

Equal Opportunities Policy

Falkirk Football Club is striving to be an equal opportunities organisation. This means that all volunteers, job applicants and employees will receive equal treatment regardless of age, sex, religious belief, marital status, race, colour, nationality, ethnic or national origin, disability or sexual orientation. It also means that the Club will take and monitor action to ensure that all activities and services will be undertaken with similar care for equality in opportunity within the limits of its aims and purposes.

In carrying out this policy Falkirk Football Club will have regard to the relevant legislation, contractual requirements and codes of best practice.

1. Selection of Staff and Volunteers

- 1.1 Falkirk Football Club will consider, seek and use the most effective ways of bringing its activities and services to the attention of persons who may be or may have been discriminated against. For example, it will make contact with all sections of the community by being in touch with community networks and other sources of help and advice.
- 1.2 In defining employment and volunteer criteria, and within the limits of its aims and purposes, the Club will take care to ensure that no requirement or condition will disadvantage any person either directly or indirectly, on the grounds listed above.
- 1.3 From time to time the Board will review selection criteria and procedures to ensure that they continue to meet the aims of this policy.
- 1.4 In implementing its equal opportunities policy the Club will seek to identify the needs of people who are discriminated against in the area of its operation, and will use its best endeavours to ensure that such people are able to benefit from its services.

2. Recruitment and Selection of Staff and Volunteers

- 2.1 The Club will consider, seek and use the most effective ways of bringing volunteer tasks and job vacancies to the attention of persons who may have been discriminated against. For example, it will aim to reach all sections of the community by advertising vacancies in Job Centres, community networks and volunteer bureaux. Selection, however, will be on the basis of suitability alone.

2.2 In defining tasks, such as preparing job descriptions, personnel profiles and qualification requirements, the Club will take care to ensure that no requirement or condition will disadvantage any person, either directly or indirectly, on the grounds listed above. In addition the Club is mindful of the ways in which personal judgements can affect decisions, and will work to ensure that employment practices reflect the aims and needs of Falkirk Football Club above all else.

2.3 From time to time the Board will review selection, short listing and interviewing procedures (together with disciplinary and grievance procedures) for staff and volunteers to ensure that they continue to meet the aims of this policy.

2.4 The Club will bear in mind its commitment to equal opportunity when hiring consultants and contractors to work for it.

3. Access to Training and Career Development

The Club recognises the importance of training and development in sustaining an effective equal opportunities policy.

3.1 Access to training and career development will not be restricted in such a way as to be either directly or indirectly discriminatory, or be on the basis of criteria, which cannot be shown to be justified by the job or tasks.

3.2 Where people who have been discriminated against have been under-represented in particular tasks, jobs or grades, training may be provided to enable them to apply for such positions. Applications from any such persons will be handled in the same way as applications from all others; selection will be on the basis of suitability alone.

3.3 The Club will ensure that training is made available to those responsible for selection, training, promotion, disciplinary or grievance procedures, in order that they are aware of issues of equality and discrimination and can act in a manner which as far as possible eliminates the risk of discrimination.

4. Discrimination and Victimisation

The following are examples of the kinds of discrimination and victimisation, which the Club seeks to eliminate:

- Direct discrimination, where people are less favourably treated or penalised because of personal characteristics alone,

including their sex, race, disability religious belief or sexual orientation.

- Indirect discrimination, where a requirement or condition of work cannot be justified if applied equally to all and has a disproportionately adverse effect on one particular group of people. For example, the Club will seek to ensure that job conditions do not unnecessarily exclude either women or men.
- Discrimination against disabled people because they are unable to access the Club's facilities.
- Victimisation, where someone is treated less favourably than others because he or she has taken action against the Club, for example, because of alleged discrimination.

5. Disciplinary and Grievance Procedures

5.1 The Club will view the matter very seriously, and take action, when a volunteer or employee (or someone applying for such positions) believes that he or she has experienced discrimination or harassment on the grounds of personal characteristics, and especially on the grounds of age, sex, race, disability, religion or sexual orientation.

5.2 Acts of discrimination, harassment or victimisation by volunteers or employees of the Club will be dealt with firmly and result in disciplinary action.

6. Monitoring and Evaluating the Policy

6.1 Numerical data on the characteristics of actual and prospective employees and volunteers (including as a minimum sex, ethnic origin, and disability). This will help the Club find out which groups may be under represented in its work in relation to the local community, and how to remedy the situation.

6.2 Organisational procedures such as the selection, recruitment, appraisal and deployment of volunteers, and the selection of staff, to check for directly or indirectly discriminatory effects and identify possible changes.

6.3 The outcomes and other effects of specific equal opportunities initiatives and projects will be reviewed to refine further positive action. Such initiatives might be disability awareness training, the inclusion of equal opportunities duties on appraisal forms, or monitoring access to training.

6.4 An assessment of how well the equal opportunities policy is working in the day-to-day life of the Club by monitoring the way people are working.

7. Consultation and Implementation

7.1 A copy of this policy will be given to each volunteer and member of staff and to all new staff and volunteers on joining the Club. All volunteers and members of staff will be required to adhere to the policy as part of their conditions of employment, or volunteering.

7.2 The Board will review the results of the monitoring procedures and recommendations made for future action. The information will be supplied to staff and volunteers.

8. Conclusion

Falkirk Football Club is working towards implementing its equal opportunities policy and to this end has agreed the following declaration of intent on equal opportunities.

Declaration of Intent on Equal Opportunities

In fulfilling its objectives, Falkirk Football Club is committed to equal opportunities.

The Club recognises that groups and individuals have been and continue to be, discriminated against on the basis of race, colour, ethnic origin, gender, marital status, disability, sexual orientation, age and religious belief. It is aware that discrimination can be direct or indirect and that some organisational practices can be discriminatory in effect.

The Club also recognises that discrimination will not disappear of its own accord and cannot be avoided by adopting passive policies. Falkirk Football Club will therefore introduce measures to combat direct and indirect discrimination in the provision of services.

The policy and its implementation is the responsibility of the Board of Falkirk Football Club. The Board will work to ensure equality of opportunity by implementing a programme of positive action as follows:

1. Falkirk Football Club will work to be aware of the needs of people who are or who have been discriminated against in its area of operation and will ensure equal opportunities for accessing its services.
2. No supporter of Falkirk Football Club will be treated less favourably because they belong to groups of people who are, or who have been discriminated against.

3. When seeking to employ staff and to recruit and involve volunteers, Falkirk Football Club will ensure that individuals are selected and treated on the basis of their relevant merits and abilities and that no person is put to a disadvantage because of direct or indirect discrimination.
4. Any contractor working for the Club will be asked to adopt the principles of the Club's equal opportunities policy during the period of employment.