



Equality, Diversity and Respect Policy and Procedures
Ipswich Town Football Club and Ipswich Town Football Club
Community Trust

Updated Version 3- November 2020

Updates	Date of Last Review	Next Review	Who	Signature and Date
November annually	Version 1- Nov 2019	November 2020	Mark Andrews	<p style="text-align: center;">X</p> <hr/> <p style="text-align: center;">Mark Andrews Safeguarding Manager</p>
	Version 2- August 2020		Lauren Fellingham	<p style="text-align: center;">X</p> <hr/> <p style="text-align: center;">Lauren Fellingham Safeguarding Officer</p>
	Version 3- November 2020	November 2021	Sian Skevington	<p style="text-align: center;">X</p> <hr/> <p style="text-align: center;">Sian Skevington Safeguarding Officer</p>

Policy Statement

This Policy is fully supported by the Board of Ipswich Town Football Club and the Ipswich Community Trust who is responsible for the implementation of this policy.

Ipswich Town Football Club (“ITFC”) and its Community Trust is committed to developing, maintaining and supporting a culture of equality, diversity and respect in employment in which staff and visitors will endeavour to ensure that everyone who wishes to be involved in the Club whether as players, including those from other Clubs, match day fans both home and away, staff, Board members, participants on our Community Trust programmes and other people engaged with the Club’s activities, are treated equitably, and where they can realise their potential whatever their age, disability, gender identity, marriage and civil partnership status, pregnancy and maternity, race, religion or belief or non-belief, sex, sexual orientation, social or economic class, employment status, or any other criteria that cannot be shown to be properly justifiable. We aim to ensure that all employment decisions are taken without reference to irrelevant or discriminatory criteria, and that staff feel valued.

Equality of opportunity and inclusivity is fundamental to the vision and values of the ITFC Plan. The principles of equality and diversity are at the heart of ITFC and are supported by appropriate policies, procedures and good practice.

ITFC fully celebrates that our staff are our greatest assets and all members of ITFC community should expect to be able to excel, and to be respected and valued for their unique perspectives and contributions. Integrity, collegiality and inclusivity are central to ITFC’s values. In accordance with these values ITFC is committed to providing an environment in which all members of ITFC community treat each other with dignity and respect.

This policy has been reviewed, approved and adopted by or on behalf of the board of the Community Trust as well as that of Ipswich Town Football Club.

Aims

The overall aim of the policy is to ensure that all those visiting Ipswich Town and the Community Trust and all those that are employed by Ipswich Town Football Club are treated fairly and with dignity and respect. The purpose of this policy is to ensure us as a Club and Community Trust:

- Provide equality, fairness and respect for all in our employment.
- Not unlawfully discriminate on the grounds of the protected characteristics as referred to in Equality Areas in this policy.
- Oppose and avoid all forms of unlawful discrimination. This includes but is not limited to in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working and selection for employment, promotion, training or other developmental opportunities.
- Foster a positive culture which supports, freedom of thought and expression within the law and within a framework of respect for the rights of other people.
- Promote an enabling and inclusive environment where all individuals are treated with dignity and respect, free from abuse, bullying, harassment and discrimination.
- Ensure that occurrences of abuse, bullying, harassment and discrimination are taken seriously, and dealt with promptly and with due sensitivity.
- Set out the framework for raising, addressing and resolving concerns about individual and/or organisational behaviour.

This policy operates in accordance with the ITFC Safer Recruitment Policy with respect to job applicants. ITFC will ensure that its policies, procedures and practices comply with current legislation. The Club and Community Trust will constantly review this policy as and when new legislation is introduced, but at least annually.

Positive Action

As well as complying with legislation we promote equality by taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully. The Club and Community Trust will therefore seek to institute, support or contribute to appropriate measures or initiatives that enable access to our Club, as well as require participation in associated activities by people from any group that is under-represented in the Club or has difficulty accessing it.

Equality Areas: protected characteristics

Age

ITFC celebrates and values the diversity of all ages and aims to ensure that all members of staff and visitors are treated fairly and with dignity and respect.

