

# YMCA Fitness Industry Training Policy & Procedure

## Diversity and Equal Opportunities

### 1. Policy

YMCAfit is committed to encouraging diversity and reducing discrimination amongst employees and accepts the spirit and intention of the various legislation, regulations and codes of practice which separately and collectively outlaw certain kinds of discrimination in employment.

The Charity aims to ensure that students are truly representative of all sections of society and that every student feels respected and able to give their best.

The Charity undertakes to ensure equality of treatment for all and aims to:

- a) ensure no student is discriminated against or receives less favourable treatment on the grounds of gender, gender re-assignment, age, marital status, race, ethnic origin, colour, nationality, disability, sexual orientation, religion or social status unless it is a requirement of the qualification;
- b) ensure awareness is raised around issues of diversity; and
- c) acknowledge any issues of discrimination that are brought to the attention of management ensuring they are investigated and rectified promptly and sensitively using an appropriate procedure.

### 2. Definitions

For the purposes of this policy the Charity has adopted the following definitions:

- a) Diversity means recognising, valuing and taking account of people's different backgrounds, knowledge, skills and experiences, and encouraging and using those differences to make the way we work and learn more creative, efficient and innovative.
- b) Direct discrimination is treating a person less favourably than others due to their age, colour, creed, disability, marital status, race, religion, sexuality, social status etc.
- c) Indirect discrimination is the applying of a requirement or condition, which, although applied equally to everyone, is such that a considerably smaller proportion of a particular group can comply with it and it cannot be justified (For example, less women than men can comply or vice versa e.g., male/female cleaners to access single sex changing rooms)

### 3. Roles & Responsibilities

It is the responsibility of every individual to eliminate discrimination and to ensure the practical application of this policy.

#### YMCAfit

Has a responsibility to:

- Create an environment in which individual differences and the contributions of all staff are recognised and valued;
- Ensure every student learns in an environment that promotes dignity and respect to all and that no form of intimidation, bullying or harassment will be tolerated;
- Review and amend all practices and procedures to ensure fairness;
- Promote equality in the learning environment; and
- Ensure that any breaches of this policy and procedure are dealt with appropriately.

#### Students

Need to ensure that they accept personal responsibility for the application of this policy. They are also responsible for bringing to the attention of teaching staff any examples of discrimination of which they become aware.

#### Tutors

Need to ensure that good practice in the area of equality of opportunity is applied within their area of control; and that all their students are aware of the Charity's policies in this area.

#### HR Department

Has a responsibility to:

- provide advice and guidance to ensure that equality of opportunity underpins the work of YMCAfit and all employment decisions
- facilitate the collection and analysis of statistics which enable the organisation to monitor the effectiveness of this policy and determine the nature of any corrective action
- facilitate the review of all policies and procedures on a regular basis to ensure that they promote equality of opportunity for all
- oversee the fair and consistent application of this policy and procedure
- ensure that the policy is reviewed and monitored regularly.

#### 4. Procedure

- a) Students who are aware of discrimination of any kind or consider that they are being discriminated against should in the first instance consider whether it may be appropriate to raise their issue informally with the alleged discriminator, who may not be aware that their behaviour is causing offence.
- b) Where it is not appropriate for an approach to be made to the alleged discriminator, or the student is unwilling to do this, they should consider to whom they should highlight their issue. In most cases it is envisaged this would be their tutor. Where their tutor is implicated in their concerns, they should approach their tutor's line manager or a member of the HR Department.
- c) The manager with whom the matter is raised will either investigate the concerns raised or refer the matter, wherever possible with the agreement of the employee concerned, to a

more appropriate manager. Whenever allegations of discrimination are made the manager must inform the HR Department.

- d) Once the matter has been investigated the student who has alleged discrimination will be informed of the action taken and, where appropriate, the outcome. It may not be appropriate to give details of any disciplinary sanctions applied.
- e) Where students are not happy about the action taken they may appeal, within seven working days, to the Quality Assurance Manager who will appoint an appropriate senior manager to review their concerns. The outcome of this review will be final.

## 5. Related Documentation

It may be appropriate to refer to other policies and procedures