Newcastle West End FC

Equality and Diversity Policy

Purpose and Statement of Policy.

The aim of this policy is to communicate the commitment of Newcastle West End FC (the club) to the promotion of equality of opportunity.

It is our policy that all employment / volunteering decisions are based on merit and the legitimate business needs of the organisation.

The club does not discriminate based on race, colour, or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, pregnancy, paternity or maternity, disability, religion or belief, age or any other grounds on which it is or becomes unlawful to discriminate under the laws of England and Wales (referred to as Protected Characteristics).

Our intention is to enable our volunteers, staff, and members to operate in an environment which allows them to fulfil their potential without fear of discrimination. The club will use fair recruitment and selection procedures to ensure that an all-inclusive opportunity is provided to anyone wishing to apply.

This policy is intended to help the club achieve its diversity and anti-discrimination aims by clarifying the responsibilities and duties in respect of equal opportunities and discrimination. The club will promote effective communication and consultation between themselves, the management committee and all members and volunteers concerning equal opportunities by which means it considers appropriate.

The principles of the non-discrimination and equal opportunities policy also apply to the way in which the club treat visitors, clients, customers, suppliers and former members.

This is a statement of policy and may be amended at any time by the club management committee provided that proposed changes have been explained discussed and agreed.

Achieving an equal opportunities compliant club is a collective task shared between the management and volunteers and all its members this policy and the rules contained in it therefore apply to all associated with the club irrespective of seniority, tenure, and level of involvement.

The club committee has overall responsibility for this policy and for equal opportunities and discrimination law compliance and the club secretary supported by the committee has been appointed as the person with day-to-day operational responsibility for these matters.

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All staff / Volunteers have personal responsibility to ensure compliance with this policy, to always treat club members and colleagues with dignity and not to discriminate against or harass other volunteers, visitors, clients, customers, suppliers, and former members.

In addition, those who take part in volunteer recruitment, selection, promotion, training, and other aspects of development (referred to as managers, Officers) have special responsibility for leading by example and ensuring compliance.

Managers, Officers must take all necessary steps to promote the objective of equal opportunities and the values set out in this policy, ensure that their own behaviour and those of other club members and volunteers comply in full with this policy, ensure that any complaints of discrimination, victimisation or harassment (including against themselves) are dealt with appropriate and are not suppressed or disregarded.

What is Discrimination?

Discrimination occurs in different ways some more than others, discrimination on the grounds of any of the protected characteristics is prohibited by law even if unintentional unless a particular exception applies.

Direct discrimination.

Direct discrimination is less favourable treatment because of one of the protected characteristics (employment examples would include refusing a woman a job as a chauffeur because you believe that women are not good drivers or restricting recruitment to persons under 40 because you want to have a young and dynamic workforce).

Direct discrimination can arise in some cases even though the person complaining does not actually possess the protected protocol characteristic but is perceived to have it or associate with other people who do, for example when a person is less favourably treated because they are (wrongly) believed to be homosexual or because they have a spouse who is Muslim.

Indirect discrimination.

Indirect discrimination arises when an employer / recruiter applies an apparently neutral provision criterion or practice which in fact puts individuals with a particular protected characteristic at a disadvantage, statistically and this is unjustified.

To show discrimination the individual complaining also has to be personally disadvantaged. An example would be a requirement for candidates to have ten years' experience in a particular role, since this will be harder for young people to satisfy. This kind of discrimination is unlawful unless it is a proportionate means of achieving a legitimate aim.

Victimisation.

Victimisation means treating a person less favourable because they have made a complaint of discrimination or have provided information in connection with a complaint or because they might do ones of these things.

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Harassment.

Harassment is unwanted conduct which is related to a protected characteristic, and which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, humiliating environment for them or unwanted conduct which is of a sexual nature and which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

(Sexual harassment) Less favourable treatment because of the rejection of or the submission to sexual harassment.

Harassment can arise in some cases even though the person complaining does not actually possess a protected characteristic but is perceived to have it (for example, when a person is harassed because they are (wrongly) believed to be homosexual) or associates with other people who possess a protected characteristic (for example, because they have a spouse who is Muslim).

Harassment may include use of insults or slurs based on a protected characteristic or of a sexual nature or other verbal abuse or derogatory, offensive, or stereotyping jokes or remarks.

Physical or verbal abuse, threatening or intimidating behaviour because of a protected characteristic or behaviour of a sexual nature, unwelcome physical contact, including, touching, hugging, kissing, pinching, or patting, brushing past, invading personal space, pushing, grabbing or other assaults • Mocking, mimicking or belittling a person's disability, appearance, accent or other personal characteristics.

Unwelcome requests, either explicitly or implicitly for dates, Repeated requests for social contact or after it has been made clear that requests are unwelcome.

Comments about body parts or sexual preference, Displaying or distributing offensive or explicit pictures, items or materials relating to a protected characteristic or of a sexual nature.

Shunning or ostracising someone for example, by deliberately excluding them from conversations or activities, Outing or threatening to out someone's sexual orientation, Explicit or implicit suggestions that employment status or progression is related to toleration of, or acquiescence to sexual advances or other behaviour amounting to harassment.

Other important points to note about harassment.

A single incident can amount to harassment, Behaviour that has continued for a long period without complaint can amount to harassment, it is not necessary for an individual to intend to harass someone for their behaviour to amount to harassment, It is not necessarily for an individual to communicate that behaviour is unwelcome before it amounts to harassment.