Disability

ITFC will ensure that it takes an active approach to assisting staff and visitors who are disabled with access to appropriate areas on a match day and non match day.

Gender Identity

ITFC celebrates and values the diversity of its staff and visitors and aims to ensure that all transgender members of staff and visitors are treated fairly and with dignity and respect.

Marriage and civil partnership

ITFC aims to ensure that all members of staff and visitors are treated fairly and with dignity and respect whether they are married, in a civil partnership or single.

Race

ITFC is committed to race equality for staff, partners, supporters, customers and all other institutions and individuals with which it has links and contacts.

Religion and belief and non-belief

ITFC celebrates and values the diversity brought by its individual members and aims to create an environment where staff and visitors with a religious belief or none are treated fairly and with dignity and respect.

Sex (Gender)

ITFC supports gender equality and pay equality for any employees undertaking identical jobs; they will be paid at the same rate regardless of their gender.

Sexual Orientation

ITFC celebrates and values the diversity of its staff and visitors and aims to ensure that all lesbian, gay and bisexual members of staff and visitors are treated fairly and with dignity and respect.

Pregnancy and Maternity

ITFC aims to provide an environment where members of staff and visitors are supported and treated fairly with dignity and respect during pregnancy and maternity.

Discrimination

Forms of discrimination and discriminatory behaviour include the following:

Direct discrimination

Direct discrimination can be described as less favourable treatment on the grounds of one of the protected characteristics.

Indirect discrimination

Indirect discrimination occurs when a provision, criterion or practice is applied to an individual or group that would put persons of a particular characteristic at a particular disadvantage compared with other persons.

Discrimination arising from disability

When a disabled person is treated unfavourably because of something connected with their disability and this unfavourable treatment cannot be justified, this is unlawful. This type of discrimination only relates to disability.

Harassment

Harassment is defined as unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity, or which creates an intimidating or hostile, degrading, humiliating or offensive environment for that person.

Bullying

Bullying is defined as a form of personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate or undermine an individual.

Victimisation

It is unlawful to treat a person less favourably because he or she has made allegations or brought proceedings under the anti-discrimination legislation, or because they have helped another person to do so. To do so would constitute victimisation.

Harassment and Bullying

All members of the Club, Community Trust and the ITFC community have an important role to play in creating an environment where harassment and bullying is unacceptable. Any staff, scholars, footballers who feel they are experiencing harassment or bullying in any form can contact the Welfare Officer or Designated Safeguarding Officers who offer a first point of contact to anyone who feels they are experiencing harassment. If a person feels that they are not being taken seriously they can seek the advice and assistance from the Safeguarding Manager- Mark Andrews. A formal complaint of harassment can be made using the details provided in the Club's grievance procedure set out in the Club's handbook and Grievance Policy.

Legal obligations

Equality Act 2010

Under the Equality Act 2010, in the United Kingdom it is potentially unlawful to discriminate in relation to age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, gender or sexual orientation, which are known as Protected Characteristics. This means that individuals will be protected if they have a Characteristic, are assumed to have one or more, associate with someone who possesses one or more or are with someone who is assumed to possess one or more Characteristic(s). Ipswich Town Football Club and the Community Trust is committed to avoiding and eliminating unfair discrimination of any kind in the club, and will under no circumstances condone unlawful discriminatory practices. The organisations will take a zero tolerance approach to harassment, victimisation or bullying. Examples of the relevant legislation and the behaviours in question are given in the Appendix.

Modern Slavery

Ipswich Town Football Club and the Community Trust has a zero-tolerance approach to modern slavery and is committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery and human trafficking throughout our supply chains and other business contacts, consistent with our disclosure obligations under the Modern Slavery Act 2015. By promoting equality throughout the organisation, more workers will be protected and service users will have greater confidence in the goods they buy and services they use.

