

**DIVERSITY AND EQUALITY PROCEDURE**  
for  
**THE MENTAL SHIFT C.I.C.**

The Mental Shift C.I.C. is committed to encouraging equality, diversity and inclusion among participants and staff and eliminating unlawful discrimination. The aim is for us to be truly representative of all sections of society and our participants, and for everyone involved with our company to feel respected and able to give their best.

The company is also committed against unlawful discrimination of the public.

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, and everyone benefiting from our services as a participant

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

### **Our commitments**

The company commits to:

1. Encourage equality, diversity and inclusion in all aspects of our work, including but not limited to in gyms and educational setting.

2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are.

This commitment includes training employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff

conducting themselves to help the company provide equal opportunities in employment as well as engagement in sport, and to prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, participants, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, participants, suppliers, spectators, the public and any others during the company's work activities.

Such acts will be dealt with as misconduct and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, participation, development and progress available to all, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised.

5. Review practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

### **Agreement to follow this policy**

The equality, diversity and inclusion policy are fully supported by management and considers the views of all staff and gym participants. Adoption of this policy is required by all staff and trainers offering services within our facility.

This Policy will be reviewed every two years.

Date of last review: 01 February 2023