

MACCA

Sports Academies

'Using sport as a foundation to develop great people'

Equality, Diversity and Inclusion Policy

1.0 Introduction

1.1. This document sets out how MACCA Sports Academies will meet its obligation under the requirements of the Equality Act 2010 for all employees with regards to Equality, Diversity and Inclusivity. MACCA Sports Academies is committed to creating a working environment where all employees are integrated and treated fairly.

2.0 Definitions and legislation

2.1. Equality

Equality Act (2010) is the key law which prohibits discrimination and promotes equality. It is against the law for anyone to be discriminated based on:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation.

These are called protected characteristics. There are four forms of discrimination; all of these are against the law. These are:

- Direct discrimination
- Indirect discrimination
- Harassment
- Victimisation

Equality in the workplace means equal job and career advancement opportunities and fairness in all situations for current and prospective employees. The law protects employees against discrimination at work, including:

- dismissal
- employment terms and conditions
- pay and benefits
- promotion and transfer opportunities
- training
- recruitment
- redundancy.

2.2. Menopause and unfair treatment

Menopause is not specifically covered by the Equality Act. Unfair treatment because of menopause can amount to discrimination on the grounds of age, and/or disability and/or sex. This in part depends on severity of symptoms. MACCA Sports Academies will ensure that they do not treat employees less favourably than others and will endeavour to make reasonable adjustments as required. MACCA Sports Academies must also ensure that employees experiencing the menopause are not indirectly discriminated against. For example, a requirement to wear a uniform made of uncomfortable, synthetic fabric could indirectly discriminate against an employee experiencing regular menopausal hot flushes on grounds of disability, sex and age.

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2.3. Diversity

Diversity within a workforce means having a range of employees with different ages, religions, ethnicities, people with and without disabilities, both men and women, people of different sexual orientations and transgender people. It also means valuing those differences and defining all the ways in which people differ, encompassing the different characteristics that make one individual or group different from another.

2.4. Inclusion

An inclusive workplace is a working environment that values the individual and group differences within its workforce and ensures diverse employees feel valued, welcome, integrated and included in the workforce instead of isolated.

3.0 Scope and Purpose of Policy

3.1 Commitment

MACCA Sports Academies is committed to promoting equality of opportunity for all employees and job applicants with the primary aim of creating a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination including harassment, and in which all decisions are based on merit.

MACCA Sports Academies will not discriminate against anyone with any protected characteristics as defined in the Equality Act 2010. It will build a culture that values meritocracy, openness, fairness and transparency. The principles of non-discrimination and equality of opportunity within this policy apply to all aspects of the MACCA Sports Academies relationship with employees and to relations between employees at all levels. These principles will be considered across all aspects of MACCA Sports Academies's operations and functions. The principles of the policy will also apply to the way in which staff treat visitors, volunteers, contractors and former employees.

MACCA Sports Academies is committed to a right based approach. This means that it actively promotes ensuring opportunities for people with different protected characteristics to be involved in decisions which affect them.

3.2 Dignity at Work policy

MACCA Sports Academies will consider Equality, Diversity and Inclusive in all their policies, however, to compliment this policy please read in conjunction with MACCA Sports Academies's Dignity at Work policy.

3.3 Different religions, cultures and private and family life

MACCA Sports Academies will make every effort to accommodate the requirements of different religions and cultures and respect individuals' right to private and family life, recognising that this may mean different domestic responsibilities. Please see the following for specific information on our approach to these issues:

- Recruitment Policy and guidelines

3.4 Who is covered by the policy?

The policy is applicable to all employees working at all levels and grades, including senior managers, trainees, apprentices, part-time and fixed term employees, volunteers, casual workers, agency staff, clients, communities, suppliers, visitors and contractors (whether permanent or temporary). The policy applies to all processes relating to employment and training and to any dealings with customers and clients. Decisions relating to customers and communities will be based on business-related criteria only and any irrelevant information will not form part of the process.

4.0 Who is responsible for this policy?

4.1. MACCA Sports Academies has ultimate responsibility for the effective implementation of this policy with the leading and having overall responsibility for the effective operation of this policy and for ensuring compliance with anti-discrimination law.

4.2. The Director is responsible for monitoring the implementation of this policy, and for ensuring that MACCA Sports Academies discharges its duty under the Equality Act (2010), including obligations under the Public Sector Equality Duty. This includes ensuring that equality objectives are in place and reported on regularly.

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- 4.3. All Directors, Managers and Heads of Programme have responsibility to:
- set an appropriate standard of behaviour,
 - lead by example
 - ensure their team members adhere to the policy
 - promote the aims and objectives of equality, diversity and inclusivity.

Staff at all levels will be given appropriate training on equality and equal opportunities awareness and on best practice with regards to equality, diversity and being inclusive with regards to recruitment and selection.

4.4 All employees are personally responsible for ensuring that they adhere to the policy and promote the aims and objectives of equality, diversity and inclusivity. All employees have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against other employees, regardless of their status.