Implementation

The following steps will be taken to publicise this policy and promote equality in the Club and Community Trust:

- A copy of this policy will be published on the Club website.
- The Club's Board will take overall accountability for ensuring that the policy is observed.
- The Board will take full account of the policy in arriving at all decisions in relation to activities of the Club and Community Trust
- The Club and Community Trust will implement regular audits, surveys or other initiatives designed to assess the level of participation of different sections of the community in the Club and will take account of the findings in developing measures to promote and enhance equality in the Club and Community Trust.
- The Club and Community Trust will provide access to training for all its players, staff, Board members and ITCT Trustees and volunteers to raise awareness of both collective and individual responsibilities.
 - The Community Trust will also provide access to training for volunteers and ITCT Trustees as well as players, staff and Board members.
- It will be a condition of working with the Club and Community Trust to commit to act in accordance with this policy; and to support such measures and initiatives that the Club may institute or take part in to advance the aims of this policy.

Any person who believes that he or she has been treated in a way that they consider to be in breach of this policy by a player, match-day fan, staff, board member and other people engaged with the

Clubs or Community Trust activities, should in the case of allegations of discriminatory behaviour against the individual or Ipswich Town Football club itself, the person may raise the matter by writing or emailing to Ipswich Town Football Club who will investigate the complaint personally and appoint a person to do this.

The investigation will be conducted impartially, confidentially, and without avoidable delay. Any person against whom a complaint has been made will be informed of what is alleged and given the opportunity to present their side of the matter. The parties in question will be notified of the outcome of the investigation, in writing and reported. If the investigation reveals unacceptable discriminatory behaviour on the part of a person or organisation, Ipswich Town Football Club may impose sanctions on that person or organisation in line with its policies. Sanctions may range from a written reminder concerning future conduct extending to temporary or permanent expulsion from club activities. In deciding what sanction is appropriate in a particular case the board will consider the severity of the matter and take into account any mitigating circumstances. Where the violation of the Equality Policy by way of harassment, victimisation or discrimination amount to a criminal offence, the appropriate authority will be informed. In the event that an individual or organisation associated with Ipswich Town Football Club is subject to allegations of unlawful discrimination in a court or tribunal, the Board will co-operate fully with any investigation carried out by the relevant lawful authorities.

Responsibility, Monitoring and Evaluation

The Board will be accountable for ensuring the implementation of this policy. The Safeguarding Manager and HR Manager will be responsible for the day to day implementation of equality in the club. The Safeguarding Manager will review any measures and initiatives against the aims of the policy and should report formally on this issue to the Board annually. The Club will review any measures or initiatives that Ipswich Town Football Club and the Community Trust may take part in to promote and enhance equality in the club, and will report their findings. The Board itself will review the policy at intervals of no more than three years, (or when necessary due to changes in legislation).

The Community Trust have an EDI lead at Board level and staff level responsible for promoting equality, diversity and inclusion within the Community Trust and in the delivery of its services.

Complaints and compliance

Ipswich Town Football Club considers all of the forms of discriminatory behaviour, including (but not limited to) behaviour described in the Appendix as unacceptable, and is concerned with ensuring individuals feel able to raise any grievance or complaint related to such behaviour without fear of being penalised for doing so.

Appropriate disciplinary action will be taken against any player, match-day fan, staff, Board member, participant and other people engaged with the Club or Community Trust who violate the Ipswich Town Football Club Equality Policy.

Options for Employees

Where an employee identifies a potential breach of this policy, there are a number of ways they may wish to approach the matter in an attempt to resolve it, as set out below.

Individual Action

Where an employee believes they are being subjected to treatment which is in breach of this policy, they should seek to address this at the earliest possible stage. Where they feel able to, the employee

should make clear to the person causing the offence that such behaviour is unacceptable to them. In many instances, this can be sufficient to bring an end to that behaviour.

Seeking Formal Assistance

If the employee does not feel able to resolve the matter themselves at an early stage, they may wish to seek advice and support from a manager or HR advisor via the ITFC Grievance Policy.

