



21-23 Mains Loan, Dundee, DD4 7AB
Registered Charity No. SC050587

Equality Policy

Originator: Peter Stanton
Chair

Review Date: April 2022

Revision Date: 08/04/2022

Approved by: Board of Trustees

Date of Meeting: 22/04/2022

Name of Chair: Peter Stanton

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1. Introduction

- Kanzen Karate is committed to equality and diversity and to eliminating all forms of inappropriate discrimination whether or not covered by existing legislation.
- Kanzen Karate ultimately aims to have its staff and volunteers to represent the diverse mix of backgrounds and identities present in our society and to reflect the make-up of our members.
- Kanzen Karate wants each member of staff to feel respected, valued and able to give their best whether they work on a part-time or full-time basis.
- It is the responsibility of all Kanzen Karate staff and volunteers to conduct themselves in a manner that helps the organisation provide equal opportunities in employment, and in all aspects of voluntary work, to help prevent bullying, harassment, victimisation and inappropriate discrimination.
- Kanzen Karate will also seek to work with people and organisations who reflect our equal opportunity values for our members and those who attend and engage with our services.
- This Equality Policy is fully supported by the Board and has been agreed with the Senior Management Team delivering Kanzen Karate's core services and activities.
- This Equality Policy does not form part of any employee's contract of employment and may be amended by Kanzen Karate at any time.

2. Purpose

This policy's purpose is to:

- Provide equality, fairness and respect for everyone employed by Kanzen Karate, whether fixed term, part-time or full-time, or who actively volunteers for Kanzen Karate.
- 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 any other developmental opportunities.
- Help prevent discrimination by adopting an overarching policy of social inclusion for all who participate in Karate or our other activities, and provide equal opportunities for said participants, irrespective whether it be based on the age, disability, gender, self-identification, marital status, civil partnership, pregnancy, maternity, race, nationality or national origin, ethnicity, religion or belief, gender, sexual orientation, medical health, financial status, or any other inappropriate factor identified form of potential discrimination.

- Encourage employees to tell Kanzen Karate 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.

3. Commitments

Kanzen Karate commits to:

- Lawfully encourage equality and diversity in the workplace, including, where suitable, the use of proactive action, both as good practice and to ensure that the organisation thrives.
- Creating a zero-tolerance working environment free of harassment, bullying, victimisation, inappropriate discrimination, while promoting dignity and respect for all, where individual differences and the contributions of all staff and volunteers are recognised and valued. Achieving this is an important part of ensuring equal opportunities for all staff and volunteers alike.
- Inform the Board and all employees about their rights and responsibilities under this policy and associated procedures.
- Help all staff and volunteers understand they, as well as Kanzen Karate, can be held liable for acts of harassment, victimisation and/or unlawful discrimination, carried out in connection with their employment or other activities, whether against fellow employees, volunteers, members, service users, or the wider 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 and continued professional development, to all staff and volunteers, who will also be helped and encouraged to develop their full potential, so that their talents can be fully utilised to achieve Kanzen Karate's charitable objectives.
- Review employment practices and procedures as and 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 Kanzen Karate's staff and volunteers, in respect of their age, disability, gender, self-identification, marital status, civil partnership, pregnancy, maternity, race, nationality or national origin, ethnicity, religion or belief, gender, sexual orientation, medical health, financial status, or other factor identified to assist Kanzen Karate in meeting the aims and commitments set out in this Equality Policy. Such data will be held securely and in accordance with data protection law and Kanzen Karate's Data Protection Policy.

4. The Public Sector Equality Duty (General and Specific)

- The Equality Act 2010, and Public Sector Equality Duty require that Kanzen Karate in carrying out its functions has due regard of the need to:
 - a) Eliminate unlawful discrimination, harassment and victimisation
 - b) Advance equality of opportunity between people who share a Protected Characteristic and those who do not
 - c) Foster good relations between people who share a Protected Characteristic and those who do not.
- This means that Kanzen Karate must go further than merely ensuring a person in a particular instance is not treated less favourably on the basis of their Protected Characteristic.
- The Public Sector Equality Duty requires Kanzen Karate to consider the impact of our strategies, business plans, policies, procedures and key decisions on equality and the removal of discrimination in these areas. It also requires us to take steps to meet the needs of people from protected groups where these are different from the needs of other people and requires us to encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low. In some cases, we may need to treat some people more favourably than others in order to comply with the Public Sector Equality Duty.

5. General Data Protection Regulation (GDPR)

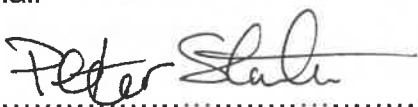
- When a member of staff, volunteer or member, makes a request for their personal data, Kanzen Karate will process any personal data collected in accordance with our Data Protection Policy. Data collected from the point at
- which the individual makes the request is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the request.

Policy Record

Date Revised	Comments
22/04/2022	Policy approved and adopted by Board

Name: Peter Stanton

Position: Chair

Signed: 
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Date: 22/04/2022
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