



Equality, Diversity and Inclusion Policy

Annual Review April 2018

Contents

Chapter	Page
1.0 Adoption of this Policy	3
2.0 Policy Statement	3
3.0 Policy Principles	3
4.0 Policy Objectives	4
5.0 Policy Implementation	5
6.0 Communication and Consultation	5
7.0 Equality, Diversity and Inclusion Defined	5
8.0 The case for Equality, Diversity and Inclusion	6
9.0 Code of Practice – General	8
10.0 Code of Practice – Marketing and Communications	8
11.0 Code of practice – Recruitment, Training, Terms and Conditions	9
12.0 Responsibility	10
13.0 Complaints	10



1.0 Adoption of this Policy

- 1.1 This policy was adopted by the Invincible Leisure Ltd's Board of Directors on 1st August 2014 and is reviewed annually.

2.0 Policy Statement

- 2.1 Invincible Leisure is committed to creating and sustaining a positive and supportive working environment for its staff, where staff are equally valued and respected.
- 2.2 As a provider of employment and services, Invincible Leisure values the diversity of our staff and customers.
- 2.3 Equality, Diversity and Inclusion form a central value of Invincible Leisure and it endeavours to ensure all services and activities are accessible and inclusive.

3.0 Policy Principles

Invincible Leisure is committed to ensuring that the following principles are adhered to throughout the organisation in the way it engages with its staff, members and all other stakeholders by acting in accordance with the Code of Practice detailed further on in this policy. These principles are:

- 3.1 To promote equality of access to all services, facilities and opportunities irrespective of gender, age, religion/belief, ethnic origins, disability, sexual orientation, pregnancy and maternity, transgender status, marriage and civil partnership.
- 3.2 To promote equality of opportunity in employment irrespective of gender, age, religion/belief, ethnic origins, disability, sexual orientation, pregnancy and maternity, transgender status, marriage and civil partnership.
- 3.3 To appoint and promote our employees based on competency, experience and merit irrespective of gender, age, religion/belief, ethnic origins, disability,



sexual orientation, pregnancy and maternity, transgender status, marriage and civil partnership.

- 3.4 To create an environment in which individual differences and the contributions of all our employees, Directors and volunteers are recognised and valued.
- 3.5 To create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- 3.6 To promote equality in the workplace, which it believes is good management practice and makes sound business sense.
- 3.7 To ensure that sanctions are in place to deal with those who fail to comply with Invincible Leisure 's procedures and guidelines.
- 3.8 To ensure that the implementation and evaluation of the effectiveness of this policy is monitored.

4.0 Policy Objectives

- 4.1 Invincible Leisure is a campaigning organisation that needs to represent its diverse membership. Invincible Leisure recognises that inequality, oppression and discrimination exist and aims to work towards the elimination of discrimination and the provision of equality of opportunity for its employees.
- 4.2 In recognising this, Invincible Leisure has the following objectives:
 - 4.2.1 To create and sustain a positive and welcoming environment for all customers and staff.
 - 4.2.2 To increase the participation of all staff in order to better reflect the staff community in which it operates.
 - 4.2.3 To increase the accessibility of information for staff.
 - 4.2.4 To ensure that activities and events meet the needs of the diverse staff and customer base.
 - 4.2.5 To provide information and training to all employees, Directors and volunteers so that they are fully aware of the issues relating to Equality and Diversity and their responsibilities.

- 4.2.6 To ensure that the decision making bodies of Invincible Leisure understand the needs of disadvantaged groups.
- 4.2.7 To address any attitudinal, organisational and physical barriers that may prevent equality of opportunity.
- 4.2.8 To increase awareness within the organisation of the needs of disadvantaged groups in order to provide more relevant service and prevent discrimination from occurring.
- 4.2.9 To ensure that Invincible Leisure meets and where practicable exceeds legislative requirements.
- 4.3 Invincible Leisure will provide funding, staff support and focus for campaigning, research and other activities that promote and defend equal opportunities and challenge prejudice and discrimination.

