

# WINNING *Pitch*

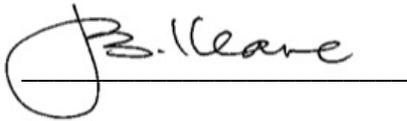
## Equality & Diversity Policy

Responsibility: Jim Keane, CEO

Review Date: June 2022

Next Review Date: January 2023

Signed:

  
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## Policy Statement

Winning Pitch is committed to providing a service where people treat each other with mutual respect and dignity and we recognise that our ability to meet the needs of our clients is improved by having a diverse workforce which reflects the Welsh population and the wider community.

We aim to combat all forms of discrimination, harassment and bullying or victimisation and safeguard the interests of all equality groups outlined in the Equality Act 2010 with reference to the nine protected human characteristics: Ethnicity, Gender, Gender Reassignment, Disability, Religion and Belief, Age, Pregnancy and Maternity, Civil Partnerships and Sexual Orientation and also discrimination on the grounds of a perceived or associative protected characteristic.

We are firmly committed to:

- Developing an inclusive working environment, providing equality of opportunity and parity of treatment for all our employees, subcontractors, clients, partners and stakeholders.
- Taking positive steps where possible to address any under-representation of minority groups in our service provision.
- Eliminating unlawful racial discrimination. Promoting good relations between people of different races.
- Promoting equality of opportunity between disabled people and others and take steps to take account of disabled people's disabilities
- Eliminating harassment and bullying
- Promoting positive attitudes towards disabled people, people of all ages regardless of sexual orientation or religion or belief
- Eliminating discrimination and harassment and bullying that is unlawful under the Equality Act 2010 and the Equal Pay Act.
- Promoting the use of Welsh Language in our service provision
- Winning Pitch will provide employees and subcontractors with equality and diversity training and awareness. We will monitor the Equality and Diversity Policy to ensure its effectiveness, keeping all policies under review and implement changes where these could improve equality of opportunity and diversity in employment, procurement and service delivery. The person responsible for Equal Opportunities is Jim Keane (CEO).

## Introduction

Winning Pitch recognises that there are groups and individuals in society who are disadvantaged and may face discrimination.

This policy document sets out our commitment to promoting equal opportunities, both in service delivery and as an employer, by making it integral to all our strategies, policies and practices.

We are committed to eliminating any discrimination on the grounds of the nine protected characteristics identified in the Equality Act 2010;

- Age
- Disability
- Gender
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy Maternity
- Race
- Religion or Belief
- Sexual Orientation
- Scope of this Policy

This Policy underpins and will inform all activities of Winning Pitch and covers our employees, associates, treatment of and services to our clients, stakeholders and all those who use our services, whether they are a private, statutory, voluntary or community sector organisations.

Under the Equality Act 2010, three elements of the general duty are to:

- To eliminate unlawful discrimination, harassment and victimisation; this is owed to everyone and covers all the nine protected characteristics listed above.
- To advance equality of opportunity
- To foster good relations

The intention of this Policy is to set out the equal opportunities principles and commitments that will inform all aspects of our business. The Policy also provides a framework that ensures that the company meets its public sector equalities duties, as outlined in the Equality Act 2010.

## **Policy Aim**

The aim of this Policy is to create:

A company which ensures the provision of services appropriate to local need, is valued by all and delivered by staff and associates who reflect the diverse communities we serve.

This will be achieved by promoting and demonstrating fairness and equality of opportunity in:

- The provision of services
- The employment of staff
- Procurement and commissioning
- Achieving progress against the equality objectives and related targets

## **Provision of Services**

This means:

- Fair and lawful access to services
- Fair and lawful treatment while accessing and receiving services
- Equal and lawful quality of service offered
- Fair and lawful outcomes for all clients

As a service provider we will:

- Place our clients at the heart of policies and strategies in all our activities
- Design and deliver services that are appropriate, accessible and effective in meeting the diverse needs of the communities in which we work. This means that in designing, planning and delivering services, we will have due regard to the need to promote and advance equality of opportunity and foster good relations between all the groups with the characteristics protected by the Equality Act 2010 and other groups we are aware of who are disadvantaged
- Engage with and listen to all sections of the community in identifying needs and in decisions on the way services are designed, planned and delivered
- Provide timely and relevant resources and information about services in a way that is clear and in a variety of appropriate formats and languages to ensure it is accessible to all sections of the community

