

# HARINGEY SPORTS DEVELOPMENT TRUST

White Hart Community Sports Centre, White Hart Lane, London, N22 5QW

Telephone 020 8265 7470 Facsimile 020 88818944

Email: mail@haringeysportsdevelopment.co.uk

## EQUAL OPPORTUNITIES POLICY

### 1. STATEMENT OF TRUST

Haringey Sports Development Trust:

- (a) Recognises that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions and seeks to value and harness this diversity to make its services relevant and approachable for everyone.
- (b) Believes in equality of opportunity and values all individuals regardless of any collective and individual identity.
- (c) Believes that all people have a right to employment and to services which are free from direct and indirect discrimination on grounds of race, colour, caste, national or ethnic origin, religious beliefs, political beliefs, social class, employment status, financial status, responsibility for dependants, gender, ill health, disability (sensory impairment and learning disability), marital status, HIV/AIDS status, language (including the language of deaf people), gender identity, sexual orientation, age, trade union activity, height, non-relevant criminal conviction or any other condition or requirement which cannot be shown to be justifiable.
- (d) Seeks to promote diversity and to respond to the needs of all individuals in a fair and equitable manner.
- (e) Will work to reduce unfair discrimination in society and seek to eliminate such practices within the organization.

### 2. GENERAL PRINCIPLES

- (a) All potential or actual service users, Management Board members volunteers and employees will be treated with equal respect.
- (b) Activities and services offered by Haringey Sports Development Trust will be open and accessible to all people within its area of benefit.
- (c) Haringey Sports Development Trust will ensure as far as is practicable that all sections of the community are represented in its membership and on its Management Board and other constituent bodies.
- (d) All Haringey Sports Development Trust staff will be recruited and where appropriate promoted on merit regardless of background and other discriminatory factors.
- (e) Management Board members and staff will be provided with training in the application of equality of opportunity and anti-discrimination practices and Haringey Sports Development Trust will seek to ensure that all people involved in the service understand the issues surrounding discrimination.
- (f) Haringey Sports Development Trust ES will seek to ensure its premises are accessible and welcoming to all sections of the community within the aims and resources of the service.

### 3. RESPONSIBILITIES

- (a) The Management Board as the employer has overall and final responsibility for ensuring that Haringey Sports Development Trust SES meets its responsibilities in relation to the Race Relations Act (1976), Sex Discrimination Act (1975-85), Equal Pay Act (1970), Disability Discrimination Act (1995), Rehabilitation of Offenders Act (1974) and all other relevant or subsequent legislation.

- (b) The Management Board will ensure the development of a strategic commitment to diversity, which goes beyond adherence to any legal responsibilities.
- (c) The HSDT Director has overall responsibility for ensuring that this policy is put into practice and in particular will ensure that:
  - staff receive sufficient information and training to enable them to implement this policy in their everyday work.
  - line managers are aware of their responsibilities to their staff in relation to equal opportunities and diversity.
  - there are arrangements in place to properly monitor this policy.
  - managing diversity is internally driven, from a sense of commitment by the organization and its employees wherever they are based.
  - those responsible for equality and diversity issues have the resources to carry out their work effectively.

#### **4. EMPLOYMENT**

- (a) Employment will be undertaken in accordance with the Haringey Sports Development Trust SES recruitment policy and the equal opportunities principles outlined therein.
- (b) All elements of the job description, person specification and shortlisting and interview process for each post will be non-discriminatory in nature and will be applied equally to all candidates.

#### **5. TRAINING**

- (a) Relevant training opportunities will be published widely to all employees.
- (b) Training will be made available to Management Board members and staff without discrimination and will regard to individual circumstances.

#### **6. ENGAGEMENT OF CONSULTANTS AND CONTRACTORS**

- (a) Haringey Sports Development Trust will follow equal opportunities principles when engaging consultants or contractors.
- (b) Haringey Sports Development Trust will draw its equal opportunities principles to the attention of all consultants and contractors it engages who will each be expected to work within the spirit and practice of this policy.