The onus is on everyone to be certain that their behaviour and conduct is appropriate and is not unwanted and in the case of doubt, you must refrain from such conduct.

Disability discrimination.

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This could be direct or indirect discrimination and is any unjustified less favourable treatment because of the effects of a disability and failure to make reasonable adjustments to alleviate disadvantages caused by disability Disabled persons,

Any member who considers that they may have a disability is strongly encouraged to speak with the club secretary particularly if they experience difficulties because of their disability so that any reasonable adjustments to help overcome or minimise difficulties can be discussed.

For these purposes, disability includes any physical or mental impairment which substantially affects your ability to perform day to day activities and has lasted (or is likely to last) more than 12 months. Disclosure of this information will be treated in confidence, if you wish it to be, so far as is reasonably practicable and we will do our best to handle matters sensitively and to ensure that you are treated with dignity and respect for your privacy.

We will consult you about whether adjustments are needed to avoid you being disadvantaged and may ask you to help advise us on any solutions that may be possible.

Managers, Officers with responsibilities for club members who they know or think to be disabled should speak to the club secretary to ensure that all relevant duties are complied with when making decisions fairly.
As noted above, the club will recruit volunteers and make other decisions concerning promotion, training, dismissal, and related issues based on objective criteria.

The club should only stipulate criteria or conditions for recruitment decisions (including selection, promotion) which are based on a legitimate business need and which do not go further than is needed to satisfy that need. If you are in any doubt about whether criteria or conditions are indirectly discriminatory or justifiable, then please speak to the club secretary.

Club Volunteer Recruitment.

Those involved in recruitment must specify only recruitment criteria that are relevant to the role, reflect genuine needs and are proportionate. More than one person should be involved in shortlisting of applicants wherever practicable, •

Ensure that vacancies are advertised to a diverse audience and to try to avoid informal recruitment methods that exclude fair competition. In very rare cases, it may be legitimate and necessary to restrict recruitment for a particular role to certain groups, but it is essential that this is discussed with the club secretary so that appropriate steps can be taken to ensure legality.

Review advertisements carefully to ensure that stereotyping is avoided and that particular groups are not unjustifiably discouraged from applying, Not to ask applicants about health or disability before an offer can be expressed to be conditional upon satisfactorily passing a medical check, Not ask candidates about any protected characteristic if the question may demonstrate an intention to discriminate.

For example, candidates should not be asked about current or future pregnancy, childcare or related matters, Not make assumptions about immigration status based on appearance, accent or

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apparent nationality, so far as reasonably practicable, keep a written record of their reasons for relevant decisions.

Discipline and termination of Positions.

In all cases the Clubs Disciplinary Process will be used and adhered to.

All decisions taken to terminate or end a person's role in a position, will be fair and not directly or indirectly discriminatory.

Disciplinary procedures and penalties will be applied without discrimination whether they result in disciplinary warnings, dismissal, or other disciplinary action.

All staff will be treated the same and no one person will be treated more favourably regardless of their involvement within the organisation over another.

All decisions involving these procedures will be governed by the management committee of the club.

In relation to any decisions made by the committee this will be in accordance with the club's disciplinary process.

What to do if you encounter discrimination.

If you believe you have been the victim of discrimination, you should follow the clubs' complaints and grievance procedure.

Every member of the club has a responsibility to combat discrimination if they encounter it, anyone who observes or are aware of acts that they believe amount to discrimination are encouraged to report these to the club secretary.

Any grievance or report raised about discrimination will be kept confidential so far as this is practicable. We may ask you if you wish your complaint(s) to be put to the alleged discriminator if disciplinary action appears to be appropriate it may sometimes necessary to disclose the complaint or take action even if this is not in line with your wishes, but we will seek to protect you from victimisation and if you wish, we will seek to protect your identity.

You should be aware disciplinary action may be impossible without your co-operation or if you refuse to allow relevant information to be disclosed.

Anyone who raises a complaint about or reports discrimination in good faith, will be protected from retaliation victimisation, as long as you act in good faith, the fact that you raised a complaint or report will not affect your position within the club, even if the complaint is not upheld.

Making a false allegation deliberately and in bad faith is a misconduct offence and will be dealt with accordingly.

Non-compliance with equal opportunities rules.

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Any breach of equal opportunities rules or failure to comply with this policy will be taken as a serious breach of club rules and is likely to result in disciplinary action against the offender, which may result in immediate dismissal.

In some cases, members may be personally liable for their acts of discrimination and that legal action may be taken against them directly by the victim of discrimination. It may be a criminal offence to intentionally harass another employee, volunteer or individual.

Review of this policy.

The club's management committee will keep this policy under review.

Although our organisation is volunteer based, all managers, coaches and volunteers are classed as non-direct employees / members of the club and must adhere to the policies that are endorsed both by and within the club itself.

This Policy was revised and adopted by the committee at a policy clinic meeting on Sunday 30th August 2026.

Name: Ryan Abraham Signed: R. Abraham

Position: Club Secretary / General Manager Date: 30/08/2026

Name: Sean Morrissey Signed: S Morrissey

Position: Club Treasurer Date: 30/08/2026

Name: Alana Ruddick Signed: A Ruddick

Position: Club Chairperson Date: 30/08/2026

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