



MANCHESTER
CYCLING ACADEMY

ABC Sports Learning Ltd/Manchester Cycling Academy

Equality & Diversity Policy

1. Policy Statement:

Manchester Cycling Academy is committed to equal opportunities for all staff and applicants.

It is our policy that all employment decisions are based on merit and the legitimate business needs of the organisation.

Manchester Cycling Academy does not discriminate on the basis of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, pregnancy or maternity, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of England, Wales and Scotland (referred to as Protected Characteristics).

Our intention is to enable all our staff to work in an environment which allows them to fulfil their potential without fear of discrimination, harassment or victimisation. The Employer's commitment to equal opportunities extends to all aspects of the working relationship including:

recruitment and selection procedures; terms of employment, including pay, conditions and benefits; training, appraisals, career development and promotion; work practices, conduct issues, allocation of tasks, discipline and grievances; work-related social events; and termination of employment and matters after termination, including references.

This policy is intended to help the Employer achieve its diversity and anti-discrimination aims by clarifying the responsibilities and duties of all staff in respect of equal opportunities and discrimination.

The principles of non-discrimination and equal opportunities also apply to the way in which staff treat cyclists, visitors, clients, customers, suppliers and former staff members.

This is a statement of policy only and does not form part of a contract of employment. This policy may be amended at any time by the Employer, in its absolute discretion.

2. Who is responsible for equal opportunities?

Achieving an equal opportunities workplace is a collective task shared between the Employer and all its staff. This policy and the rules contained in it therefore apply to all staff of the Employer irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff and any volunteers or interns

(referred to as Staff).

The board of directors of the Employer has overall responsibility for this policy and for equal opportunities and discrimination law compliance in the workplace and the Director has been appointed as the person with day-to-day operational responsibility for these matters.

All Staff have personal responsibility to ensure compliance with this policy, to treat colleagues with dignity at all times and not to discriminate against or harass other members of Staff, visitors, clients, customers, suppliers and former staff members. In addition, Staff who take part in management, recruitment, selection, promotion, training and other aspects of career development (referred to as Managers) have special responsibility for leading by example and ensuring compliance.

Managers must take all necessary steps to: promote the objective of equal opportunities and the values set out in this policy; ensure that their own behaviour and those of the Staff they manage complies in full with this policy; ensure that any complaints of discrimination, victimisation or harassment (including against themselves) are dealt with appropriately and are not suppressed or disregarded.

3. What is discrimination?

Discrimination occurs in different ways, some more obvious than others. Discrimination on the grounds of any of the Protected Characteristics is prohibited by law, even if unintentional, unless a particular exception applies.

4.0 Direct discrimination

Direct Discrimination is less favourable treatment because of one of the Protected Characteristics. Examples would include refusing a woman a job as a chauffeur because you believe that women are not good drivers or restricting recruitment to persons under 40 because you want to have a young and dynamic workforce.

Direct discrimination can arise in some cases even though the person complaining does not actually possess the Protected Characteristic but is perceived to have it or associates with other people who do. For example, when a person is less favourably treated because they are (wrongly) believed to be homosexual or because they have a spouse who is Muslim.

5.0 Indirect discrimination

Indirect discrimination arises when an employer applies an apparently neutral provision, criterion or practice which in fact puts individuals with a particular Protected Characteristic at a disadvantage, statistically and this is unjustified. To show discrimination the individual complaining also has to be personally disadvantaged. An example would be a requirement for job candidates to have ten years' experience in a particular role, since this will be harder for young people to satisfy. This kind of discrimination is unlawful unless it is a proportionate means of achieving a legitimate aim.

6.0 Victimisation

Victimisation means treating a person less favourably because they have made a complaint of discrimination or have provided information in connection with a complaint or because they might do one of these things.

7.0 Harassment

Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”. Employees can make a complaint against behaviour they find offensive even if the behaviour is not directed at them, and the complainant need not possess the relevant protected characteristic themselves. Employees are also protected from harassment because of perception and association

Other important points to note about harassment: a single incident can amount to harassment; behaviour that has continued for a long period without complaint can amount to harassment; it is not necessary for an individual to intend to harass someone for their behaviour to amount to harassment it is not necessarily for an individual to communicate that behaviour is unwelcome before it amounts to harassment; and the onus is on each individual to be certain that their behaviour and conduct is appropriate and is not unwanted and in the case of doubt, you must refrain from such conduct.

8.0 Disability discrimination

This could be direct or indirect discrimination, and is any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

9.0 Disabled persons

Any Staff member who considers that they may have a disability is strongly encouraged to speak with the Director, particularly if they experience difficulties at work because of their disability so that any reasonable adjustments to help overcome or minimise difficulties can be discussed. For these purposes, disability includes any physical or mental impairment which substantially affects your ability to perform day to day activities and has lasted (or is likely to last) more than 12 months. Disclosure of this information will be treated in confidence, if you wish it to be, so far as is reasonably practicable and we will do our best to handle matters sensitively and to ensure that you are treated with dignity and with respect for your privacy.

