



## North Riding County FA Equality Policy

Policy Owner	Football Development Manager
Date of Implementation	1 November 2019
Date of Review	1 November 2021 (or with changes in legislation)

---

As the governing body of the game of football for the county, the North Riding County Football Association (NRCFA) is responsible for setting standards and values to apply throughout the game at every level. Football belongs to, and should be enjoyed by, anyone who wants to participate in it. It is equally important that NRCFA is committed to promoting equal opportunities to all employees and volunteers, to reduce and eradicate discrimination in the work place by treating people fairly and with respect.

We will endeavour to provide opportunities for all members of our workforce, and will not allow discrimination on grounds of age, sex, sexual orientation, gender reassignment, disability, marriage/civil partnership, pregnancy and maternity, race or religion/belief.

This policy applies to all aspects of employment at NRCFA, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures and termination of employment. This policy also applies to voluntary roles.

The Board of Directors has overall responsibility for the effective operations of this policy. Within the workforce, the responsibility of implementation the policy sits with the Chief Executive.

The Policy will be implemented in accordance with the Equality Act 2010 and full account will be taken of all available guidance in particular any relevant codes of practice.

### Staff and volunteer recruitment and selection

At no point during the recruitment process shall an applicant be discriminated against and therefore we shall implement steps to ensure discrimination cannot take place.

- Job promotion will be made on merit
- Job descriptions and adverts will be produced in line with this policy
- A consistent approach will be adopted across all job adverts and application processes
- Employees involved in recruitment and selection will be appropriately trained in equal opportunities
- Personal details which reference any of the nine protected characteristics will be removed from applications to reduce conscious and/or unconscious bias in the shortlisting process
- Job applicants should not be asked questions regarding protected characteristics
- We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance. However, all employees shall be asked to produce an original document (for example a passport) before employment commences.



- Applicants will not be disqualified because they are unable to complete an application form and both electronic and 'hard copies' of applications forms will be made available to willing applicants.
- All positions dealing with children or adults at risk, in regulated activity will be subject to a DBS enhance disclosure. Selection decisions will not be influenced by any perceived prejudices.

### **Staff training**

Any employees involved in the recruitment and selection of new staff or the promotion of existing staff will receive equality and diversity training to ensure a fair and inclusive process. This training will include awareness of this policy.

Training needs will be identified through one-to-ones and appraisals and through an annual training needs analysis survey.

### **Equality Monitoring**

We will maintain and review equality data and employee recruitment records in order to monitor the progress of this policy and to identify groups that may be underrepresented or disadvantaged within NRCFA. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The following steps will be taken to monitor equality data:

1. An anonymous survey will be sent out to all applicants. This is a voluntary survey which will support our understanding of the individuals who apply for roles at NRCFA.
2. We will carry out an annual survey with employees and volunteers to develop and understand the makeup of our employees and volunteers. This data will then be used to support our equality actions plan.

The results of data capture can also influence future equality policies and processes within NRCFA.

### **Disabilities**

If employees are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

### **Discrimination**

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-



related contacts [or when wearing a work uniform), and on work-related trips or events including social events.

Discrimination means treating someone unfairly based on one or more protected characteristic. Types of discrimination include:

**Direct Discrimination** - when a person with a protected characteristic is treated less favourably than others

**Indirect Discrimination** - a rule or policy in the workplace which puts someone at a disadvantage as compared to others

**Discrimination by Association** – when a person is treated unfairly because someone they know or are associated with has a protected characteristic

**Discrimination by Perception** - when a person receives unfair treatment because someone thinks they belong to a group with protected characteristics

**Harassment** - comprises of unwanted behaviour that makes another person feel offended, humiliated or intimidated

**Victimisation** - when a person is treated badly or subjected to detriment because they complained about discrimination or supported another victim of discrimination

### **Incident Reporting**

Where a worker or volunteer has reason to complain about discriminatory treatment or behaviour, they should report this to their Line Manager or to the Equality Board Representative who will respond in accordance with NRCFA's Grievance procedure.

Alternatively, contact can also be made with Kick it Out, English Football's Equality and Inclusion organisation, at [www.kickitout.org](http://www.kickitout.org) (Tel 020 7253 0162).

There must be no victimisation or retaliation against employees who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure. We take a strict approach to breaches of this policy, which will be dealt with in accordance with NRCFA's Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.