5.0 Policy Implementation

- 5.1 This policy replaces the current Equality and Diversity Policy and can be found on the Invincible Leisure HQ page and can be produced upon request from clair@eskimo11.com
- 5.2 The specific requirements of the policy are outlined in the Code of Practice.
- 5.3 All staff and Directors are responsible for ensuring that their individual actions and areas of responsibility comply with this policy and the Code of Practice.
- 5.4 Breaches of the policy may be treated as disciplinary issues. Issues when staff break the policy may be dealt with via the Invincible Leisure's Disciplinary Procedure.

6.0 Communication and Consultation

- 6.1 Invincible Leisure will ensure that all staff of Invincible Leisure are made aware of the Company's commitment to equality and diversity and the importance of its promotion at every opportunity.

- 6.2 A copy of this policy will be given to every staff member and to all new staff and Directors in their induction. This policy will also be made available to all members and associates so that they promote equality at all times. There will be a copy available upon request from clair@eskimo11.com.
- 6.3 Invincible Leisure will also display its Equality and Diversity Policy statement in its Operational Office so that its commitment to equal opportunities is evident.

7.0 Equality, Diversity and Inclusion Defined

- 7.1 **Equality** is about making sure people are treated fairly and given fair chances. Equality is not about treating everyone in the same way, but it recognises that individuals' needs are sometimes best met in different ways.
- 7.2 Equality focuses on the protected characteristics covered by the Equality Act 2010, namely the key areas of gender, age, religion/belief, ethnic origins, disability, sexual orientation, pregnancy and maternity, transgender status, marriage and civil partnership, which ensures that individuals are not unfairly discriminated against because they belong to a particular group.
- 7.3 **Diversity** is based on the concept of recognition of differences: recognising that everyone is different, and respecting and encouraging those differences for business benefit. People with different backgrounds and attitudes bring fresh ideas and perceptions, and Invincible Leisure can draw upon the widest range of experiences so it can listen to, and meet, the needs of its employees, students and the community it serves.
- 7.4 Equality and Diversity work together by addressing the inequalities and barriers faced by people in underrepresented groups and by valuing, learning and benefiting from the diverse cultures in society.
- 7.5 **Inclusion** strives to ensure that Invincible Leisure considers all staff as individuals in how they access services and are kept informed of developments.



8.0 The case for Equality, Diversity and Inclusion

8.1 The moral case

8.1.1 Invincible Leisure is both an employer and a provider of a wide range of services. It has both a legal and moral responsibility to be fair and just in all that it does and to demonstrate good practice to the wider community. Each member of this community is entitled to expect fair and equal treatment.

8.2 The business case

8.2.1 Employee satisfaction improves motivation and productivity whereas discrimination de-motivates, resulting in lower performance.

8.2.2 A diverse workforce that represents a cross-section of society will bring a balance of experience and skills as well as importing creativity, greater perspective and new ideas into the business.

8.2.3 Generating a reputation for fairness and equality, and recruiting and appointing solely on merit will attract talented recruits and retain experienced employees.

8.2.4 A more diverse workforce better reflects the diverse demographics of our customer base. This provides an opportunity to better understand our staff and customer's interests and needs.

8.2.5 In this context, Invincible Leisure aims to recruit and retain a diverse workforce who can create environments that value difference and promote excellence.

8.3 The legal case – the Equality Act 2010

- 8.3.1 There is a wide range of regulatory frameworks to promote equality and anti-discrimination including EU directives and national legislation, which is enforceable by the Commission for Equality and Human Rights. Individuals can take action under these statutory provisions through tribunals, and the European Court for Human Rights.
- 8.3.2 Invincible Leisure complies with the requirements of the Equality Act 2010 including the general duty to have due regard to:
- 8.3.2.1 Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.
 - 8.3.2.2 Advance equality of opportunity between people from different groups.
 - 8.3.2.3 Foster good relations between people from different groups.
- 8.3.3 The specific duties require public bodies to set specific, measurable equality objectives and to publish information about their performance on equality, so that the public can hold them to account. All information must be published in a way which makes it easy for people to access it. Invincible Leisure acknowledges that it is not a public body, but commits to meeting this standard.