- Use effective systems such as monitoring, performance reviews and community engagement to challenge our service delivery to ensure that quality and equality are continuously evaluated and improved and to ensure that all sections of the community are receiving fair and lawful access and outcomes
- Monitor and evaluate service up-take in relation to all groups with the protected characteristics
- Ensure that those representing the company understand what equality in service provision means and apply it in their respective roles
- Through our customer complaint procedure, provide facilities and opportunities for clients to make a complaint if they are dissatisfied with a service they have received or the way they were treated when accessing a service.
- When contracting out or commissioning a service, we will make sure that any services provided to local people by a third party on behalf of Winning Pitch meets the requirements of the Equality Act 2010
- Our procurement policies, systems and processes are informed by the need to use procurement as a strategic tool for furthering our equality and diversity aims.
- Our selection and tendering processes specifically address and include equality considerations and those involved are trained in relevant equalities issues in procurement.

### **Employment of Staff and Associates**

This means:

- Fair and lawful access to jobs
- Fair and lawful treatment in employment
- Fair and lawful access to training and development opportunities

The right:

- Not to be discriminated against, harassed, victimised or bullied
- To make a complaint when they feel they have been unfairly or unlawfully treated, harassed or bullied and to have their complaints acted upon
- To be respected and valued for who they are and for what they contribute

The responsibility:

- Not to discriminate, harass, victimise or bully another employee;
- To challenge and bring discriminatory acts and behaviour to the attention of an appropriate person for action
- To respect other employees and value them for who they are and for what they contribute to the company.

Winning Pitch's aim is to ensure equality of opportunity in all aspects of the employment cycle including recruitment, appraisal, training, promotion, redeployment, discipline, grievance redundancy and retirement processes.

The company will seek to promote equality of opportunity in employment by ensuring that:

- Everyone receives equality of treatment in recruitment and employment
- Positive action measures are taken to reduce the effects of discrimination and disadvantage.
- All associates and employees are aware of the Equality and Diversity Policy and that they are aware of their rights and responsibilities in relation to its implementation and the consequences of unacceptable behaviour.
- Managers, associates and employees will be made aware of their responsibilities to further the mainstreaming of equalities in the context of their actual job.
- The development and implementation of policies to tackle any discrimination, harassment and bullying and to ensure procedures are non discriminatory.
- We investigate thoroughly and promptly allegations of discrimination, victimisation or harassment.
- Acts of discrimination, victimisation, harassment or bullying by employees will be treated as serious disciplinary offences.
- We keep under review and will ensure that our recruitment and selection procedures accord with the codes of practice produced by the UK Government and the Equality and Human Rights Commission.
- We continue to undertake and develop regular age, disabilities, ethnicity, religion, belief and gender monitoring of the workforce profile. Where staff are happy to provide further equalities information we will consider ways to monitor it.
- We develop equal opportunities monitoring across the employment cycle covering in applications, appointments, appraisals, training, progression, redeployment, redundancy, resignation, secondment, disciplinary, grievance and employee discrimination and harassment complaints and exit interviews.

- We ensure accessible workplaces for all employees, making reasonable adjustments to job descriptions to facilitate disabled people to be able to gain employment, and remain in employment wherever possible, and for existing employees who become disabled.
- We retain flexible working practices to ensure that staff are supported in balancing work and other life commitments.

## **Procurement**

We will ensure that the people we do business with are aware of and compliant with all relevant equality legislation currently in force.

We will promote equality through procurement and commissioning systems and processes that are:

- Fair and lawful
- Accessible to all
- Transparent and consistent with our public sector equality duty

In addition, all contractors are expected to sign our Equality Charter relating to the terms and conditions of employment and conduct and they will also have access to our equality and diversity induction programme.

## **Achieving Progress Against Equality Objectives and Related Targets**

Equality monitoring enables us to see how effective our policies and activities are in achieving equality of opportunities and diversity and how they affect various sections of our communities. We will work towards the aims of this Policy through the delivery of a set of equality objectives.

The objectives reflect our commitment to promoting an accessible and inclusive service.

