

UKA EQUALITY, DIVERSITY & INCLUSION POLICY

UKA/Document Name/version	UKA/HR10/2
Policy owner	Donna Fraser
Applicable to	UK Athletics (UKA) Employees
Approving body	Board
Date approved by approving body	Click or tap to enter a date.
Next review date	31/03/2023

UK Athletics' approach to its Complaints procedure is characterised by an ethos of vigilance and of respect for UKA's integrity and control processes. The values of UKA are:

- We operate with **integrity**.
- **Communication** is timely and relevant to our specific stakeholders.
- We deliver **quality** performance through innovation and continual improvement.
- **Respect** is shown to everyone we deal with.
- We all have accountability

BACKGROUND INFORMATION

POLICY REQUIREMENT: Why does the policy exist? (Select one)

Legal requirement	<input checked="" type="checkbox"/>	<i>Enter relevant legislation:</i> Equality Act 2010
Code of Sports Governance requirement	<input checked="" type="checkbox"/>	
Self-assessment requirement	<input type="checkbox"/>	
Best practice	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	<i>Please state:</i> Click or tap here to enter text.

Document Purpose	To provide clear guidance on the process of equality, diversity and inclusion for all employees		
Target Audience	UKA employees		
Equality Impact Assessment (EIA) done?	YES <input checked="" type="checkbox"/>		
Name of Lead Officer undertaking EIA	Donna Fraser		

HAVE APPROPRIATE INTERNAL STAKEHOLDERS BEEN CONSULTED? (Select all that apply)

Consultees	Yes	No	N/A
Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operations Management Group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TV Events	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UKA Employee Networks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

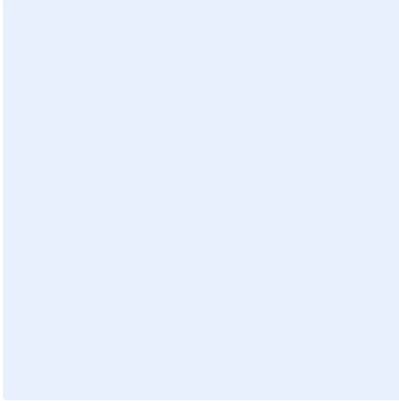
APPROVAL PATHWAY FOR THE POLICY?

(Select all that apply e.g. if it is a requirement that a policy is approved by both SLT and then Board both the SLT and Board boxes should be selected).

Approving body	Yes	
Board	<input type="checkbox"/>	
Board committee	<input checked="" type="checkbox"/>	<i>Enter committee name:</i> Remuneration Committee
Senior Leadership Team (SLT)	<input checked="" type="checkbox"/>	
Operations Management Team	<input type="checkbox"/>	
Performance	<input type="checkbox"/>	
TV events	<input type="checkbox"/>	

DOCUMENT REVISION: CONFIRMATION BY POLICY OWNER

I confirm that I have reviewed this document and:	Select as appropriate:
a) No changes are required.	<input type="checkbox"/>
b) Some minor editorial changes were required. These do not change the substance of the document.	<input checked="" type="checkbox"/>
c) There are material changes that are summarised in the document history table at the front of the revised document.	<input checked="" type="checkbox"/>



Signed:
Name: Donna Fraser
Title: Equality, Diversity & Engagement Lead
Date: 31/03/2021

Equality Impact Assessment

Section A

Date of screening	31/03/2021
Name of person and job title of the person screening	Donna Fraser, Equality, Diversity & Engagement Lead
What is being screened?	UK Athletics Equality, Diversity & Inclusion Policy

	Yes	No	Notes
Is this a decision being taken to the Board?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Is this a document that provides guidance for members of staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

If the answer to any of these is yes, please go to Section B. If the answer is no, you do not require to complete an EQIA.

Section B

	Yes	No	Notes
Does the decision or policy impact disproportionately on gender and does the policy resolve this? (This can include pregnancy/maternity and marriage/civil partnerships?)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on different age groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different ethnic groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different religions, faiths or beliefs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different sexual orientations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on transgendered people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does this decision or policy potentially affect the health and safety of members of staff or other parties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Any other changes to the policy required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.

