

Cycling UK Equality and Diversity Policy

Statement of Intent

Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, councillor, employee, volunteer or member receives less favourable treatment on the grounds of the 'protected characteristics' under the Equality Act 2010:

- age
- disability
- gender re-assignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality or ethnic or national origins)
- religion or belief
- sex
- sexual orientation

Cycling UK declares its intention to work for the furtherance of equality of opportunity in employment practices, access to services, volunteer recruitment and training.

Cycling UK will ensure that there will be open access to all those who wish to participate in any aspect of cycling and that they are treated fairly.

Cycling UK regards unlawful discrimination, harassment or victimisation as serious misconduct and any employee, volunteer or member who unlawfully discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action.

Purpose of the Policy

Cycling UK recognises that certain sections of the community may have been affected in the past by unlawful discrimination and may have been denied the opportunity to participate equally and fully in cycling at all levels.

This policy has been produced to prevent/tackle any potential/current unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against its councillors, employees, members and volunteers.

Actions

Cycling UK will produce and maintain an equality action plan to ensure the intent of this policy is delivered.

All areas of the organisation will be affected by this action plan, which will be incorporated in to the overall business delivery plan; itself reviewed and updated on an annual basis.

Cycling UK recognises that, in some cases, to achieve the principle of equality, unequal effort is required and, if appropriate, will consider positive action to tackle under representation.

Legal Requirements

Cycling UK recognises that it has legal obligations to avoid discriminating against its employees, members and volunteers and will comply with all such obligations including those imposed by the following statutes and regulations. See schedule 1.

Discrimination, harassment and victimisation

Unlawful discrimination can take the following forms:

- *Direct Discrimination.* This means treating someone less favourably than you would treat others because of a protected characteristic.
- *Discrimination by association.* It is also direct discrimination when someone is treated less favourably than someone else because they associate with someone with a protected characteristic.
- *Discrimination by Perception.* Direct discrimination also includes situations where someone is treated less favourably because they are perceived to have a protected characteristic.
- *Indirect Discrimination.* This is where an apparently neutral provision, criterion or practice is applied which puts individuals sharing a protected characteristic at a disadvantage.

Discrimination is not always unlawful. The law protects against discrimination on the ground of the protected characteristics. Cycling UK is committed to avoiding all unlawful discrimination. When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.

- *Harassment* is described as unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating the individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the individual.

- *Sexual harassment* occurs when a person engages in unwanted conduct (see above definition) which is of a sexual nature.

Under the Equality Act 2010, an individual can complain of harassment even if he/she doesn't possess the protected characteristic or the harassment is not directed at them.

Cycling UK is committed to ensuring that its councillors, employees, members, participants and volunteers are able to conduct their activities free from harassment or intimidation.

Cycling UK will not tolerate harassment or bullying of its staff by third parties including members, councillors, suppliers or volunteers.

- *Victimisation* is defined as when a worker is treated less favourably than others because he or she has done a 'protected act' or because the employer believes the worker has done or may do a protected act e.g. raising or supporting a grievance or a claim under the Equality Act.

Responsibility, implementation and communication

The following responsibilities will apply:

- The Council, which is the Board of Trustees, is responsible for ensuring that this Equal Opportunities Policy is followed and to deal with any actual or potential breaches.
- The Chief Executive has the overall responsibility for the implementation of the Equal Opportunities Policy.
- The Chief Executive has the overall responsibility for achieving the equality action plan as this will form part of their work programme.
- All councillors, employees, volunteers and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy and, where appropriate, individual work programmes will be amended to include equality related tasks.

Policy Implementation:

- A copy of this document will be available to all staff (both permanent and contract), councillors, members and volunteers of Cycling UK.
- Cycling UK will take measures to ensure that it avoids all unlawful discrimination in its employment practices and in particular with regards to recruitment and selection, promotion and training, and working conditions and terms of employment.
- No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unlawful discrimination.

- Cycling UK is committed to making reasonable adjustments for disabled applicants or employees as appropriate.
- A planned approach will be adopted to eliminate barriers which discriminate.
- Cycling UK will ensure that consultants and advisers used by Cycling UK can demonstrate their commitment to the principles and practice of equality and that they abide by this policy.

The policy will be communicated in the following ways:

- It will be part of the staff handbook and reference will be made to it in any codes of conduct.
- It will be covered in all councillor, staff and volunteer induction training
- All members will be made aware of the policy's existence when they join and a summary of any revisions will be published in Cycling UK's Cycle magazine
- It will be available on the Web site.
- At time of review, a mechanism will be put in place to allow all staff, members and volunteers to be part of the process.

Monitoring and Evaluation

The policy will apply for 3 years from the date of approval by Council before a formal review takes place, unless any proposal to the Board, or legislation change, requires an interim review and/or amendment.

The equality action plan, created to ensure the intent of the policy is delivered, will be reviewed by the Chief Executive and the member of staff with the responsibility for its implementation, on a quarterly basis.

As part of the overall business delivery plan, the equality action plan will be reviewed by the Board on a twelve monthly basis.

On an annual basis, statistical information will be produced by the Chief Executive for the Board, and will be published internally and externally, to show the impact of this policy.

Disciplinary and Grievance Procedures

To safeguard individual rights under the policy, a councillor, employee, volunteer or member who believes he/she has suffered unlawful discrimination or other inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure.

Appropriate disciplinary action will be taken against any councillor, employee, volunteer or member who violates Cycling UK's Equal Opportunities Policy.

An individual may raise any grievance and no councillor, employee, volunteer or member will be penalised for doing provided it is made in good faith.

As with all grievance procedures, the final point of appeal relating to this policy is the Board appeals committee.

Schedule 1

- Rehabilitation of Offenders Act 1974
- Human Rights Act 1998
- Children Act 1998
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion and Belief) Regulations 2003
- Gender Recognition Act 2004
- Civil Partnership Act 2004
- Employment Equality (Age) Regulations 2006
- 75th Northern Ireland
- Equality Act 2010
- Any later amendments to the above Acts/regulations, or future Acts/regulations that is relevant to Cycling UK.