

## Equality Policy

### Policy statement

Greater Manchester Moving is fully committed to a policy of treating all its employees, job applicants and volunteers fairly and in accordance with equality principles. No employee or potential employee shall receive less favourable treatment or consideration nor be unlawfully treated on the ground of race, religion or belief, sexual orientation, gender reassignment, sex, age, disability, pregnancy and maternity, marriage and civil partnerships (together known as the Protected Characteristics) or will be disadvantaged by any conditions of employment that cannot be objectively justified as necessary on legal grounds.

Greater Manchester Moving recognises that we live in a diverse society and will endeavour to ensure that all stakeholders are given the same opportunities regardless of their socio-economic backgrounds.

Greater Manchester Moving will encourage the board, partner organisations (including sponsors and suppliers) and the network of clubs and organisations that we work with, to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Equality Policy.

Greater Manchester Moving will ensure that, where externally funded programmes are being delivered by partner organisations they meet the minimum standards of the Greater Manchester Moving Equality Policy.

### 1. Principles

- 1.1 All employees have the right to work in an environment which is free from any form of discrimination, harassment, bullying or victimisation.
- 1.2 Greater Manchester Moving will appoint, train, develop, reward and promote on the basis of merit and ability.
- 1.3 All employees have personal responsibility for the practical application of Greater Manchester Moving's equality policy with additional responsibility for implementation sitting with the designated Equality, Equity, Diversity & Inclusion (EEDI) Lead and managers. This policy will particularly apply to those involved in the recruitment, selection, promotion, and training of employees.

- 1.4 It is Greater Manchester Moving's policy that the discrimination, harassment, bullying or victimisation of any of its employees is unacceptable behaviour and is regarded, if proven, as serious misconduct. Further details can be found in Greater Manchester Moving's Dignity at Work Policy. Anyone found to be in breach of this policy could be liable to disciplinary action which could result in their dismissal.
- 1.5 In the case of any doubt or concern about the application of this policy in any instance, please consult the Executive Lead for EEDI in the first instance.
- 1.6 Greater Manchester Moving will keep under regular review its policy procedures and practices on equal opportunities in line with legislation and recognised good practice.

## **2. Scope**

- 2.1 This policy applies to all employees, including those on part-time, apprentice, fixed-term and job-share contracts, as well as casual workers and agency staff.
- 2.2 All employees have personal responsibility for the practical application of Greater Manchester Moving's equal opportunities policy which extends to the treatment of job applicants, employees, volunteers, service users and visitors.
- 2.3 All employees also have a responsibility to apply good equal opportunity practices across our organisation. All employees, irrespective of their job or seniority, should familiarise themselves with this policy, and be aware of their responsibility and role in promoting equality of opportunity and not discriminating unfairly or harassing colleagues, job applicants or ex-employees, nor encouraging others to do so or tolerating such behaviour. Employees are also encouraged to challenge any unacceptable behaviour should they either witness it or experience it directly. Disciplinary action, including dismissal, may be taken against any employee found guilty of unfair discrimination, harassment and/or victimisation.
- 2.4 Employees should be aware that not only are we, as the employer, liable for any cases of discrimination or harassment that occur, but individuals also may be held personally liable for their own acts and behaviour.
- 2.5 Managers are responsible for ensuring that fair treatment of all individuals is affected within their department and/or section on a day-to-day basis, with particular reference to recruitment, selection, training and development opportunities and work allocation.
- 2.6 We will also obtain commitments from other persons or organisations such as consultants, subcontractors or agencies that they will also comply with this policy in their dealings with us and our employees.

### **3. Legal Requirements**

- 3.1 Greater Manchester Moving is required by law not to unlawfully discriminate against its stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010, and any equivalent legislation (as amended) in any UK jurisdiction and any later amendments to such legislation or subsequent equality related legislation that may be relevant to Greater Manchester Moving.
- 3.2 Greater Manchester Moving will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice.

### **4. Equal Opportunities Code**

#### **4.1 Objective**

- 4.1.1 Greater Manchester Moving regards this policy as a commitment to make use of the talents and resource of all its employees and to provide a healthy environment which will encourage good and productive working operations within the organisation. This code of practice describes how the policy is to be applied throughout the Company.
- 4.1.2 Greater Manchester Moving recognises that individuals (and/or certain groups in our society who share one or more Protected Characteristics) may not have been able to participate equally and fully in sport and physical activity related activities in the past. In some instances, this may have been because of unlawful discrimination.
- 4.1.3 This policy has been produced to try and prevent and address any unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against Stakeholders that may preclude them from participating fully in sport and physical activity related activity.

#### **4.2 Code of Practice**

- 4.2.1 A copy of this policy is available on Greater Manchester Moving's Shared Documents folder or on myhrtoolkit which is accessible to all employees.
- 4.2.2 Greater Manchester Moving will ensure that all managers with the responsibility for any of the areas within this policy are provided with the appropriate equal opportunities training when necessary.
- 4.2.3 The Strategic Lead – Business Operations will regularly monitor the effectiveness of this policy to ensure that it is working in practice and review and update this policy as and when necessary.