Reporting Concerns to the Police

Where an employee identifies a breach of this policy which constitutes a criminal offence or an immediate threat to safety, they should report the matter to the Police. Individuals should also inform ITFC through the relevant internal route set out in this policy, so that appropriate steps can be taken and support provided.

Details of ITFC's grievance and disciplinary policies and procedures can be obtained from HR or via your manager. This includes with whom an employee should raise a grievance- usually their line manager.

APPENDIX 1 – Relevant legislation and forms of unacceptable discrimination

Legal rights

Discrimination has been legally defined through a series of legislative acts, including the Race Relations Act, the Sex Discrimination Act, the Disability Discrimination Act and the Equality Act 2006.

In April 2010, the Equality Act 2010 received Royal Assent. The Equality Act 2010 is a new law which harmonises where possible, and in some cases extends, protection from discrimination. It applies throughout the UK and came into force in October 2010.

Discrimination refers to unfavourable treatment on the basis of particular characteristics, which are known as the 'protected characteristics'. Under the Equality Act 2010, the protected characteristics are defined as age (employment only until 2012), disability, gender reassignment, marital or civil partnership status (employment only), pregnancy and maternity, race (which includes ethnic or national origin, colour or nationality), religion or belief, sex (gender) and sexual orientation.

Under the Equality Act 2010, individuals are protected from discrimination 'on grounds of' a protected characteristic¹. This means that individuals will be protected if they have a characteristic, are assumed to have it, associate with someone who has it or with someone who is assumed to have it.

APPENDIX 2- Contact Details for supporting local and national groups.

Contact Details for supporting local and national groups:

Kick It Out- Kick It Out is football's equality and inclusion organisation. Working throughout the football, educational and community sectors to challenge discrimination, encourage inclusive practices and campaign for positive change, the organisation is funded by The Football Association (FA), the Professional Footballers' Association (PFA), the Premier League and The English Football League (EFL).

Website: <https://www.kickitout.org/>

Tel no: 02039 678989

Show Racism the Red Card- Show Racism the Red Card is the UK's anti-racism educational charity and was established in January 1996. The organisation utilises the high-profile status of football and football players to help tackle racism in society. The majority of the campaign's output is the delivery of education to young people and adults in their schools, their workplaces and at events held in football stadiums. Across Britain, Show Racism the Red Card delivers training to more than 50,000 individuals per year.

Website: <https://www.theredcard.org/>

Tel no: 01702 417820

Equality and Human Rights Commission (EHRC) The EHRC is an independent statutory body established to eliminate discrimination, reduce inequality protect human rights and to build good relations. The EHRC is a partnership of the former Commission for Racial Equality, the Equal Opportunities Commission and the Disability Rights Commission and also takes on responsibility for the other aspects of equality: age, sexual orientation and religion or belief, as well as human rights.

Website: <https://www.equalityhumanrights.com/en>

Email: info@equalityhumanrights.com

Tel: 08088 000082.

Level Playing Field- Level Playing Field is the national registered charity representing disabled supporters of all sports. The campaign aims to promote an inclusive agenda, raise disability awareness through sport and ensure an equality of experiences for all fans.

Website: <https://www.levelplayingfield.org.uk/>

Email: info@levelplayingfield.org.uk

Tel: 0845 230 6237

Gay Football Supporters Network- The GFSN works to maintain a social network for LGB&T supporters, to encourage inclusive teams for players of all abilities, and to campaign against discrimination in football, with a view to creating a safe and tolerant environment both on and off the pitch.

Website: <https://www.gfsn.co.uk/>

APPENDIX 3- Reporting Contacts

Safeguarding Manager/ Board Member:

Mark Andrews

Email: Mark.andrews@itfc.co.uk

Safeguarding Officer:

Lauren Fellingham

Email: lauren.fellingham@itfc.co.uk

Tel: 01473 400584 / 07395887872.

HR Manager:

Denise Booth

Email: denise.booth@itfc.co.uk

Community Trust Equality and Diversity Lead:

Laura Cooledge

Email: laura.cooledge@itfc.co.uk