

Equality, Diversity & Inclusion Policy

Example outline

Purpose

Equality, diversity and inclusion (EDI) are three core and interlinked issues designed to ensure that fairness, an ability to contribute and acceptance of difference are considered in any organisation or business with a social conscience. An EDI policy should set out in writing your organisation's commitment to meeting your legal obligations and ensuring that every place and space, policy and practice is respectful, welcoming and accessible to people from all backgrounds with life experiences different to our own.

While many organisations begin by focusing their EDI statement on employee issues, we recommend taking a whole organisation approach and referencing your EDI commitment to customers and other stakeholders.

Example EDI statement:

At [insert organisation name] we believe that everyone that works for us and engages with us should expect a welcoming, diverse and inclusive environment free from harassment, prejudice or discrimination.

We want all employees and potential employees, members and future members, volunteers and contractors, board members and affiliates, suppliers and sponsors, to feel supported and empowered to be their authentic selves and given every opportunity to reach their full potential.

We want those we serve and do business with to feel inspired to emulate and embed an inclusive and diverse working culture.

This policy sets out our commitment to providing equality and fairness in the way we employ and operate, ensuring we do not provide less favourable facilities or treatment on the grounds of our identity and beliefs, including age, caring responsibilities, disability, family situation, gender expression, gender identity, gender reassignment, marriage and civil partnership, pregnancy and maternity, race including ethnic origin, colour, nationality and national origin, religion or belief, sex, sexual orientation, socio-economic background, the effects of the menopause or trade union activity.

All employees, whether they are part-time, full-time, or temporary, will be treated fairly and with respect. We will work to recruit candidates from a wide range of backgrounds to help us build a truly diverse talent pool and all employment opportunities including promotion, training, participation or any other benefit, will be made on the basis of skills and ability.

Equal Opportunity Statement

[include your equal opportunity statement and also ensure it is included on your website]

Legal responsibilities

[insert legal responsibilities and references to all applicable and associated legislation, e.g., Equality Act 2010 or Equal Status Act]

[include definitions and examples of discrimination, harassment and victimisation].

[set out all protected characteristics ensuring accurate compliance to legislation.]

Note: you may wish to consult with EDI experts and People Network's across your organisation to expand the legally defined characteristics to include other characteristics that may result in a person becoming under-represented, marginalised or minoritised for example; socio-economic status, trade union activity or caring responsibilities.

Commitment

[Your commitments should be pragmatic and measurable actions aligned with your wider business values, vision and mission.]

Example commitments:

Our commitment to equality, diversity and inclusion is guided by the protected characteristics and duties set out in [insert relevant legislation, e.g. Equal Status Act, Equality Act 2010 or equivalent legislation]. We will:

- create an environment in which individual differences and the contributions of all team members are recognised and valued
- proactively raise awareness of benefits of working with and learning from people with different life experiences from our own
- create an environment that promotes dignity and respect for everyone, employees and all stakeholders for example volunteers, board and club members, and those active in the sport be that participating or spectating
- address barriers that could potentially exclude an employee or any stakeholder e.g. volunteers, board and club members, and those active in the sport, from participating equally in a physical or digital workspace or environment
- not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy
- make training, development, and progression opportunities available to all staff and stakeholders e.g. volunteers, board and club members, and those active in the sport
- promote equity in the workplace or the sports environment in which the service is provided, which believes in good management practice and makes sound business sense
- encourage and support anyone who feels they have been subject to discrimination to raise their concerns so that we can take appropriate and corrective actions
- regularly review our practices and procedures so that fairness is maintained at all times.

[insert all commitments and objectives]

Responsibilities

Explain how staff at all levels are expected to engage with the EDI policy from senior champions having annual EDI performance targets to supply partners mirroring any commitments in the policy.

- Senior/Management:

[insert all management responsibilities and expectations by role]

- Staff and / or volunteers:

[insert all staff responsibilities and expectations]

- Third parties:

[insert all third-party responsibilities and expectations]

- Participants:

[insert all participant responsibilities and expectations]

Positive Action & Implementation

State clearly who your EDI policy relates to, how you will share the policy and how you will ensure that it is an accountable and living document

Example:

This equality, diversity and inclusion policy will be included in all new employee inductions and all employees will be required to review the policy annually as part of any performance review. The policy will also be drawn to the attention of funding agencies, supply partners, customers, job applicants and other relevant stakeholders.

Our EDI policy is endorsed by [insert role], fully supported by senior management and has been agreed with trade unions and/or employee representatives.

Our policy will be monitored and reviewed annually to ensure that our commitment to EDI is constantly evolving and continually promoted in the workplace.

[insert all relevant actions for implementation]

Related policies

[signpost to all relevant policies and procedures ensuring links and clear signposting are provided]

Monitoring and review

[insert all actions to be taken to ensure effective ongoing review, compliance to legislation and response to all feedback from staff, volunteers, members, those participating in sports as well as those spectating or in an audience and other stakeholders]

Breach of Policy

[insert guidance on how any complaint or breach can be raised with the organisation including all necessary contact details].

Glossary of terms

[include definition of any abbreviations, acronyms, legal or industry specific terminology or other language that may need a clear explanation].

Version Control

Date	Version Number	Author	Authoriser

Change Control

Date of review	Description of Change	Author of Change	Reason for Change	Authorised by

Next scheduled review date: [insert date]

Reviewer: [insert role]