Model Equal Opportunities and Diversity policy by the Bikeability Trust. Version 2, March 2023

This model policy fulfils the requirements that the Bikeability Trust sets on Training providers as specified in the ‘Bikeability training provider application guide’ of November 2022.

All **red type** should be replaced by the relevant information specific to your organisation. Yellow highlights indicate where the model Equal Opportunities and Diversity Policy fulfils the Bikeability Trust’s requirements as set out in the ‘Bikeability Trust training provider application guide’ of November 2022

This template can be used as the basis for Training providers’ Equal Opportunities and Diversity Policy. It needs to be adapted, based on individual requirements and information added, before it will be fit for purpose. The Training provider should ensure that it covers all environments where Bikeability training is delivered including, but not restricted to, after school clubs, holiday schemes and Bikeability Plus Family and Adult training.

The policy does not have to be lengthy but show that you are fully compliant with the Equality Act 2010 and describe what your organisation will do to implement this legislation.

All red type should be replaced by the relevant information specific to your organisation.

This policy must be available to all employees, instructors and the public.

Date of policy approval: Insert Date

Date of policy review: Insert Date

Writer/reviewer of this policy: Insert Name

**Objectives of this Policy**

Please include a short description of your organisation and its objectives here. Describe the size of your organisation and where you are, the instructor workforce, the riders you are working with.

ORG is committed to giving all riders, staff and all instructors equal access to opportunities and employment.

ORG provides the policy for customers and riders who are using ORG’s Bikeability provision, and for instructors and staff who are delivering it. ORG is committed to providing services and recruitment and employment practices that embrace diversity and equality of opportunity.

Equality is about removing barriers and making sure that everyone has fair and equal access to Bikeability Training and employment as a Bikeability instructor.  It aims to ensure that all individuals have equal opportunities to succeed, and it prevents individuals from being discriminated against or treated differently due to personality or physical characteristics.

Diversity is about appreciating differences between individuals, and ensuring that each of these varying attributes and characteristics are valued and not discriminated against.

The Equality Act 2010 lists nine protected characteristics which are age, disability, gender reassignment, marriage/civil partnerships, pregnancy/maternity, race, religion or belief, sex and sexual orientation. It is unlawful to discriminate between people based on any of these. Discrimination can be direct or indirect, and also involves harassment and victimisation.

Through this policy ORG ensures that there is no discrimination and creates an inclusive atmosphere for customers, riders, instructors and staff.

This policy complies with the Equality Act 2010 and the requirements on Bikeability Training providers as set out by the Bikeability Trust in the ‘Bikeability Trust training provider application guide V02’ of November 2022.

**Responsibilities of ORG**

* To make all staff and instructors aware of this policy and procedures. Insert here how you a going to do this at induction and later on when policies change.
* To monitor that this policy and procedures is used by staff and instructors. Insert here how you a going to do this.
* To review this policy and procedures at least every year and with every change in legislation.

**Recruitment and professional development of staff and instructors**

Insert here the procedures your Org uses to make sure all applicants, staff and instructors have equal opportunities in recruitment and professional development. You may want to refer to your recruitment policy.

**Training delivery**

Insert here the procedures your Org uses to make sure all customers/riders have equal access to your training delivery.

**Dealing with Allegations of Discrimination**

Insert here the procedures your Org uses to do this. Remember that complaints may come from either customers, riders or staff. You may want to refer to your complaints and grievance policies.

**APPENDIX 1 - BEHAVIOURS THAT SUPPORT EQUALITY AND DIVERSITY**

These are just suggestions. Please add/remove as appropriate for your organisation.

* Everyone to be treated fairly in all day to day activities and work related decisions.
* An understanding of unconscious bias and how to tackle it.
* All written and verbal communication to be free of discriminatory and sexist language.
* Recruitment, training and promotion, to be based on clear, objective criteria so that decisions made are always based on merit and aren't influenced by bias
* Employees empowered to highlight discriminatory behaviour or practices.
* Equality and inclusion is actively promoted ensuring people are free to focus on what matters most - the best cycle training can be.
* Be alert and recognise indirect or unintended discrimination.