### 4.3 Recruitment and Selection

The following principles shall apply whenever recruitment or selection for positions takes place:

- 4.3.1 Individuals will be assessed according to their personal capability to carry out a given job.
- 4.3.2 Assumptions that only certain types of people will be able to perform certain types of work must not be made.
- 4.3.3 Any qualifications or requirements applied to a job which have or may have the effect of inhibiting applications from certain types of people should only be retained if they can be justified in terms of the job to be done.
- 4.3.4 Any age limits applied to a job shall only be retained if they can be justified in terms of the job to be done.
- 4.3.5 Recruitment solely or primarily by word of mouth should be avoided if its effect is or may be to prevent certain types of people from applying.
- 4.3.6 Selection tests should be specifically related to job requirements and measure the person's actual or inherent ability to do the work.
- 4.3.7 Selection tests should be reviewed regularly to ensure they remain relevant and free from any unjustifiable bias.
- 4.3.8 Applications from different types of people should be processed in the same way, with allowances only being made should an applicant require a reasonable adjustment.
- 4.3.9 Written records of interviews and reasons for appointment and non-appointment should be kept (for a minimum of 1 year).
- 4.3.10 Where Greater Manchester Moving's arrangement for recruitment and selection puts disabled people at a substantial disadvantage due to a reason connected with an impairment or health condition, reasonable adjustments to the arrangements should be made to eliminate, or if that is not reasonably practicable, reduce the disadvantage unless objectively justified.
- 4.3.11 No decisions regarding recruitment or selection should be made by a person who has not read and understood this policy.

#### **4.4 Grievances, Disciplinary Procedures, Dismissals and Redundancies**

The following principles shall apply to the conduct of grievance and disciplinary procedures:

- 4.4.1 Workers who in good faith bring a grievance/raise a DAW complaint (or assist another to do so) under the relevant Greater Manchester Moving policy or otherwise in relation to an equal opportunities matter will not be disciplined, dismissed or otherwise victimised for having done so.
- 4.4.2 Redundancy criteria and procedures will be carefully examined to ensure that they do not operate in an unlawfully discriminatory manner.
- 4.4.3 The provision of voluntary redundancy benefits will be equally available to all workers concerned unless there is some genuine and lawful justification for doing so or otherwise. This is subject to the statutory redundancy qualification period of 2 years.

#### **5. Responsibility, Implementation and Communication**

The following responsibilities will apply:

- 5.1 The Executive Team (in particular, the Executive Lead for EEDI) is responsible for ensuring that this Equality Policy is implemented, followed, and reviewed when appropriate. The Board is responsible for ensuring that this Equality Policy is applied, and any breaches are dealt with appropriately.
- 5.2 A member of the Board has been appointed as the EEDI Lead and will ensure that equality is included as an agenda item at Board meetings when appropriate and that the Board takes equality issues into consideration when making decisions.
- 5.3 The Chief Executive has the overall responsibility for the implementation of this Equality Policy.
- 5.4 A member of staff has been designated as the EEDI Lead by the Chief Executive. Their role is to work alongside the Executive and Board Leads for EEDI and help shape the organisation's EEDI plan, part of which includes ensuring that the Equality Policy is applied.
- 5.5 All Stakeholders have the responsibility to respect, follow and promote the spirit and intentions of this Equality Policy. Individual work programmes for Greater Manchester Moving staff will be amended, where appropriate, to include equality related tasks.
- 5.6 This Equality Policy will be communicated in the following ways:
  - 5.6.1 The Policy is referenced in the employee handbook. Reference will be made to this Equality Policy in any Code of Conduct. This Equality Policy is for guidance only and will not form part of any contract of employment with any employees of Greater Manchester Moving.

- 5.6.2 The Policy is highlighted in all staff and volunteer inductions.
- 5.6.3 A copy of this Equality Policy is available on the Greater Manchester Moving website and copies in other formats are available from Greater Manchester Moving.
- 5.6.4 Each time this Policy is reviewed, the Board Equality, Diversity & Inclusion Lead will be consulted. Employees will be presented with the reviewed policy and given the opportunity to ask questions and feedback.
- 5.6.5 Greater Manchester Moving will promote continuing professional development for all employees and volunteers to support equal opportunities within the organisation and, where appropriate, provide specialist facilities, equipment or training.
- 5.6.6 Reference to this policy will be made to all parties through all parties/delivery agents through SLA's for the direct delivery of any funded programmes.

**6. Actions**

- 6.1 Greater Manchester Moving will produce, maintain and monitor an EEDI Plan to ensure the objectives of this Equality Policy are consistently delivered throughout all areas of the organisation.
- 6.2 Greater Manchester Moving recognises that, in some cases, to further the principle of equality, an unequal distribution of resources may be required. If appropriate and proportionate, Greater Manchester Moving will consider positive action or may introduce special measures to assist any group with a Protected Characteristic which is currently underrepresented within any group of Stakeholders.

**7. Monitoring and Evaluation**

- 7.1 This Equality Policy will remain in force until it is amended, replaced or withdrawn. A review of this Equality Policy will take place as and when required, but not less than once every three years.
- 7.2 The EEDI Plan is created to ensure the objectives of this Equality Policy are delivered. The Executive EEDI Lead will regularly review the policy at least once every 2 years.
- 7.3 On an annual basis a report will be produced by the Chief Executive for the Board. Once approved by the Board the report will be published internally and externally, to show the impact of this Equality Policy and progress towards achieving the Equality Action Plan.

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| <b>Last review:</b> June 2022   | <b>This review:</b> October 2024                      | <b>Next Review:</b> October 2026 |
| <b>Approval by Board:</b> Equality, Equity Diversity & Inclusion Lead | <b>Reviewer:</b> Strategic Lead – Business Operations |                                  |