Signed:

Name: Donna Fraser

Date: 31/03/2021

DOCUMENT HISTORY

Revision Number	Date	Amendments
1	06/06/2018	<ul style="list-style-type: none"> • Front page document control sheet added. • Link to the website of UKA's published diversity action plan added to section 2. • Equality Impact Assessment added.
2	31/03/2021	<ul style="list-style-type: none"> • Contents page updated • Header updates to Diversity Action Plan and link to Diversity Action Plan added in section 2 • 'Behaviours' added in section 3 • 'Zero tolerance' added in section 4 • 'Inclusion' added in section 4 • Reference to UKA's employee networks added in section 5 • Terminology change: <ul style="list-style-type: none"> - from 'staff' to 'employees' - from 'Senior Leadership' to 'Executive Management' - Equality Act 2010 protected characteristics in section 9
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
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1 Introduction

UK Athletics (UKA) is a world leading sporting organisation delivering clear and inspirational leadership for athletics to ensure a vibrant and empowered sport at every level that can evolve to meet every challenge.

UK Athletics is committed to the creation and enhancement of an inclusive climate which enables elite success, individual achievement, and a vibrant, attractive and sustainable sport that can captivate both existing and new audiences.

We want to become a leading National Governing Body in promoting diversity, inclusion and equal opportunities and that we are representative of all sections of society. To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of age, disability, ethnicity, gender reassignment, marital status or civil partnership, pregnancy or maternity, religion or belief, sex or gender and sexual orientation. We oppose all forms of direct and indirect discrimination.

All employees, athletes, coaches, officials and volunteers will be treated fairly and with respect in line with our core values. Selection for employment, promotion, training, competition or any other benefit will be on the basis of aptitude and ability. All employees, athletes, coaches, officials and volunteers 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 athletics.

For our policy to be successful, it is essential that everyone is committed to, accountable and involved in its delivery. Our goal is to work towards a just society, free from discrimination, harassment and prejudice. We aim to embed this in all our policies, procedures, day-to-day practices and all relationships.

In order to demonstrate our commitment, we have achieved the Advanced Equality Standard with England Athletics. Details of the Standard can be found here: www.equalitystandard.org.uk/

This policy does not form part of any employee's contract of employment and it may be amended at any time.

2 UKA's Diversity Action Plan

In accordance with the Code for Sport Governance, UK Athletics have a rolling four year Diversity Action Plan which incorporate key areas of focus for the organisation:

- To create a culture of inclusion where everyone feels valued.
- To provide training and development opportunities.
- To attract, retain and engage the widest talent pool of diverse individuals that reflects the sport that we serve.

UKA's Diversity Action Plan can be found here: <https://www.uka.org.uk/governance/equality-diversity-and-inclusion/diversity-action-plan/>

3 UKA'S Commitment

To create an environment in which individual differences and the contributions of all our staff are recognised and valued.

To create a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated and to discipline those who breach this policy.

To make training, development and progression opportunities available to all employees.

To encourage employees to actively demonstrate our values and behaviours when dealing with peers and stakeholders.

To regularly review our employment practices and procedures to ensure fairness.

To create a culture where employees feel comfortable raising concerns of any forms of discrimination and that action and support will be provided in line with this policy.

4 Equality, Diversity & Inclusion at Work

UK Athletics commitment to equality, diversity and inclusion ensures that Equal Opportunities are embodied in all employment practices:

Advertising, Recruitment & Selection, Conditions of Service, Benefits and Facilities, Promotion, Transfer, Training and Development, Disciplinary and Grievance Handling, and to Termination of Employment, including redundancy.

In order to ensure that equality underpins all aspects of our employment policies, procedures and practices, we aim to:

- Review our recruitment procedures on an annual basis to ensure that individuals are treated on the basis of their relevant merits and abilities.
- Ensure that our employment, training and development policies, procedures and practices comply with this policy and do not discriminate intentionally or unintentionally against any group or individual.
- We intend to become an employer of choice by promoting and developing policies that support a work-life balance, equal pay and ensuring that we maximise employment opportunities for all.
- Monitor our employment processes in terms of the nine protected characteristics and take action to address any inequalities that are apparent and implement this policy.
- Recruit employees in a manner which is fair and open.
- Ensure employees are aware of their personal responsibility to apply this policy.
- Eliminate discrimination with a 'zero' tolerance approach in the provision of training and development to ensure that all employees can realise their full potential and contribute to the company; Ensure that all employees undertake relevant training in Equality, Diversity and Inclusion in order to raise their awareness, understanding and importance of equal opportunities in the work place and service delivery.
- Promote a culture of inclusion, fairness and respect in all employment policies, procedures and practices.
- Provide appropriate training and development opportunities to all employees.
- Take positive action to encourage under-represented groups to apply for roles or specific training.
- Ensure pay structures reward all employees fairly.
- Recognise that employees have the right to work in a supportive, safe and environment free from harassment.
- Make reasonable access adjustments, wherever possible, to enable the employment and redeployment of staff with disabilities.
- We will take appropriate steps to accommodate the requirements of workers' religious cultures, and domestic responsibilities.
- Our Special Leave Policy should be consulted for specific guidance on our approach to these issues and your entitlements.

