



EQUALITY, DIVERSITY and INCLUSION POLICY

@SportsFocus83

#sportsfocus

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Person responsible for review:	Business Manager

Equality and Diversity Policy

Purpose

At Sports Focus, we are committed to a culture that embraces and fosters equality, diversity and inclusion. Equality and Diversity may result from a range of factors; origin, age, gender, race, cultural heritage, lifestyle, education, physical ability, appearance, language or other factors. We value the differences between all individuals and the contribution these differences make to our business.

We will actively manage equality and diversity by finding ways of utilising the differences that exist in order to improve our business. This requires that we actively and flexibly seek to accommodate the unique needs of many different employees, contractors and volunteers. Above all, we are committed to ensuring that all employees, contractors and volunteers are treated with respect and dignity.

Sports Focus remains and will always oppose any and all forms of unlawful direct or indirect discrimination. This includes:

- Pay and benefits
- Terms and conditions of employment and/or engagement
- Dealing with grievances, disputes and discipline
- Dismissal and termination of employment
- Redundancy
- Requests for leave
- Requests for flexible working arrangements
- Recruitment and selection, promotion, training and other developmental opportunities.

It is imperative that Sports Focus role models the behaviour it wishes to influence within the community sport sector and the broader community. Through its actions, Sports Focus can play a lead role in demonstrating the benefits of diverse and inclusive environments as a progression towards a physically active, connected, inclusive and resilient community.

Scope

This Equality and Diversity policy applies to all employees, contractors and volunteers of Sports Focus.

To ensure compliance to this policy that includes all full-time, part-time and casual employees, agency staff, contractors, consultants, volunteers, trainees and students on work experience.

The responsibility to behave in a respectful way towards others extends not only to employees, contractors and volunteers, but also to all people with whom Sports Focus deals with members, visitors and third parties.

What is expected of all Employees, Contractors and Volunteers?

It is the responsibility of all employees, contractors and volunteers to create an environment where:

- There is acceptance of difference. All employees have the right to be treated fairly and with respect and dignity.
- The ability to contribute and access opportunities is based on merit. Sports Focus will adopt and actively encourage practices and procedures that enable all employees, contractors and volunteers to contribute to the best of their ability.
- Inappropriate attitudes or behaviours are confronted. Sports Focus will treat seriously any instance of inappropriate behaviour and confront attitudes based on inappropriate stereotypes. All employees, contractors and volunteers must take responsibility for reporting breaches of this policy and should themselves act in accordance with its spirit.

Valuing Equality and Diversity in Employment/Engagement:

Sports Focus will provide equal opportunity in respect to all aspects of employment and employment conditions, including:

- recruitment and selection;
- training;
- career advancement; and
- support.

Equality and Diversity benefits individuals, project teams and Sports Focus as a whole, including our external stakeholders. We recognise that each individual employee, contractor

and volunteer brings their own unique capabilities, experiences and characteristics to their work.

Sports Focus is committed to supporting employees, contractors and volunteers across all positions and/or roles in the achievement of a diverse workplace.

Inclusion Policy

Purpose

- To ensure that Sports Focus has services, facilities and programs that are equitable and accessible to all members of the community.
- To identify barriers to individuals wanting to use the services of Sports Focus and to demonstrate strategies for overcoming these barriers.
- To ensure that all employees, contractors and volunteers are aware of and committed to the implementation of the Inclusion Policy.

Policy

- i. Sports Focus is committed to ensuring that all people throughout the Loddon Campaspe region have access to quality community based physical activity opportunities that encourages increased participation, particularly by under-represented and marginalised groups including, but not limited to; People with a disability, Multicultural, LGBTQIA+, Low socio-economic and Aboriginal and Torres Strait Islander Peoples.
- ii. Sports Focus accepts responsibility for the provision of services, facilities and premises that are equitable and accessible to all members of the community.
- iii. Sports Focus recognises the needs of people within the targeted minority groups and is committed to ensuring that these needs are addressed within their services, facilities and premises, as a means of facilitating inclusive community participation.
- iv. Sports Focus understands that as a peak body in the community for promoting the benefits of physical activity, it has a responsibility to encourage the public and private sectors to address equity and access issues, and therefore also act as a role model in best practice of inclusion for all individuals.

- v. Sports Focus will facilitate changes in its own culture by addressing and correcting any identified issues through ongoing education of and information to all employees, contractors and volunteers.
- vi. Sports Focus will review its Diversity and Inclusion Policy on an biennial basis to ensure its effective implementation.

Procedure

1. Compliance to the above policy occurs through a range of initiatives throughout the planning stage of any program/project.
2. Before committing any resources to a particular program and/or project, it is imperative that an internal audit be conducted on any participating club/association to determine their degree of readiness in welcoming the target cohort.
3. This includes, but is not limited to:
 - Commitment from the full committee of the club/association
 - Internal policies and procedures that support inclusive practices and provide for a safe, welcoming and inclusive environment
 - Welcome Officer to support new participants
 - Participation opportunities to reflect preferred engagement by the cohort
 - Pricing structure reflective of cost of delivery
 - Physical structures that support participation by the target cohort
 - Willingness of club/association members to undertake training in areas identified that will further support participation by the target cohort
4. This Inclusion Policy will be reviewed on a biennial basis. The Sports Focus Board of Management and the Program/Business Manager's will conduct this process.
5. The evaluation process should involve a review of any amendments to determine the effectiveness of these improvements.

Related Policies:

- SF Recruitment, Selection and Appointment Policy
- SF Human Resources Policy
- SF Flexible Work Policy

- SF Disciplinary Action Policy
- SF Child Safety and Wellbeing Policy
- SF Respect in the Workplace Policy
- SF Workplace Bullying and Violence Prevention Policy
- SF Social Media Policy