

Equal Opportunities Policy

Policy Number	11
Organisation	YGAM and YGAM Innovation Ltd
Policy owner	Chair of People & Transformation Committee
Date Agreed by Board	March 2019
Next review date	March 2020

Introduction

Equal opportunities and managing diversity is a principle that people are valued as individuals. Young Gamblers Education Trust (known as YGAM) and YGAM Innovation Ltd recognise that discrimination is unacceptable and that it is in the interests of the organisations and its employees to utilise the skills of the total workforce and strive to be fully inclusive organisations.

Statement

It is the aim of YGAM and YGAM Innovation Ltd to ensure that no employee or job applicant receives less favourable facilities or treatment on grounds of sex, marital status, sexual orientation, disability, race, colour, nationality, ethnic origin, religion, dependents, social background, age or are placed at a disadvantage by imposed conditions or requirements which cannot be shown to be justified.

Present numbers of staff and applicants for appointments or promotion shall be assessed on the basis of their suitability, capability and qualifications.

YGAM and YGAM Innovation Ltd are committed to continue to create a culture of openness and trust that recognises the diversity and value of individuals, in which people are treated with dignity, decency and respect. To also adopt mechanisms for dealing with victimisation, harassment and direct / indirect discrimination.

In order to promote and ensure fair working practices YGAM and YGAM Innovation Ltd will constructively challenge any discrimination, whether it is direct, indirect, harassment or victimisation.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any Codes of Practice issued by the Commission for Racial Equality, the Equal Opportunities Commission and the Department of Employment, and guidance from the Department of Health, and other statutory bodies.

The policy will be monitored and reviewed bi-annually or sooner to ensure statutory requirements continue to be met.

Definitions

Where discrimination against any person or group is referred to it shall be deemed to be potential discrimination within any of the categories listed in the policy statement. Two types of discrimination are covered by statute - direct and indirect:

Direct Discrimination: Direct discrimination occurs when a person or group is treated less favourably than others. For example: Making assumptions about a person or group

irrespective of individual achievement is unlawful; to assume that having dependants will adversely affect a person's ability to do the job is unlawful.

Indirect Discrimination: Indirect discrimination occurs when a condition or requirement is imposed which, although applied equally to all individuals or groups, is such that:

- The proportion of persons of a group who can comply with it is significantly smaller than the proportion of persons not of that group who can comply with it.
- The Employer cannot show it as being justifiable based upon the needs of the job.
- It is to the detriment of the individuals concerned because they cannot reasonably comply with it.

For example, a dress policy which prevents women wearing trousers discriminates against women of a particular race or religion;

Victimisation and Harassment: Discrimination by victimisation occurs when a person is treated less favourably than another because he/she had asserted his/her rights under the Acts relating to discrimination or had helped another person to assert those rights.

Rights of Other Groups

YGAM and YGAM Innovation Ltd attaches importance to the needs of disabled people and offenders whose convictions are spent.

People with disabilities: Under the terms of this policy, the organisations are required to take reasonable steps to:

- Maintain the services of an employee who becomes disabled, for example: training, provision of special equipment, reduced working hours.
- Include disabled people in training/development programmes.
- Give full and proper consideration to disabled people who apply for jobs, having regard to their particular aptitudes and abilities.

Offenders: It is unlawful for an employer to discriminate against a job applicant whose conviction is spent. As organisations using the Disclosure & Barring Service (DBS) disclosure's to assess applicants' suitability for positions of trust, YGAM and YGAM Innovation Ltd complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. This is covered in the Recruitment of Ex-offenders Policy

Who is responsible for making it happen?

The Chair of People & Transformation Committee and the Chief Executive is responsible for ensuring that the policy is implemented.

Whilst the responsibility for ensuring that there is no unlawful discrimination rests with the CEO and Board of Trustees, the attitudes of staff are crucial to the successful operation of fair employment practices.

It is therefore the responsibility of everyone working for, or on behalf of, YGAM or YGAM Innovation Ltd (in a paid or voluntary position) to comply with the policy and arrangements by not discriminating in their day to day activities or inducing others to do so; by not victimising, harassing or intimidating other staff or groups on the grounds specified in the policy statement; to inform their manager if they become aware of any discriminatory practice and to constructively challenge discrimination, harassment and bullying where possible.

Making a complaint

In the event that a staff member or volunteer feel they are the victim of discrimination, harassment or victimisation, the person concerned must inform YGAM or YGAM Innovation Ltd of their complaint in writing. This should normally be addressed to the Chief Executive.

On receiving a formal complaint, the Chief Executive must invite the person affected to attend a meeting to gather the facts with a member of the Board of Trustees in attendance. This will then be investigated and the Chief Executive in consultation with the Board will agree next steps and how to resolve the complaint.

If the complaint is against the Chief Executive, then the person affected can write directly to the Chairman of the Board of Trustees. YGAM and YGAM Innovation Ltd will consider all the facts and if proven, may lead to disciplinary action – in which case the Grievance & Disciplinary Policy will be followed. If the complaint is against the Chairman, then the person affected can write directly to the Chief Executive.

Postal address for complaints:

Complaints must be provided in writing and addressed to:

YGAM- Lee Willows Chief Executive, or Mike Wojcik Chair of Trustees, at the following address: Young Gamblers Education Trust, 71 – 75 Shelton Street, London, WC2H 9JQ.

YGAM Innovation Ltd – Lee Willows, Managing Director or Gill White, Chair, at the following address: Young Gamblers Education Trust, 71 – 75 Shelton Street, London, WC2H 9JQ.