#### **7. RELIGIOUS AND CULTURAL NEEDS**

- (a) Haringey Sports Development Trust will endeavour to ensure that its work requirements are consistent with both the needs of the organization and the religious and cultural needs of staff and consult with outside experts if necessary in order to achieve this.
- (b) Where staff have particular religious or cultural needs which conflict with work requirements managers will consider whether it is reasonably practicable to vary or adapt these requirements to enable such needs to be met.

#### **8. DISABILITY**

- (a) Haringey Sports Development Trust will endeavour to support and encourage employees who are disabled or become disabled to work within the organization and wherever possible will assist with their rehabilitation and retraining.
- (b) Haringey Sports Development Trust will endeavour to maintain disabled staff in employment wherever practicable by adjusting working conditions and practices and redeploying to alternative work where necessary.

## **9. PERSONAL CONDUCT**

- (a) Each staff member should respect all others with whom they come into contact on Haringey Sports Development Trust business and realise that behaviour which they find acceptable may not be so regarded by others.
- (b) Harassment at work in any form is entirely unacceptable and each member of staff carries responsibility for their own behaviour under the policy.
- (c) Should any harassment or unacceptable abuse of staff members occur the person or persons responsible will be liable for disciplinary action under the Haringey Sports Development Trust disciplinary procedure and possible legal action.
- (d) Haringey Sports Development Trust will provide support for employees who allege harassment and a proper investigation of complaints will take place under the Haringey Sports Development Trust complaints procedure.

## **10. CONSULTATION**

- (a) Haringey Sports Development Trust will monitor the usage of and enquiries concerning its services and actively encourage the views of groups, which experience discrimination in order to improve its service delivery.
- (b) Haringey Sports Development Trust will ensure that such monitoring covers all aspects of its service including management practice, recruitment, employment, volunteer involvement, training and development, publicity/publications and access to resources.

## **11. ACCESS TO MEMBERSHIP AND SERVICES**

- (a) Haringey Sports Development Trust will endeavour to ensure that its membership, goods and services are accessible to all subject to its membership criteria and reflect the needs of the various communities of people who may need them and particularly under-represented groups.
- (b) Haringey Sports Development Trust will positively encourage under-represented groups and communities to participate in programmes in accordance with our equity objectives.

## **12. ACCESS TO POSITIONS**

- (a) Haringey Sports Development Trust will ensure that all officer and representative positions and places on its Management Board, committees and thematic forums are open to any full member of Haringey Sports Development Trust subject to the provisions of the Memorandum and Articles and any regulations made thereunder and will take action to encourage participation from under-represented groups.
- (b) All Haringey Sports Development Trust: committees and thematic forums will adhere to the Haringey Sports Development Trust equal opportunities policy.

## **13. MARKETING, PUBLICITY AND PUBLIC RELATIONS**

- (a) Haringey Sports Development Trust will ensure that its services are well publicized to ensure equality of access.
- (b) Haringey Sports Development Trust publicity will include statements about our commitment to diversity and equal opportunities.
- (c) Haringey Sports Development Trust marketing will strive to provide information and resource materials which are jargon free and free from racist, ageist, disabling, homophobic or sexist images, language or attitudes or any other discriminatory practices.

#### **14. COMMUNICATION**

- (a) Haringey Sports Development Trust will endeavour to create a climate of communication, which reflects the needs of different linguistic and cultural groups by providing interpreters and signers as appropriate.
- (b) S. Haringey Sports Development Trust will endeavour to provide information in a variety of formats such as audio-tape or large print on request and will seek to use information communication and other technologies to improve the way in which it communicates.

#### **15. WORKING PRACTICES**

- (a) Haringey Sports Development Trust will seek to actively engage all communities in its work and to respect all cultural differences and expectations with regard to catering, times and dates of meetings, modes of dress and conduct, language, translation policy and forms of address.