



Diversity & Inclusion Policy

Purpose

The aim of this policy is to promote and ensure diversity in all areas of employment and to create an environment here employees can progress and develop, based on their abilities, aptitudes & skills to do the job. We do not discriminate on the basis of nationality, race, ethnic origin, gender, gender reassignment, sexual orientation, neurodiversity, union affiliation, marital or civil partnership status, pregnancy and maternity, religious or political beliefs, age or disability (each is a 'Protected Characteristic').

No one within the organisation should be disadvantaged or treated less favourably based on any of the above characteristics.

This policy applies to all employees & volunteers of Hunslet RLFC.

Diversity & Inclusion Principles

Hunslet RLFC value diversity and believes it to be important to the success of the business.

Employees and volunteers have the right to be treated fairly, not to be discriminated against & to be treated with respect.

Employees & volunteers are required to support an inclusive working environment in which everyone's contribution is valued & recognised and to co-operate with the police & its application.

Responsibilities

The Company's responsibilities:

To comply with this policy and eliminate any discriminatory practices which could affect the service provided to our customers, the performance of the company or the development of staff.

Hunslet RLFC will promote diversity and try to ensure everyone is valued & treated with integrity, honesty and respect in order to maintain our reputation as a fair and responsible employer.

Management responsibilities:

To comply with this policy and identify any behaviours and barriers which demonstrate that discrimination may be taking place. Management should take action to eliminate or minimise the negative effect these behaviours have on Hunslet RLFC.

Employee & volunteer responsibilities:

To comply with this policy and be aware of different forms of discrimination and the effect they can have on others. Employees & volunteers should be aware the impact of their behaviour on others, treat everyone with respect and help create an environment that is free from discrimination of any kind. Employees & volunteers should co-operate with management in the elimination of discriminatory practices and/or harassment that may be identified.



Forms of Discrimination

Direct Discrimination

Where a person is treated less favourably because of a Protected Characteristic they have or are thought to have, or because they associate with someone who has a Protected Characteristic.

Associative Discrimination

Direct discrimination because they associate with someone who possesses a Protected Characteristic.

Perception Discrimination

Direct discrimination because others think they possess a Protected Characteristic. This applies even if the person does not have a Protected Characteristic.

Indirect Discrimination

A provision, criterion or practice that applies to everyone but adversely affects people with a Protected Characteristic more than others.

Harassment & Bullying

This is unwanted conduct related to a Protected Characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Unwanted behaviour is subjective and therefore although one individual may not be offended, others may view a particular act differently. In addition, bullying at work can take many forms. It involves the misuse of power to threaten, intimidate or persecute others.

Victimisation

This is where a person is treated less favourably because they have previously complained, given evidence or brought a legal claim as a result of discrimination or harassment against them.

Care should be taken to avoid these at all times.

The company is committed to Equal Opportunities and applies it to many areas as outlined below.

Recruitment & Selection

Hunslet RLFC endeavour to attract applicants from all sections of society and to ensure that treatment throughout the process is fair. Responsibilities may include:

Reviewing job descriptions to ensure they are accurate, relevant and non-discriminatory.

Shortlisting candidates only on the basis of skills and qualification that are necessary for the role in question.

Ensuring that information, wording and images contained in job adverts are reflective of and attractive to as wide a labour market as possible and comply with law.

Using a variety of advertising sources to attract candidates where possible.



Asking fair, objective & consistent questions at interview.

Retaining records of the recruitment & selection process.

Monitoring recruitment and election to ensure equality of opportunity throughout the process and taking steps to eliminate any discriminatory practices.

Interview Process

Hunslet RLFC ensures that interviews are done in a non-discriminatory manner. This ensures that job applicants are asked fair, objective and consistent questions that focus solely on job tasks and outputs required, rather than assumptions about how a candidate will perform.

Decisions made in respect of promotion, training & career development focus on skills & talents rather than making assumptions based on nationality, race, ethnic origin, gender, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy, maternity, religious or political beliefs, member or non-member of trade union, age or disability.

Line managers will ensure that promotion opportunities / career development, training & development programmes are open to all employees. Flexible working, such as job sharing, can assist with the retention and development of employees who have responsibilities outside of work and should be seriously considered.

An employee's strengths should be regularly identified through performance reviews / appraisals and records of these should be maintained.

Employees have a variety of learning styles, and these should be taken account of.

All promotional opportunities should be advertised & available to all suitably qualified and experienced employees where possible.

Anyone involved in recruitment and selection for promotion should be suitably trained.

Objective feedback should be given to unsuccessful internal candidates, who have applied for promotion.

If an employee has a disability the Company will endeavour to accommodate their needs where possible to ensure everyone has equal access to training irrespective of disability, location or hours of work.

The Company's training materials aim to reflect, in the language & images used, the diversity of our employees and customers.

Age

Employment decisions will be based on objective, job related criteria not on age.

The Company will encourage its employees to develop their careers.

Hunslet RLFC will ensure that employees have the opportunity to improve their skills and to participate in training activities.

Management will avoid making assumptions about employees' career aspirations and physical / mental abilities.



Management will try to increase opportunities for employees and the business by:

Considering requests for flexible working.

Considering requests to work beyond retirement age.

Religious Observances

Employees will be able to request holiday in order to celebrate festivals or attend ceremonies. Line Managers will consider any such requests in line with the Company's holiday policy & current legislation.

Discipline & Grievance

If an employee feels that they have been discriminated against, by a colleague, customer, client or visitor, or if you are personally offended by potentially discriminatory remarks / behaviours made by another person towards a third party in the course of your employment, the employee should raise the matter with their line manager. If the employee is aware that a colleague has been discriminated against, they should encourage them to do likewise. The company aims to resolve any such complaints either informally or formally, through the grievance procedure.

Any found to have breached the Company's Equal Opportunities Policy may be subject to disciplinary action, which may result in dismissal from employment.

This policy does not form part of the employee's contractual terms & conditions a therefore Hunslet RLFC reserve the right to mend, change or update it at any time.