



# Equality & Diversity Policy

*revision 1*

**Rev 1 by:**  
**Master Gordon Wallace VII**  
**23/8/2012**

*(Note 1, International Taekwon-Do Federation – (Scotland) shall be described as ITFS or Federation.*

## **POLICY STATEMENT**

ITFS is committed to encouraging diversity and eliminating discrimination in both its role as a national association and as a provider of services. ITFS aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential. We are committed wherever practicable to achieving and maintaining a workforce that broadly reflects the local community in which we operate.

## **PURPOSE**

The purpose of this policy is to provide equality and fairness for all in our membership and in the provision of services and not to discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

ITFS opposes all forms of unlawful and unfair discrimination. All members, trustees and volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for available posts, promotion, training, volunteering or any other benefit will be on the basis of skills and ability.

## **PRINCIPLES**

ITFS commitment to Equality and Diversity is:

- To create an environment in which individual differences and the contributions of all our members, trustees and volunteers are recognised and valued.
- To create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- To ensure training, development and progression opportunities are available to all.
- To promote equality in the workplace, which it believes is good management practice and makes sound business sense.
- To regularly review all practices and procedures to ensure that no position applicants, members, trustees or volunteers are treated less favourably than others.
- To regularly review services to ensure they are accessible and appropriate to all groups within society.
- To treat breaches of the equality policy seriously and to take disciplinary action when required.
- To provide information and training to all members, trustees and volunteers so that they are fully aware of the issues relating to Equality and Diversity and their responsibilities relating to it.
- To develop an Equality Action plan, to ensure our Equality and Diversity policy is fully implemented.
- To ensure the policy is fully supported by the Executive Committee.
- To monitor and review the policy annually.

## **PROCEDURES**

### **Positive action**

ITFS will act positively in using the Equality and Diversity Policy as a means of making public its commitment to provide equal opportunities to all present and future members, trustees and volunteers. ITFS encourages all members to apply for suitable opportunities and to seek training for promotion or in particular skills.

The Equality and Diversity Policy forms part of the ITFS Bye Laws Structure. Any form of discrimination by an employee, trustee or volunteer is treated very seriously and where appropriate will be dealt with using the Disciplinary Procedure.

ITFS aims to ensure that the Executive Committee, reflects the diversity of the member organisations.

## **POSITIVE DISCRIMINATION**

Positive discrimination is illegal and the recruitment of 'quotas' of particular groups is also illegal. Discrimination in selection to achieve or secure a balance of persons of different racial groups is also not allowed under the Race Relations Act 1976.

There is an exception, however, which may be appropriate for certain posts in Organisation Name, i.e. when a genuine occupational qualification (GOQ) is necessary or desirable for a Particular group or sex. Both the Race Relations Act 1976 and the Sex Discrimination Act 1975 allow these exceptions.

## **MEMBERSHIP**

Executive and Standing Committee Job descriptions are prepared for all posts. The job description indicates the responsibilities and tasks to be undertaken by the job holder.

A list of preferred criteria may also be prepared. Care will be taken to ensure that neither the description nor the specification are discriminatory on the grounds quoted in the Policy Statement.

## **ADVERTISING**

ITFS and its regional affiliates will use a range of advertising methods in order to attract the widest pool of appropriate members.

- Ensure that we do not exclude, discriminate against, or discourage any particular group from applying nor make it difficult for any one from such a group to apply.
- Refer to the bye laws in order give information about the requirements of the position.

## **APPLICATIONS AND SHORT LISTING**

All applicants for a ITFS post will be asked to fill out an application form which contains only information essential and relevant to the appointment. Different formats will be made available. Applications where possible, will be short listed by at least 2 people. Short listing will be performed on the basis of objective criteria and the extent to which candidates have shown, in the application form, that they meet the required Person Specification, and can carry out tasks and responsibilities required of the post-holder. Formal qualifications and standards of literacy and numeracy will only be taken into account when they are recognised as necessary for a particular job.