We will consult with you about whether adjustments are needed to avoid you being disadvantaged and may ask you to see a doctor appointed by us, to advise on this. We will seek to accommodate your needs within reason. If we consider a particular adjustment unreasonable we will explain why and try to find an alternative solution.

Managers with responsibility for managing a member of Staff who they know or think to be disabled should speak to the Director to ensure that all relevant duties are complied with.

10.0 Making employment decisions fairly

As noted above, the Employer will recruit employees and make other employment decisions concerning promotion, training, dismissal and related issues on the basis of objective criteria.

Managers should only stipulate criteria or conditions for employment decisions (including job selection, promotion and redundancy) which are based on a legitimate business need and which do not go further

than is needed to satisfy that need. If you are in any doubt about whether particular criteria or conditions are indirectly discriminatory or justifiable, then please speak to the Director.

11.0 Recruitment

ABC Sports Learning Ltd/Manchester Cycling Academy is dedicated to providing equal opportunities in recruitment. We ensure that all recruitment processes are fair and free from discrimination.

Decisions are made based on qualifications, skills, and experience, without regard to age, gender, race, religion, disability, sexual orientation, or other protected characteristics. We actively promote diversity and inclusion in our workforce, aiming to reflect the community we serve. Reasonable adjustments are made to accommodate the needs of applicants with disabilities. Any concerns regarding recruitment practices can be reported and will be thoroughly addressed in accordance with our equal opportunities policy.

Please ensure that this clause aligns with the specific policies and practices of your college and adheres to the relevant equality legislation in your jurisdiction.

The Employer is legally required to verify that all employees have the right to work in the UK. Prior to starting employment, all employees must produce original documents to the Employer's satisfaction, irrespective of nationality. Information about the documents required is available from the Director.

Staff training, Career Development and Promotion

Training needs may be identified during the normal appraisal process. Appropriate training to facilitate progression will be accessible to all staff.

All promotion decisions will be made on the basis of merit and according to proportionate criteria determined by legitimate business need.

Staff diversity at different levels of the organisation will be kept under review to ensure equality of opportunity. Where unjustified barriers to progression are identified, these will be removed.

Conditions of service

Access to benefits and facilities and terms of employment will be kept under review to ensure that they are appropriately structured and that no unlawful barriers to qualification or access exist.

Discipline and Termination of Employment

Any redundancy selection criteria and procedures that are used, or other decisions taken to terminate employment, will be fair and not directly or indirectly discriminatory.

Disciplinary procedures and penalties will be applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

Discipline and termination of employment

Part-time and fixed-term staff will be treated the same as full-time or permanent staff of the same position and enjoy no less favourable terms and conditions (pro-rata, where appropriate), unless different treatment is justified.

Freedom to Speak Up

ABC Sports Learning Ltd/Manchester Cycling Academy actively encourages everyone involved with the organisation to be able to speak up through a variety of mechanisms; ensuring the voices of young people, adult students, Apprentices and students with additional needs are heard and responded to. All structures are inclusive and accessible. Accessibility is further endorsed through respecting the diversity of our community and working collaboratively with them.

The vision of ABC Sports Learning Ltd/Manchester Cycling Academy is to provide a platform for people to achieve their dreams of a bike riding career. Our goal is to create an environment where young people can flourish, learn and grow into successful athletes and individuals. We believe in promoting diversity and inclusivity, and encourage athletes from all backgrounds, regions and abilities and we are relentless in our drive to address all areas of personal and social development and create opportunities to supplement its educational provision with transformative experiences.

This inclusive approach ensures the necessary skills are provided to improve life chances for a diverse community.

Students will be participants in designing their educational provision, respecting individual styles of learning. This will be achieved by ABC Sports Learning Ltd/Manchester Cycling Academy providing opportunities for regular meaningful discourse between the organisation's leadership and student representatives. This will confirm that ABC Sports Learning Ltd/Manchester Cycling Academy remains current in its approach to education, exploring student led feedback and responding to the students' views. ABC Sports Learning Ltd/Manchester Cycling Academy will adapt to create a learning experience that matches the needs of the student cohort.

ABC Sports Learning Ltd/Manchester Cycling Academy supports and recognises student's individuality and promotes learner voice through participation in student led structures e.g. Equalities Council, Mental Health and Wellbeing Champions, LGBTQ+ groups, and Student Leadership and Representatives.

ABC Sports Learning Ltd/Manchester Cycling Academy promotes student led tutorials and events to support inclusive delivery of themed messages.

ABC Sports Learning Ltd/Manchester Cycling Academy recognises and supports the improvement of outcomes for underrepresented minority groups and puts measures in place to reflect diversity and promote cohesion by working with outside agencies and community partners who reflect the diversity of our community.

Review

This policy will be reviewed on March 31st 2024