



Club Secretary:

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Registered under the Football Association's Child Protection Policy

[www.whickhamfellsideyfc.co.uk](http://www.whickhamfellsideyfc.co.uk)

**Club Management Committee**

Secretary – Dave Nelthorpe

Club Development Officer – Kevin Thompson

Registration Secretary – Gary Carr

Grounds Maintenance and Watergate Facilitator – Paul Kelly

IT & Marketing – Paul Mitchell

President – Rob Hennessey

Chairman – Bill Baty

Treasurer/Vice-Chairman – John Clark

Football Development Officer – Steve Thompson

Resources & Equipment – Tony Smith

Child Protection & Welfare Officer – Sue Broadbent

Fundraising – Sharon Johnson

**Club General Committee** All Team Managers and Assistants

DFA Affiliation No. T-DUR2415

## EQUAL OPPORTUNITIES POLICY

### Scope and Purpose of the Policy

It is Whickham Fellside Youth Football Club's (WFYFC's) policy to ensure that employees/volunteers are recruited, developed, remunerated and promoted to the best of their skills and suitability for the work performed. The organisation is committed to making full use of the talents and resources of all its employees/volunteers and to ensuring that no employee/volunteer receives unjustified less favourable treatment on the grounds of their gender, sexual orientation, marital status, race, religion or belief, colour, nationality, ethnic or national origin, disability, age, pregnancy, parental responsibilities, trade union membership, or part-time or fixed-term status.

This policy applies to the advertising of jobs, recruitment and selection, training and development, opportunities for promotion, conditions of service, benefits and facilities, pay, health and safety, conduct at work, grievance and disciplinary rules and procedures and termination of employment including redundancy.

This policy is for guidance only and shall be made available to all staff in the office (employees /volunteers), but does not form part of an employee's contract of employment. Whickham Fellside YFC may change this policy using our discretion from time to time.

### Who is covered by this policy?

This policy applies to all employees/volunteers, whether permanent, temporary, part-time or on fixed-term contracts. It also applies to job applicants, who are not our employees and ex-employees (collectively *staff*).

All employees/volunteers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of WFYFC whether junior or senior to them. In some situations, the organisation may be at risk of being held responsible for the acts of individual members and therefore shall not tolerate any discriminatory practice or behaviour. This policy applies equally to the treatment of our clients, suppliers, customers and contacts of WFYFC, and anyone else with whom you may come into contact with during the course of your employment.

### Personnel responsible for implementation of policy

The Management Committee has overall responsibility for the effective operation of the organisation's equal opportunities policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The Management Committee has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Club Secretary.

Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to the policy and promote the aims and objectives of the organisation with regard to equal opportunities.

All members of WFYFC are responsible for the success of this policy and act in accordance with its aims and objectives. Any employee/volunteer who fails to observe the principles of this policy will be subject to the organisation's separate **disciplinary rules and procedures** (see clubs policy for further details).

## **Forms of discrimination**

The following are examples of the type of discrimination which are prohibited by this policy:

**Direct Discrimination** is where a person is treated less favourably than another in relation to employment on the grounds of gender, sexual orientation, marital status, race, religion or belief, colour, nationality, ethnic or national origin, disability, age, pregnancy, parental responsibilities, trade union membership, or part-time or fixed-term status.

**Indirect Discrimination** is when a job requirement is applied equally to all but it has a disproportionate and detrimental effect on one section of the workforce, because fewer of that group can comply with it **and** the requirement cannot be justified in relation to the job. For example, a requirement that all applicants for a job must be over six feet tall would disadvantage women as a substantially fewer proportion of women are over six feet tall compared to men. The organisation would then have to show that the requirement was justified by the nature of the work (e.g. some jobs have a minimum height requirement).

**Failure to make adjustments** is where the organisation's premises or equipment, materials, or working arrangements put a disabled person at a substantial disadvantage, and then it is unlawful.

**Victimisation** is where someone is treated less favourably than others when they have made allegations, brought proceedings, given evidence or complained about the behaviour of someone who has been harassing or discriminating against them.

**Harassment** is a form of direct discrimination. It can either be defined as unwanted conduct that can reasonably be considered to either violate your dignity or create an intimidating, hostile, degrading or offensive working environment. The motive or intent behind the conduct is not relevant. The organisation has a separate anti-harassment and bullying policy to which you should refer for further information.

## **Recruitment and selection**

The organisation recognises the benefits of having a diverse volunteer workforce and will take steps to ensure that: Information about opportunities is circulated as widely as possible in the circumstances, to ensure that it reaches all section of the community, regardless of colour, race, nationality, ethnic origin, gender, marital status, disability, part-time and fixed term status, parental responsibilities, age, trade union membership, religion or sexual orientation.

It endeavours to recruit from the widest pool of qualified candidates possible.

Employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit. Durham County Football Association retains the discretion to invite applications from individuals whose jobs might be at risk or redundancy, or who are being redeployed for health or disability reasons, before advertising any posts more widely.

Where appropriate, permitted positive measures are taken to attract applications from all sections of society, especially from those groups which are under-represented in the workforce.

Selection criteria and processes do not discriminate unjustifiably other than in those instances where the organisation is exercising permitted positive action; and

Applications will include a detachable anonymous equal opportunities form to assist in the maintenance of records and for monitoring purposes.

## **Staff training, promotion and conditions of service**

All staff will be given an equal opportunity to access training (according to business need) to enable them to progress within the organisation. All promotion decisions shall be made on the basis of merit and the reasonable requirements of the job

## **Part-Time Workers**

We will monitor the conditions of service of part-time employees and their progression within the organisation to ensure that they are being offered appropriate access to benefits, training and promotion opportunities.

## **Disability**

The requirements of job applicants and existing members of staff who have a disability will be reviewed to ensure that wherever possible reasonable adjustments are made to enable them to perform as well as possible during the recruitment process and while employed by the organisation. Opportunities for promotion, access to benefits and facilities of employment will not be unreasonably limited and all reasonable adjustments will be made.

## **Complaints**

If you believe that you may have been treated less favourably on any of the unlawful grounds listed in this policy, you are encouraged to raise the matter through either the organisation's grievance procedure or anti-harassment and bullying policy as appropriate. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who makes such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach of this policy which are found to have been made in bad faith will, however, be dealt with under the organisation's disciplinary rules and procedures.

If, after investigation, you are proven to have harassed any other member of staff on the grounds of sex, marital status, sexual orientation, religion or belief, race, disability, age or otherwise acted in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The organisation will always take a strict approach to serious breaches of this policy.

As this policy applies equally to all staff relationships with suppliers and clients, if, after investigation, you are proven to have discriminated against or harassed a client or supplier you will also be subject to disciplinary action as outlined above.

## **Monitoring and revision of policy**

WFYFC is committed to ensuring the effectiveness of this Equal Opportunities Policy. The policy will be reviewed and monitored on a regular basis (at least annually) by the Company Secretary. The organisation is committed to identifying and taking in all steps necessary to eliminate any unjustified discrimination which is revealed by this monitoring process.

**September 2016**