5 Responsibilities

UK Athletics recognises all employees, athletes, coaches, Officials, and volunteers have a part to play in challenging discrimination and in implementing this policy.

A. Employee Networks

UK Athletics have three employee networks who support the equality, diversity and inclusion agenda:

- **ED&I Advocate Group** - to promote awareness of equality, diversity and inclusion issues in the day-to-day operation of the organisation, working in collaboration with the Equality, Diversity & Engagement Lead; and review policies, assess the equality impact statement, develop the annual ED&I calendar for athletics, decide the delivery of the ED&I programme, and highlight areas in the organisation that may need further support and attention from the Advocate Group.
- **Athletics Pride Network** – to improve access to athletics for LGBTQ+ people; be a support network for LGBTQ+ people and LGBTQ+ allies and challenge homophobia, biphobia and transphobia in athletics.
- **RACEquality Network** – to ensure that UKA is held to account in respect of its delivery of the LTAR Phase 3 recommendations (October 2020), by reviewing and monitoring the progress of the 'Let's talk about Race' Programme as captured in the UKA Diversity Action Plan 2021-2024 and to support the Race, Religion or Belief Advocates with their initiatives as well as the Race at Work Charter commitment.

B. Managerial Responsibilities

The responsibility for ensuring the effective implementation and operation of the arrangements will rest with the relevant Chief Executive or nominated senior officer. The Executive Management Team shall ensure that they and their staff operate within the policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each nominated officer will ensure that:

- Demonstrate commitment to the Policy by incorporating it into departmental plans/objectives.
- Be responsible for the implementation and monitoring of the Policy within departmental plans/objectives.

- Ensure that policies and strategies are communicated to all employees and allow for discussion and feedback i.e. personal development plans, performance
- Ensure that all employees understand their responsibilities i.e. any form of discrimination will not be tolerated and will be treated as a serious offence which may lead to disciplinary action.
- Effectively manage and deal promptly and thoroughly with any complaints of direct and indirect discrimination, harassment and victimisation.
- Deal promptly with complaints of inequality and ensure the matter is investigated thoroughly and other steps taken.
- Consider their actions and ensure that there is no scope for inequitable practices. They must ensure fairness and equality of treatment in all employment practices e.g. to assess the performance and potential of any individual on merit. Undertaking an Equality Impact Assessment, when appropriate, will help achieve this.

C. Individual Responsibility

Whilst the responsibility for ensuring that there is no unlawful discrimination rests with management, the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- Ensure that they understand the Policy and are clear about its implications i.e. that any breach of the policy will be treated seriously and may lead to disciplinary action not excluding the sanction of dismissal.
- Ensure that they do not discriminate in any matter of employment or service provision/delivery by treating all individuals or groups fairly and respectfully.
- Not discriminate against, harass, abuse, intimidate or victimise other employees or service users.
- Not induce or attempt to induce other employees to discriminate against, harass, intimidate or victimise other employees or service users.
- Take appropriate action if there are apparent breaches of the Policy. Informing their line manager, nominated equality contact or Human Resources Department in the first instance.

6 Monitoring

UK Athletics deems it appropriate to state its intention not to discriminate and undertakes that this will be translated into practice consistently across Athletics as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.

The system will involve the annual collection and analysis of information on employees by age, disability, ethnicity, gender reassignment, marital or civil partnership status, religion or belief, sex or gender and sexual orientation.

The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose. The Equality, Diversity and Inclusion Policy will be reviewed on a bi annual basis in line with all Human Resources policies.

7 Action by Line Managers

Please refer to the Grievance Policy, Disciplinary Policy and Code of Conduct for further information.

8 Legislative Guidance

This policy has been developed within the framework of the Equality Act 2010. This commitment to continual evaluation will ensure that all new or anticipated legislation will be reviewed and incorporated within the policy as appropriate. The policy will be formally reviewed bi annually to ensure equality, diversity and inclusion is continually promoted at UKA; unless legislation or other proposed changes have amended it in the meantime.

