example, one particular sex or racial group. Indirect discrimination occurs when there is applied to the job applicant or employee a provision, criterion or practice (PCP) which is discriminatory in relation to a protected characteristic of the job applicant's or employees. A PCP is discriminatory in relation to a protected characteristic of the job applicant's or employee's if:

- it is applied, or would be applied, to persons with whom the job applicant or employee does not share the protected characteristic.

- the PCP puts, or would put, persons with whom the job applicant or employee shares the protected characteristic at a particular disadvantage when compared with persons with whom the job applicant or employee does not share it.
- it puts, or would put, the job applicant or employee at a disadvantage, and it cannot be shown by Active Lincolnshire to be a proportionate means of achieving a legitimate aim.

Active Lincolnshire will take all reasonable steps to eliminate indirect discrimination in all aspects of employment.

Legal Obligations

In addition to the Equality Act 2010, Active Lincolnshire abide by the Protection from Harassment Act 1997. Engaging in unwanted conduct, stalking, alarming the person or causing the person distress and bullying are covered under harassment law and refers to the misuse of power or position to criticise persistently or to humiliate and undermine an individual's confidence.

Monitoring Equality, Diversity and Inclusion

Active Lincolnshire conducts an annual staff and trustee equal opportunities survey. The results are published on our website. The action plan is regularly monitored and updated by the EDI lead with the Chief Executive and the lead EDI Trustee.

The Equality, Diversity and Inclusion Policy is signed off by the Governance and Standards committee.

Responsibilities

Everybody working for or connected with Active Lincolnshire has a responsibility to promote EDI.

The Chief Executive has ultimate responsibility for ensuring that the Active Lincolnshire's Equality, Diversity and Inclusion Policy is fully implemented.

The Board also has an appointed champion for equality, diversity and inclusion to advocate and influence EDI decision making at a strategic level internally and externally.

Active Lincolnshire also has an Equality, Diversity and Inclusion Manager with day-to-day responsibility for implementation, monitoring and updating the equality, diversity and inclusion action plan and to support staff, trustees, volunteers, partners and stakeholders as appropriate.

The CEO presents a quarterly update at Governance and Standard Committee meetings on the Equality, Diversity and Inclusion Action Plan.

Policy Review Record

Date	Reviewed by	Significant changes
May 2024	Lindsay Parker (FAB) Signed off by GSC 20.05.2024	Added job application anonymisation process Updated frequency DIAP is discussed at GSC. Added reference to recruitment in Direct Discrimination.
February 2023	Lindsay Parker (FAB) Signed off by GSC February 2023.	Removed names of staff and replaced with roles.
February 2021	Emma Tatlow (CEO). Sign off by GSC (Chair Michaela Pinchard) 23.02.2021	Addition of 'inclusion' within the policy. Reference to our wider advocacy role. Updated roles and responsibilities.
November 2018		