9.0 Code of Practice – General

- 9.1 The Code of Practice comprises the detailed implementation of this policy.
- 9.2 Duty Managers will be responsible for ensuring staff are appropriately trained in aspects of equality and diversity in relation to the specific services offered within their department.
- 9.3 Invincible Leisure will ensure that all of its events, as far as is reasonably practicable, are accessible to disabled users and all new event projects will ensure that the views and needs of people with disabilities are taken into account.



10.0 Code of Practice – Marketing and Communications

- 10.1 Invincible Leisure communications should aim to reflect the diversity of our customer base and should ensure that they promote a welcoming and inclusive customer environment.
- 10.2 All communications, particularly promotional material, should avoid discriminatory stereotyping.
- 10.3 Invincible Leisure 's website will aim to match or exceed internationally recognised standards (e.g. W3C Level 2 guidelines) designed to help people with disabilities access information online.
- 10.4 The Marketing Department will provide training/briefings to staff detailing the accessibility functions of the Invincible Leisure 's website.
- 10.5 It is the responsibility of the Directors that produce promotional communications, to ensure that it abides by the Equality, Diversity and Inclusion Policy.
- 10.6 Invincible Leisure will ensure that, as far as is reasonably practicable, those staff or customers who may have difficulty accessing Invincible Leisure information will be able to do so through other means.

11.0 Code of Practice – Recruitment, Training, Terms and Conditions

11.1 Recruitment and Selection

- 11.1.1 Invincible Leisure will ensure that its recruitment activities are mindful of equality and diversity matters and carried out in accordance with the Recruitment, Selection and Induction policy.

11.2 Training and Promotion

- 11.2.1 All employees, Directors and volunteers will have access to a wide range of training opportunities.
- 11.2.2 Training opportunities for staff will be discussed during one-to-one and/or PDR sessions and selection for training will be made on the



basis of both the needs of the business set out in the Strategic Plan and the personal development of the individual

11.3 Terms and Conditions

11.3.1 Invincible Leisure will consider all requests for annual leave/religious holidays and for flexible working arrangements constructively in accordance with the Flexible Working Policy.

11.4 Disciplinary and Grievance Procedures

11.4.1 Invincible Leisure will take seriously any complaints of discrimination and will not victimise people who make such complaints.

11.5 Bullying and Harassment

11.5.1 Invincible Leisure upholds the right of all employees to be treated with respect and dignity and to work in an atmosphere free of bullying and harassment.

11.5.2 All complaints of bullying and harassment will be treated seriously and should be raised using the Grievance Procedure. All complaints will be investigated and where appropriate, the Disciplinary Procedures will be followed.

12.0 Responsibility

12.1 Whilst the ultimate responsibility for creating and monitoring a culture of equality and opportunity rests with the Invincible Leisure, its success relies on each employee playing their part.

12.2 All employees and Directors have the individual responsibility to:

12.2.1 Follow procedures introduced to ensure equal opportunity and non-discrimination.



12.2.2 To draw attention of suspected or alleged discriminatory practices to a Senior Manager.

12.2.3 To refrain from harassing or intimidating other employees, Directors or Customers of any Invincible Leisure Event on any of the grounds cited in the policy statement.

13.0 Complaints

13.1 Comments or concerns about this policy and code of practice should be referred to the Board of Directors.

13.2 Complaints about Invincible Leisure's activities or publicity in the context of this policy and code of practice should be referred to the Board of Directors.

13.3 Any complaints about a member of staff in the context of this policy and code of practice should be referred to the Board of Directors, who should treat the conversation as confidential and refer the complainant to the Companies Complaints Policy.

Accessible format information

This document can be made available in large print and electronically upon request.

If you require another alternative format please contact us to discuss your requirements.

Contact Details:

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