

## **The Brunswick Club for Young People Equality, Diversity, and Inclusion Policy**

### **Purpose**

The aim of this policy is to communicate the commitment of The Brunswick Club for Young People to the promotion of equality of opportunity.

It is our policy to provide equality of opportunity to all, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins, being an Irish traveller)
- disability
- sexual orientation
- age

We are opposed to all forms of unlawful and unfair discrimination. All stakeholders of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on membership, selection for employment, training or any other benefit will be made objectively, without unlawful discrimination, and based solely on aptitude and ability.

*(For the purposes of this policy, the term stakeholders applies to all persons with an interest and involvement in the Club, including but not limited to paid staff, volunteers, young people, children, parents, job applicants and committee members.)*

### **Legal framework**

Discrimination has been legally defined through a series of legislative acts, including the Race Relations Act, the Sex Discrimination Act, the Disability Discrimination Act and the Equality Act 2006.

In April 2010, the Equality Act 2010 received Royal Assent. The Equality Act 2010 harmonises where possible, and in some cases extends, protection from discrimination. It applies throughout the UK and came into force in October 2010.

Discrimination refers to unfavourable treatment on the basis of particular characteristics, which are known as the 'protected characteristics.' Under the Equality Act 2010, the protected characteristics are defined as age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

Under the Equality Act 2010, individuals are protected from discrimination 'on grounds of' a protected characteristic. This means that individuals will be protected if they have a characteristic, are assumed to have it, associate with someone who has it or with someone who is assumed to have it\*.

*\*The exception to this is pregnancy and maternity, which does not include protection by association or assumption – a woman is only protected from discrimination on grounds of her own pregnancy.*

### **Types of Discrimination**

Forms of discrimination and discriminatory behaviour include the following:

#### ***Direct discrimination***

Direct discrimination can be described as less favourable treatment on the grounds of one of the protected characteristics.

#### ***Indirect discrimination***

Indirect discrimination occurs when a provision, criterion or practice is applied to an individual or group that would put persons of a particular characteristic at a particular disadvantage compared with other persons.

#### ***Discrimination arising from disability***

When a disabled person is treated unfavourably because of something connected with their disability and this unfavourable treatment cannot be justified, this is unlawful. This type of discrimination only relates to disability.

#### ***Harassment***

Harassment is defined as unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity, or which creates an intimidating or hostile, degrading, humiliating or offensive environment for that person.

#### ***Victimisation***

It is unlawful to treat a person less favourably because he or she has made allegations or brought proceedings under the anti-discrimination legislation, or because they have helped another person to do so. To do so would constitute victimisation.

#### ***Bullying***

Bullying is defined as a form of personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate or undermine an individual.

### **Policy Statement**

We recognise that the provision of equal opportunities in all our activities will benefit the Club. Our equal opportunities policy will help stakeholders to develop their full potential and the talents and resources of the stakeholders will be utilised fully to maximise the effectiveness of the Club.

The Brunswick Club recognises that there is a statutory duty under the Equality Act 2010, to implement an equal opportunities policy. This policy applies to applicants for employment, volunteers and members of the Club alike.

The Brunswick Club is committed to the principles and practice of the Equality Act 2010. The Brunswick Club values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to everyone regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation or any other individual characteristic which may unfairly affect a person's opportunities in life.

We are committed to:

- promoting equality of opportunity for all persons
- promoting a good and harmonious learning environment in which all stakeholders are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- fulfilling all our legal obligations under the Equality Act 2010 and associated codes of practice
- complying with our own equal opportunities policy and associated policies
- taking lawful affirmative or positive action, where appropriate
- breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of membership

### **Procedure**

The Management Committee and Club Manager have specific responsibility for the effective implementation of this policy. We expect all stakeholders to abide by the policy and help to create the equality environment which is its objective.

In order to implement this policy we shall:

- Endeavour to ensure equality and inclusion in the recruitment process (Please see *Appendix A: 'How to ensure Equality and Inclusion in the Recruitment Process'* for full details)
- Provide all staff, volunteers, and Management Committee members with 'Equality, Diversity, and Inclusion' training at least once every three years. (*Equality - treating everyone fairly; Diversity - appreciating people's uniqueness; Inclusion - encouraging everyone to retain their uniqueness*)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities of paid staff and employees
- Incorporate equal opportunities notices into general communications practices (e.g., announcements, annual report, annual general meeting, young people's noticeboards, newsletters, website, etc.)

- Ensure that adequate resources are made available to fulfil the objectives of the policy

**Monitoring and review**

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary.

**Complaints / Grievances**

Anyone who believes that they have suffered any form of discrimination, harassment, or victimisation is entitled to raise the matter through the Complaints procedure or the Grievance procedure (as appropriate), copies of which are available from the Club office and on the website. All complaints and grievances about discrimination will be dealt with seriously, promptly, and confidentially.

Every effort will be made to ensure that anyone who makes a complaint or grievance will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly, and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

**Consultation and Commitment to Review**

The Brunswick Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and children and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and children and young people through youth meetings.

The employees' and volunteers' representative is Danny Volino.

This policy was reviewed by the Management Committee on 20<sup>th</sup> January 2025.

This policy will be reviewed by the Management Committee in January 2026.

**Appendix A: 'How to ensure Equality and Inclusion in the Recruitment Process'**

## How to ensure Equality and Inclusion in the Recruitment Process

It is vital that during the recruitment process to apply fairness and not discriminate against candidates or potential candidates.

### When creating job adverts and job descriptions:

- Consideration should be given to where the job will be advertised being mindful of different groups who may wish to apply for the role
- The language should not use gender terms
- Skills required for the role should be highlighted in the advert
- Anyone from outside of The Brunswick Club should be able to easily understand the roles of the job

### Application forms:

- Must be easy for candidates to complete
- Have instructions clearly defined and not be over-complicated

### When shortlisting candidates:

- Use more than one person to conduct the shortlisting
- Do not allow the people shortlisting to see personal information, e.g., name, date of birth, area candidate lives in, etc.
- Use the skills required on the job advert and job description to assess the job applicants to ensure fairness in the screening process

### When interviewing candidates:

- Check if candidates need any reasonable adjustments to be made to assist them during the interview
- Do not ask any questions relating to a candidate's age, marital status, sexual orientation, or whether they intend to have children
- Ask the same questions to each candidate to ensure fairness
- Ensure a fair scoring system is applied equally for all candidates
- Keep records and notes of the interview, what questions were asked and candidates' responses

### Training:

- Provide training in Safer Recruitment and Equality, Diversity, and Inclusion for all people involved in the recruitment process