



# Equality and Diversity Policy

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## **Applicability**

This policy applies to all trustees, volunteers, employees, contractors, and third-party representatives of the charity. Its requirements should be reflected in other policies and procedures, agreements and contracts, as necessary.



## Introduction:

- The Frank Soo Foundation is committed to equality and diversity throughout our workforce and to eliminating all forms of inappropriate discrimination whether or not covered by current law.
- Although our aim is to support the East and South East Asian communities as well as provide opportunities for those in these communities, we do not discriminate against people from other heritages, in fact we believe that the inclusion for all is beneficial to our organisation.
- The Foundation wants each employee and volunteer to feel respected, valued and able to give their best.
- It is the responsibility of all Foundation staff to conduct themselves in a way to help the organisation provide equal opportunities in employment/volunteering, and to help prevent bullying, harassment, victimisation and inappropriate discrimination.
- We will also seek to work with people and organisations who reflect our equal opportunity values – the people who play, volunteer, attend and engage with our services.
- This Equality Policy is fully supported by the Board of Trustee and senior management team.
- This Equality Policy does not form part of any employee's contract of employment and may be amended by the Foundation at any time.

As well as the Equality and Diversity policy, the Frank Soo Foundation Football Club has adopted the FA Football Leadership Diversity Code as well as the FA Equality Policy.



## Purpose:

This policy's purpose is to:

- Provide equality, fairness and respect for everyone in the Foundation's employment and volunteers.
- Help prevent discrimination whether it be based on the age, disability, gender reassignment (including identity), marriage, civil partnership, pregnancy, maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender), sexual orientation or any other inappropriate factor (See Annex One below for definitions of the different types of discrimination).
- Help avoid all forms of inappropriate discrimination whether in relation to pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, recruitment and selection for employment, promotion, training or other developmental opportunities.
- Encourage employees and volunteers to tell the Foundation if they are disabled or become disabled so that appropriate reasonable adjustments and support can be considered, in line with our internal guidance on reasonable adjustment.

## Commitments:

The Frank Soo Foundation commits to:

- Lawfully encourage equality and diversity in the workplace, including, where suitable, the use of positive action, both as good practice and to ensure that the organisation thrives.
- Create a zero-tolerance working environment free of bullying, harassment, victimisation and inappropriate discrimination promoting dignity and respect for all, where individual differences and the contributions of all staff are recognised and valued. Achieving this is an important aspect of ensuring equal opportunities in employment.



- Inform managers and all other employees about their rights and responsibilities under this policy.
- Help all staff understand they, as well as the Foundation, can be held liable for acts of harassment, victimisation and/or unlawful discrimination, carried out in connection with their employment, whether against fellow employees, customers, suppliers or the public.
- Take seriously complaints of bullying, harassment, victimisation and inappropriate discrimination and deal with upheld complaints and vexatious or malicious complaints as appropriate.
- Provide opportunities for training, development and progression to all staff, who will be helped and encouraged to develop their full potential, so that their talents can be used to drive the Foundation's business objectives.
- Review employment practices and procedures when necessary to ensure fairness, and also update them and this policy to take account of changes in the law.
- Monitor the make-up of the Foundation's workforce regarding age, disability, gender reassignment (including identity), marriage, civil partnership, pregnancy, maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation to assist the Foundation in meeting the aims and commitments set out in this Equality Policy. Such data will be held securely and anonymously and will not be held for longer than is reasonably necessary in accordance with data protection law.

## **Equality Act 2010**

- The Equality Act 2010 came into force on 1 October 2010. The purpose of the Equality Act 2010 is to simplify discrimination legislation and create a more consistent and effective framework, while at the same time extending discrimination protection.



- The Equality Act 2010 makes it unlawful to discriminate directly or indirectly or harass customers or clients because of a protected characteristic in the provision goods and services.

## **General Data Protection Regulation (GDPR):**

- When an employee makes a request for their personal data, the Foundation will process any personal data collected in accordance with our data protection policies. Data collected from the point at which the individual makes the request is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the request.

## **Equal Opportunities**

Although many of our members and volunteers are from the ESEA communities, The Frank Soo Foundation is committed to being a fair employer and involver of volunteers and a fair service provider. We want a workplace and volunteering environment where everybody has equality of opportunity and we want equality of treatment for those we provide services and support to, or otherwise encounter.

Promoting equality and diversity is an essential part of our mission and values and key to our effectiveness.

Our diversity vision is that we should 'act inclusively, upholding equality law, treating everyone fairly and seeking to provide a culture which delivers the best outcomes for the diverse society in which we operate'



Our Equality, Diversity and Inclusion Policy aims to promote equality and diversity, ensuring that delivery of our objectives and the demonstration of expected behaviour is the responsibility of all staff, trustees and volunteers within the Foundation.

### Version Control - Approval and Review

This policy will be reviewed periodically, or following an incident, change in legislation, or other significant factors. It will also be reviewed as part of any safeguarding incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	27/08/25	Initial draft approved	Annually



## **Annex One – Types of unlawful discrimination**

### **The law**

The Equality Act 2010 is the main, overarching anti-discrimination law which the Foundation is required to follow to help ensure that equality of opportunity is promoted across various groups and that diversity is at the heart of all that we do.

It is unlawful for the Foundation as an employer, potential employer and in relation to any of its functions to discriminate against persons directly or indirectly in recruitment or employment because of age, disability, sex (i.e. gender), gender reassignment, marriage, civil partnership, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation or religion or belief.

**Direct discrimination** is deliberately treating an individual less favourably than another person because of a characteristic stated above without a lawful exception to do so. For example, by refusing to employ a woman because she is pregnant or transferring a transgender employee from their role against their wishes because of client contact.

**Indirect discrimination** is applying a provision, criterion or practice that creates a disadvantage for a person because of one of the characteristics outlined above in the absence of proportionality and a legitimate aim. For example, requiring a job to be done full-time rather than part-time would adversely affect women because women generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it could be justified as a proportionate means of achieving a legitimate aim.

**Disability discrimination** is direct or indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.



**Harassment** is where there is unwanted conduct, related to one of the characteristics outlined above (other than marriage, civil partnership, pregnancy or maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment.

**Associative discrimination** is where an individual is discriminated against, harassed, or potentially victimised because of their association with another individual who has a characteristic outlined above (other than marriage, civil partnership] pregnancy or maternity, however pregnancy or maternity may fall within a sex discrimination claim because of association with a pregnant woman or a woman on maternity leave).

**Perceptive discrimination** is where an individual is discriminated against or harassed based on a perception that they have a characteristic outlined above when they do not, in fact, have that characteristic (other than marriage, civil partnership, pregnancy or maternity).

**Victimisation** occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion, because they made or supported a complaint or legal proceedings under the Equality Act 2010, or because they are suspected of doing so. An employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Please contact the Foundation if you need guidance on how any of the above concepts operate.