Short listed candidates will be invited to an interview. Members and members of the Executive Committee responsible for short-listing, interviewing and selection of candidates will be:

- Clearly informed of selection criteria and the need for their consistent application;
- Given guidance on the effects which generalised assumptions about people from groups quoted in the Policy Statement can have on selection decisions;
- Made aware of the possible misunderstandings that can occur between persons from different cultural backgrounds

## **INTERVIEWING**

All interviews will be carried out by a minimum of 2 people, the names and gender of interviewees will be made available in advance. The questions asked will seek to gather objective evidence in support of the job description and person specification. The same questions will be asked of all candidates applying for the job. Disabled candidates will be asked if they need support during the interview process or adjustments should they be offered the position. Notes will be taken and evidence gathered against the job description and person specification. All candidates will be asked about their eligibility to allow sufficient personal time for delivery of their position.

**SELECTION**

All candidates will be scored against the job description and person specification. The highest scoring applicants will be offered the position. Offers will be made to successful candidates, subject to satisfactory references and CRB check (where required). All unsuccessful candidates will be informed of the result of their application and offered brief feedback.

**CRB POLICY**

For certain positions we will request enhanced disclosures for all members, and volunteers. This requirement will be clearly stated in the application and during the interview.

**EX-OFFENDERS**

ITFS will not discriminate against ex offenders with unspent convictions, unless required to do so because of the nature of the post. All applications will be considered on an individual basis.

**INDUCTION AND TRAINING**

All members and volunteers will be required to follow an appropriate induction process to ensure they are equipped to do the job. All members and volunteers will receive training on the Equality and Diversity policy, procedures.

**TRAINING**

All members volunteers will have access to a wide range of training if required for their particular post.. Special needs and requirements for people with disabilities or caring responsibilities will be taken into account whenever practicable and methods sought to help them overcome disabilities in taking part in training courses. Executive Members with management and selection responsibilities will be given guidance in the implementation of the Equal and Diversity Policy to ensure that they understand their position in law and under ITFS policy. Induction training will include an explanation of the Equal Opportunities Policy and a requirement to undertake formal training.

**RELIGIOUS HOLIDAYS**

ITFS will not ask about an member's religion and will not discriminate against anyone wishing to celebrate their festivals.

**CULTURAL AND RELIGIOUS NEEDS**

Where members, trustees or volunteers have particular cultural and religious needs, ITFS will consider whether it is reasonably practicable to meet these needs while maintaining the efficiency of running ITFS.

**PEOPLE WITH DISABILITIES**

ITFS will make genuine efforts to recruit people with disabilities and take reasonable steps to make the individual jobs accessible to people with disabilities. ITFS will regularly review its facilities for disabled members, and volunteers and will try to overcome any problems faced wherever practicable and within reasonable resources available.

**GRIEVANCE AND DISCIPLINARY PROCEDURES**

ITFS will take seriously any complaints of discrimination and will not victimise people who make such complaints. Members will be made aware as part of the induction process of their responsibilities in relation to Equality and Diversity and that discriminatory behaviour will be fully investigated and dealt with using the Disciplinary Procedure.

**BULLYING AND HARASSMENT**

ITFS upholds the right of all members and volunteers to be treated with respect and dignity and to work in an atmosphere free of bullying and harassment. All members and volunteers are responsible for ensuring

that their own behaviour is sensitive to others and for ensuring that they do not condone or support the bullying or harassing behaviour of others. All complaints of bullying and harassment will be treated seriously and should be raised using the Grievance Procedure. All complaints will be investigated and where appropriate, the Disciplinary Procedures will be followed.

### **MONITORING**

- ITFS will endeavour to ensure that its services to the membership are sensitive and appropriate to respond to the needs of all groups, whenever practicable, i.e. taking account of the needs of minority groups.
- ITFS will take care to avoid unintentionally discriminatory passages appearing in published, printed or spoken material.
- ITFS will continue to take a leading role in combating any form of discrimination.

### **RESPONSIBILITY**

It is the President's responsibility with the support of the Executive Committee to ensure the implementation of the Equality and Diversity Policy. Appropriate funds will be sought to implement approved aspects of the Policy which require special and additional resources.

All members, trustees and volunteers have the individual responsibility to:

- Follow procedures introduced to ensure equal opportunity and non-discrimination;
- To draw the attention of management to suspected or alleged discriminatory practices;
- To refrain from harassing or intimidating other members, trustees or volunteers, clients or visitors of ITFS on any of the grounds cited in the policy statement.