The key objectives are based around addressing any inequality in the:

- Provision of consultancy, mentoring and training services
- Employment of staff
- Procurement and commissioning processes

Our equality and diversity action plan will detail how the equality objectives will be delivered and they will be monitored by the Equality and Diversity Board. We will publish an annual report on our performance and invite our clients and stakeholders to comment on how well we are doing.

## **Fostering Good Relations**

Winning Pitch aims to foster good relations in the local community to ensure that individuals and those who represent them feel they have equal access to our services and meets their needs to improve their lives and businesses.

We recognise the importance of forming partnerships to initiate and support structures and projects that promote understanding and enable people to build social relationships outside their own immediate ethnic or cultural communities.

We will recognise and take account of all the nine protected characteristics to whom the good relations duty is owed under the Equality Act 2010 and actively promote our services through the medium of Welsh

## **Training, Supporting and Developing Staff and Associates**

Winning Pitch believes that development and training for all those directly involved in the provision and management of our services represents a vital part of the implementation of its Equality and Diversity Policy. This should include development specifically directed at enabling the advancement in employment of groups who are underrepresented.

The company will:

- Provide induction training that embraces all equalities issues.
- Use training and induction to equip staff and associates in understanding their role in regard to equal opportunities and help them to deliver the aim of the policy as part of their role.
- Put in place training programmes that include addressing equality objectives through the Business Planning and Performance Management processes.
- Ensure that development and training programmes delivered by or on behalf of the company supports and adds value to the aims of this Policy and embeds equalities in its content.
- Seek employees' views on their development and training needs in developing training priorities and programmes.
- Ensure management training will continue to include equality and diversity as an integral part of service management.

## **Equalities Monitoring: Data Collection and Analysis**

Equality monitoring helps us to see how our policies and activities are affecting various sections of our communities. The Public Sector Equality Duty does not expressly require us to collect equality information. However, collecting, analysing and using the information helps us to see how effective our policies and activities are in providing equality of opportunities to our communities. In employment and service provision, it helps us to identify any existing inequalities and where new inequalities may be developing and take action to tackle them.

Our approach to equalities monitoring will be strategic and flexible and we will direct our efforts to those areas and activities where the information obtained will be useful in helping to improve outcomes for our clients.

Winning Pitch has a standard equalities monitoring form which covers all the nine protected characteristics in the Equality Act 2010. In order to reflect the local character and full diversity of our community, the form includes the categories of language and refugee and asylum seekers. When necessary, we will adapt the form to help us to collect the information that will enable us to make the improvements needed to achieve the equality outcomes that we are seeking.

## **Accountabilities: Roles and Responsibilities**

As a Business Support provider we have a duty and role in promoting equal opportunities by:

- Acting as a model of good practice
- Influencing the wider community, external organisations, clients and partners

All employees and associates with Winning Pitch have a responsibility to help the company to meet its equalities obligations. Each should ensure that in their respective roles they have due regards to equal opportunities as set out in this document.

All managers within the organisation have particular responsibility to ensure the business acts lawfully and that the spirit of the policy is maintained and promoted in all aspects of the business. As managers, they each have responsibility for ensuring that their employees are aware of Winning Pitch's Equality and Diversity Policy and diversity strategy. They are responsible for monitoring their work area and stopping unacceptable behaviour immediately.

It will be the Directors responsibility to provide overall strategic direction and control of this Policy and produce regular reports as required.

Jim Keane (CEO) has overall responsibility for implementation, monitoring and review of the Policy and for the relevant plans and performance management practices.

### **Implementation and Review**

The equality objectives form the Delivery Plan for this Policy and details can be found in Appendix B.

Actions to deliver the equality objectives are included in our key strategies. We have set targets based on relevant performance measures which will be monitored by the Diversity Equality Board and included in our performance reports.

We will review the delivery plan annually and update the objectives to reflect new and emerging issues. We will publish an annual report on our performance and invite our clients to comment on how well we are doing.

The Policy will be reviewed in January 2022

### **Breaches of the Policy**

The Company will take disciplinary action against employees within agreed procedures where the Policy is being abused, ignored or breached.

The company has developed procedures which enable clients, candidates for jobs and employees to make complaints if they believe they have been unfairly treated. Employees will also be entitled to expect that unacceptable behaviour including harassment by others will be dealt with promptly.

