

# MOVING TO INCLUSION

Equality, Diversity and Inclusion Framework

2023

## How to write an Equality, Diversity, and Inclusion Policy



# How to write an ED&I Policy

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## Introduction:

All sport and physical activity organisations are strongly recommended to have an Equality, Diversity, and Inclusion policy in place. Many organisations have an Equality policy in place, and this may not have been reviewed for some time. By considering diversity in the policy, we consider the unique differences between people and communities, and how these can be valued and celebrated. We understand who isn't represented and why this might be the case. A policy that also comprises of inclusion, identifies commitments to tackle inequalities and underrepresentation through positive and proactive action to include people or groups. In this approach, people feel listened to and heard, valued and included. A policy that considers equality, diversity and inclusion is more likely to support an organisation to tackle inequalities.

The policy must set out the organisation's zero tolerance approach to bullying, harassment, discrimination, victimisation, and unacceptable behaviour, and underline the requirement for all staff and volunteers to contribute to creating a workforce culture and environment that exemplifies dignity, courtesy, respect, and consideration for all.

Here are some top tips for establishing your equality, diversity and inclusion policy:

- You may identify that equality, diversity and inclusion training may support your thinking and equip those writing and approving the policy to do so with greater confidence.
- Think about what the policy means to your organisation and why is it important? Not just because you need to be compliant. It is a great opportunity to explore this as a working group. This thought process assists you to identify the purpose and aims of the policy. This will include identifying who the policy aims to safeguard from discrimination. This should include the 9 protected characteristics of the Equality Act 2010, but your organisation may also consider other communities such as lower socio-economic groups. This section will also identify the scope of the policy, including workforce recruitment, participation and competition for example.
- The policy will then identify the commitment(s) of the organisation for equality, diversity and inclusion. These can be wide ranging, and high level, but should be robust, transparent and realistic. The commitments should ideally have a measure of delivery or success. These can be amended every time your organisation reviews the policy. Examples of commitments include:
  - o Ensure every member of staff and all volunteers receive training and information on equality, diversity and inclusion and are informed of this policy.
  - o Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees, volunteers, customers, suppliers, visitors, the public and any others in the course of the organisation's activities.
- The policy can include detail on the other factors that foster positive relationships between people. This can include the organisations values and how these align to the policy, as well as the expectations of people's behaviours, and the boundaries of what is not acceptable.
- The policy should identify what should happen if the policy is not adhered to, this aligns with the organisations disciplinary policy and procedures.
- A suggested structure of your policy consists of:
  - o Title of organisation
  - o Title of policy
  - o Date
  - o When it will be reviewed
  - o Purpose and aims of the policy
  - o Commitments
  - o Expectations

- o Disciplinary procedures.
- Remember the policy must have approval and accountability for its implementation sits with your Board. It is everyone's responsibility to adhere and deliver in line with this policy.
- Ensure the policy is communicated internally and externally regularly and reviewed annually. When reviewing ask the following questions:
  - o Is the organisation living this policy?
  - o Does it align to your organisation's other policies and procedures?
  - o Have we delivered against our commitments?
  - o What is working and what isn't, and why?
  - o What can we improve upon and amend?