9 Equality Act 2010

What is Equality, Diversity and Inclusion?

Diversity is about recognising, respecting and drawing on the positive aspects of difference. It requires the promotion of dignity and respect. To benefit athletics, diversity needs to be welcomed and identified as a positive contribution.

Equality and Equal Opportunities is about fairness, creating an environment that recognises disadvantage and challenging behaviours and unequal outcomes. In some circumstances, we need to treat people differently in order to be fair, such as making reasonable adjustments for disabled employees.

Inclusion is positive action taken to involve and assist all sections of society. It makes equality and diversity work and is achieved by reducing inequalities between the least advantaged groups or communities and the rest of society

Equality Act 2010

The Equality Act has consolidated all previous legislation and creates protection for colleagues, athletes, coaches, officials and volunteers based on nine protected characteristics.

Protected Characteristics

The Act provides legal protection for nine 'protected' characteristics, which includes:

1. **Age:** This refers to any age, not to specific age groups.
2. **Disability:** A physical or mental impairment that has a substantial and long-term side effect on the ability to carry out normal day-to-day activities. This includes the disability categories used in disabled athletics, as well as medical conditions, such as asthma and diabetes, mental impairments, such as depression and progressive or degenerative illnesses such as cancer and HIV.
3. **Race:** This relates to all ethnic origins, nationalities and cultures. Everyone has an ethnicity, which is defined by the individual.
4. **Gender Reassignment:** This refers to those who define their gender as different to the gender that they were born. This includes people who have or have not received gender reassignment surgery. So a man who decides to permanently live as a woman and chooses not to go under medical treatment is protected by this characteristic. We are to treat the individual as the gender they define rather than the gender that they are born with;
5. **Marriage or Civil Partnership:** Marriage and civil partnership refers to people who have entered into a marriage or a civil partnership. This characteristic specifically applies to within the workplace.
6. **Pregnancy and Maternity:** Pregnancy refers to the condition of being pregnant or expecting a baby, and maternity refers to the period of 26 weeks after birth. The Equality Act 2010 protections also cover a woman who has had a miscarriage.
7. **Religion or Belief:** This refers to people who belong to a major world religion such as Christianity, Judaism or Islam, and also people who belong to smaller religions or denominations, such as Rastafarianism or Methodism. Religion also includes people who do not identify with any particular religion, and also includes philosophical belief, such as atheism. Belief refers to any religious or philosophical belief that affects a person's life choices or the way they live.
8. **Sex:** This refers to either a male or female at birth.
9. **Sexual Orientation:** This refers to someone's attraction to a person of the same sex (lesbian/gay), opposite sex (heterosexual), or both sexes (bisexual).

Discrimination

The Act defines four types of discrimination:

A. Direct Discrimination, including discrimination by association and discrimination by perception:

- Direct Discrimination: Someone is treated less favourable than another person because of their protected characteristic, for example, someone is not offered a job because they are considered too old.
- Discrimination by association: Direct discrimination against someone who is associated with someone who holds a protected characteristic, for example, an employee who has a disabled child is subject to unpleasant comments about disabled people.
- Discrimination by Perception: Direct discrimination against someone because they think they possess a protected characteristic, for example, a man is denied a job because he is considered feminine and therefore assumed gay.

B. Indirect Discrimination:

When you have a policy, process or decision which applies to everyone but disadvantages a person with a protected characteristic.

Under the Equality Act 2010, if direct or indirect discrimination occurs, even if the intention was not to discriminate, this is still regarded as discrimination.

The focus of the legislation is based on how the individual with a protected characteristic feels rather than the intention behind the act. It is therefore worth considering how your policy will impact on the different protected characteristics in order to improve the policy and make sure it complies with the law.

C. Victimisation:

Someone who is treated badly because they have made/supported a complaint or grievance under the Act, for example, someone is discriminated because they reported their line manager for being homophobic.

D. Harassment:

This is unwanted conduct that violates people's dignity or creates an intimidating, hostile, degrading, humiliated or offensive environment. Employees can complain of behaviour they find offensive even if it is not directed against them.

UKA operates a Zero tolerance policy on harassment. We aim to provide a safe and secure environment for staff, customers, contractors or members of the public who work with UKA.

More information on our stand on harassment can be found under our Bullying & Harassment Policy.