### **Appendices**

Appendix A –Legal Framework and Specific Duties

Appendix B- Corporate Equality Objectives and Action Plan

## **Appendix A**

### **Legal Framework**

The Equality Act 2010, whose main provisions came into force in April 2010, and its allied General and Specific Duties together provide the legal context for this Policy.

The Act brings together the provisions of previous equal rights legislation into a single legal framework and creates a single Equality Duty. It introduces the term “protected characteristics” to describe the groups to whom it gives protection.

They include persons who share the characteristics of:

- Age
- Disability
- Gender
- Gender Reassignment
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sexual Orientation
- Marriage or civil partnership

### **The Act's General Duty – the Single Equality Duty**

Section 149 of the Act sets out a general duty which requires a public body, or organisation carrying out a function on behalf of a public body to “have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.”

The Act defines “due regard” as taking steps to:

- Remove or minimise disadvantage suffered by persons who share a protected characteristic
- Meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share that characteristic

- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low
- Tackle prejudice
- Promote understanding between groups in society.

## **Specific Duties**

To support better performance of the general duty, government has imposed a number of specific duties on public authorities.

These require public sector organisations to:

- 1) Publish annually, equality data relating to the workforce. This should include:
  - The gender pay gap
  - The race, disability, gender, age breakdown of the workforce
  - Data on religion and belief and sexuality where this is available
- 2) Set and publish equality objectives that are evidence based and are “specific, relevant and above all measurable”. The document should set out in full, the evidence on which those objectives have been chosen in preference to other possible objectives. Equality objectives setting should be part of the normal business planning process.
- 3) Publish annually, performance data on how effectively the organisation is achieving the aims of the S149 duty i.e. to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations. The aim is to enable comparison between present and past performance and to track progress on specific equality issues.
- 4) Be transparent on outcomes of engagement, impact assessments and equalities monitoring.
- 5) Publish data in a way that is open and freely available and accessible to third parties such as community groups and equality campaigners who will be free to re-use the data.

Part 5 of the Act deals with employment and treatment at the workplace and covers all the nine protected characteristics. It prohibits discrimination based on a protected characteristic in deciding whom to employ; in terms of employment and in opportunities for advancement and training while in employment; victimisation and harassment.

In addition to the Equality Act 2010 and its allied specific duties, this Policy has also been informed by a number of Government reports on equal opportunities.

## Appendix B – Corporate Objectives

### Implementing the Provisions of the Equality Act 2010

We will implement those provisions of the Equality Act 2010 and Public Sector Duty that have relevance to Winning Pitch and to our clients and stakeholders. Specifically, we will:

- Update our relevant policies, systems and procedures in light of the Act and its related public sector equality duties.
- Work in partnership with local key stakeholders to develop, publish and deliver our equality objectives every four years from April 2013.
- Produce an annual progress report, to be available on our website, setting out how we are performing on those equality objectives.
- Publish annual equality data covering gender pay gap and the proportion of staff and clients from ethnic minorities, disabled employees and women at every level of the workforce. Where they exist, workforce data on religion and belief, and sexuality will also be published, although in line with this specific duty and being sensitive to the known wishes of individuals.
- Undertake Equality Impact Assessments of all our major policies/strategies and all proposals for major changes in structures and service delivery models to ensure that they do not disproportionately have a negative impact on any sections of our community.
- Consult and engage to ensure that all our people have a say in how services are developed and delivered and are involved in key decisions that affect their lives and their local areas.
- Ensure access to information to ensure that no one is placed at a disadvantage in terms of access to the information they need due to a language barrier or a disability.
- Carry out an annual business planning process, through which our equality objectives will be implemented, monitored and managed through our performance management framework.
- Support and participate in events and local area-based activities to promote bridging and positive social interaction between different communities and groups.
- Ensure our recruitment and employment related policies are fair, transparent and supported by procedures that all staff and applicants have confidence in.

- Undertake procurement, commissioning and partnership arrangements that ensure that the “due regard” duty to promote equality is incorporated into the terms and conditions of all contracts and partnership arrangements and where appropriate, ensure that criteria specific to particular protected groups are reflected and given due weight in contract specifications and award criteria.
- Ensure policies on discrimination, harassment and victimisation in the workforce supported by an effective Grievance Procedure that staff have confidence in to deal with complaints are communicated and implemented.