4.5 In certain circumstances MACCA Sports Academies could be held to be vicariously liable for actions of their employees, however employees should be aware that they may be personally liable if they are found to have discriminated against another person whilst in any setting or when representing MACCA Sports Academies on business matters. Behaviour, actions or words that transgress the policy will not be tolerated and, after a full investigation, may be dealt with in line with MACCA Sports Academies's disciplinary policy.

5.0. Forms of discrimination

Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

5.1 Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out by the Equality Act and above. For example, rejecting an applicant on the grounds of their race because they would not "fit in" would be direct discrimination.

5.2 Indirect discrimination occurs when a policy, practice or rule which applies equally to everyone disadvantages persons who share protected characteristic(s) or has a worse effect on people with protected characteristic(s) than others. For example, meetings in a pub would disadvantage those whose religious beliefs mean that they do not go to pubs; this would be indirect discrimination on grounds of religion. Although pregnancy and maternity do not explicitly come under the indirect discrimination provisions, they are covered by indirect sex discrimination provisions in the Equality Act 2010.

5.3 Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in MACCA Sports Academies's Dignity at Work policy.

5.4 Victimisation is prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment or supported someone else's complaint. Victimisation is also dealt with further in MACCA Sports Academies's Dignity at Work policy and Whistleblowing policy and procedures.

6.0 Employee Training and Development, promotion and conditions of service

6.1 Employee training needs are identified through regular appraisals. All employees will be given appropriate access to training to enable them to progress within MACCA Sports Academies and all promotion decisions will be made based on merit.

6.2 Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of MACCA Sports Academies. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups. MACCA Sports Academies will continue to work towards ensuring diversity at all levels of the organisation.

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6.3 MACCA Sports Academies's conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them. Annual pay reviews will be monitored to ensure that no bias or discrimination is applied.

7.0 Discipline and Termination of Employment

7.1 MACCA Sports Academies will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action. Further details are in the MACCA Sports Academies Discipline Policy.

7.2 MACCA Sports Academies will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory. Further details are in the MACCA Sports Academies Redundancy Policy.

8.0 Protected characteristics

If an employee believes they do have a protected characteristic or they become to have a protected characteristic during their employment, they will be encouraged to disclose this information to their line manager or HR contact within their setting. This will be on the basis that MACCA Sports Academies will want to support the employee as appropriate to ensure the employee feels included along with having their needs met within the workplace.

If an employee is experiencing difficulties at work because of their protected characteristic, the employee should speak to their line manager in the first instance to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Their line manager may wish to consult with the HR Department with a referral if necessary, to MACCA Sports Academies's Occupational Health advisor(s) about possible adjustments. MACCA Sports Academies will consider the matter carefully and try to accommodate the needs of employees within reason. If an adjustment would not be reasonable MACCA Sports Academies will explain the reasons and try to find an alternative solution where possible.

MACCA Sports Academies will continue to monitor the physical features of our premises to specifically consider 'access to work' and whether they place employees with disabilities, job applicants or visitors at a substantial disadvantage compared to other staff. Where reasonable, MACCA Sports Academies will take steps to improve access where necessary.

9.0 Fixed-term employees, Casual and Agency Workers

Taking the principles of Equality, Diversity and Inclusivity and where relevant, all fixed-term employees, casual workers and volunteers will be offered appropriate access to benefits, training, promotion and permanent employment opportunities. Further details are in the MACCA SPORTS ACADEMIES Recruitment Policy.

10.0 Part-time employees.

Taking the principles of Equality, Diversity and Inclusivity, MACCA Sports Academies will ensure that part-time employees are considered for progression and have the same opportunity to access benefits and training and promotion opportunities. We will ensure requests to alter working hours are dealt with appropriately under the MACCA Sports Academies Flexible Working Policy.

11.0 Breach of policy

If an employee believes they have been discriminated against, they are encouraged to raise the matter informally with the Head of Programme or HR Manager in the first instance. If the employee is not content with this or they feel unable to do so, they may raise the concern through the MACCA Sports Academies Grievance Procedure.

If an employee believes that they may have been subject to harassment or bullying, they are encouraged to raise the matter through the MACCA Sports Academies Dignity at Work policy. Allegations regarding potential breaches of the Equality, Diversity and Inclusion policy will be treated in confidence and investigated in accordance with the relevant procedure.

Employees who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith may, however, after a full investigation, be dealt with under our Disciplinary Procedure.

MACCA Sports Academies takes a strict approach to serious breaches of this policy, employees who are found to have committed an act of discrimination or harassment will be subject to disciplinary action, after a full investigation, under

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the MACCA Sport Academies Disciplinary Policy. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal.

12.0 Monitoring and review of the policy

The policy will be reviewed every two years but will be reported on annually by the Personnel Committee to reflect changes in the law, demographics and internal business requirements and a full report will be presented to the senior management team to review the effectiveness of the policy to ensure it is achieving its objectives.

13.0 GDPR Statement

Unless stated elsewhere in this policy, the data gathered within this process is processed in line with our Data Protection policy which can be found on our website.

Any data gathered within this process will be retained in line with our records retention policy which can be found on our website.

If you have any questions about the way your data has been gathered and contained, please contact The Data Protection Office, Matthew Albinson by email admin@maccasportsacademies.com

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