

## Equality & Diversity Policy

### 1. Purpose

- 1.1 Quadrant Leisure is committed to eliminating discrimination and encouraging diversity amongst our staff, volunteers, and the families we work with.
- 1.2 Quadrant Leisure objective is to create a working environment and deliver high quality services in which there is no unlawful discrimination and all decisions are based on merit.

### 2. Policy

- 2.1 Staff, volunteers and management must not discriminate in any way against each other, any person they come into contact with during the course of their work.
- 2.2 This policy has been agreed with the management team, our employee representatives.
- 2.3 The Director is responsible for this policy.

### 3. Procedures

#### 3.1 What is discrimination?

- 3.1.1 Discrimination is unlawful when it takes place on one of the following grounds (the 'protected characteristics'):

- age
- disability
- gender re-assignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

- 3.1.2 Discrimination can take a number of forms:

- Direct discrimination is when someone is treated worse than someone else just because of a protected characteristic. For example, it would be direct discrimination if a manager excludes an employee from a training course just because she is gay.
- It is also direct discrimination when someone is treated worse than someone else because they associate with someone with a protected characteristic or because they are perceived to have a protected characteristic. For example, it would be direct discrimination if an employee ostracised a colleague because the colleague has a gay flat mate or because he thinks the colleague is gay.
- Indirect discrimination is when an apparently neutral practice or requirement disproportionately disadvantages one group and cannot be justified by the needs of the business. For example, imposing a requirement that job applicants must speak fluent English disproportionately disadvantages non-English groups and would be unlawful unless it could be justified on genuine business grounds.
- It is also discrimination when a disabled person is treated unfavourably because of something connected to their disability and this cannot be justified by the needs of the business or when the business fails to make reasonable adjustments for a disabled person.

### **3.2 Recruitment and selection**

- 3.2.1 Quadrant Leisure aim to avoid discrimination in all aspects of employment and recruitment.
- 3.2.2 Quadrant Leisure aim to ensure that job requirements and job selection criteria are clear and based only what is required to get the job done effectively. We will avoid making stereotypical assumptions based on protected characteristics about who is able to do a particular job.
- 3.2.3 We aim to ensure that no job applicant is placed at a disadvantage by practices or requirements which disproportionately disadvantage protected groups and which are not justified by the demands of the job.
- 3.2.4 For all jobs, we will draw up a clear and accurate job description and person specification to ensure that we remain focused on what the job involves and the skills, experience and qualifications which are relevant and necessary to do the job. (If a job can be done flexibly, we aim to say so in the job description.)
- 3.2.5 Shortlisting for interview will be done by the shortlisting panel using a pre-agreed marking system that is applied fairly and consistently to all applicants.
- 3.2.6 The shortlisting panel will conduct the interviews and will usually be made up of two managers to ensure we avoid unintentional bias.
- 3.2.7 Quadrant Leisure will not ask for personal or irrelevant information on application forms or in interviews. We will focus instead on whether someone has the relevant skills, qualities and experience to do the job.

### **3.3 Promotion, training and appraisals**

- 3.3.1 Promotion and training decisions will be made on the basis of merit. We will not unlawfully discriminate against any employee in making promotion or training decisions. We believe all employees should have an equal opportunity to progress and develop.
- 3.3.2 Quadrant will advertise promotion and transfer opportunities to all staff, including deputising opportunities and secondments which could lead to permanent promotion. We will try to ensure that training and development opportunities are made known to all relevant employees.
- 3.3.3 Training needs will be identified through regular reviews/training needs analysis/appraisal discussions.

### **3.4 Positive action**

- 3.4.1 For some services we deliver families we may take positive action to address under-representation by delivering activities/groups for people from certain under-represented groups.

### **3.5 Working conditions and terms of employment**

- 3.5.1 Quadrant Leisure will try to accommodate cultural or religious practices such as prayer requirements where we reasonably can.
- 3.5.2 Quadrant Leisure aim to ensure that our terms of employment, benefits, facilities and policies are free from unlawful discrimination.
- 3.5.3 We will ensure that decisions made under our disciplinary, grievance and attendance management policies are carried out fairly and without discrimination.

### **3.6 Termination of employment**

- 3.6.1 Quadrant Leisure will ensure that we avoid discrimination in making decisions about dismissal or redundancy.
- 3.6.2 Quadrant Leisure will ensure that any manager's decision to dismiss an employee is endorsed by the management team. We will encourage leavers to give feedback about their employment in exit interviews.

### **3.7 Disabled employees**

- 3.7.1 Quadrant Leisure will make adjustments to accommodate disabled employees where possible and reasonable. For example, we can provide extra equipment or support and we can make changes to our offices in appropriate cases. If you think you may have a disability, you are encouraged to tell the centre about this so that we can explore what adjustments might be appropriate.

### **3.9 Your rights and responsibilities**

- 3.9.1 You have the right not to experience unlawful discrimination in our workplace. You also have a responsibility to understand this policy and help us to implement it.
- 3.9.2 All staff, volunteers have a duty not to discriminate against each other and not to help anyone else do so.

### **3.11 What to do if you have been discriminated against**

- 3.11.1 If you believe you may have been discriminated against, please tell us. You can speak informally with your manager. If you want to make a more formal complaint, you are encouraged to raise the matter through our [Grievance Policy](#). If you believe there has been any bullying or harassment then you should raise the matter through our [Bullying and Harassment Policy](#).
- 3.11.2 Allegations of potential breaches of this policy will be treated seriously. Staff, volunteers, who make such allegations in good faith will not be victimised or treated less favorably as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under our disciplinary procedure.

### **3.12 What will happen if you act in a discriminatory way?**

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3.12.1 If, after investigation, Quadrant Leisure feel that you have acted in breach of this policy you may be subject to disciplinary action up to and including dismissal. This applies to the most senior levels of management as well as to all other employees.

### **3.13 Policy review and promotion**

3.13.1 We will promote and publicise our Equality Policy as widely as possible using our website, application packs, induction packs, notice boards, handbooks, annual reports.

3.13.2 We will review our Equality Policy on a bi-annual basis.