

**English Karate Federation  
Equality, Diversity and Inclusion Policy**

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**Version control**

Version	Type of Change	Date	Revisions from previous issues
1.0	New document	October 2009	N.A
2.0	Major revisions	September 2020	Roles and responsibilities updated to include Board of Directors and Director for Equality, Diversity and Inclusion. Inclusion of Inclusive Communications section. Monitoring compliance section made more robust and auditable. Equality Impact Assessment and Document Development Checklist added. Inclusion of EKF Values and associated behaviours.

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## 1. Sports Equity

- 1.1 The English Karate Federation (hereinafter EKF) respects the rights, dignity and worth of every person and will treat everyone equally within the context of its activity, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 1.2 The EKF is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status.*

## 2. Guiding Principles

- 2.1 We remain committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse.
- 2.2 All EKF Members, including the EKF Board and all employees (either voluntary or paid) have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.
- 2.3 We will deal with any incidence of discriminatory behaviour seriously, according to our pre-existing disciplinary procedures.
- 2.4 The EKF will continuously strive to create an organisation that actively promotes equality of opportunity for all, ensuring that no less favourable treatment is given based upon protected characteristics as outlined in the Equality Act 2010.
- 2.5 The EKF has a set of Values which espouse the spirit of Equality and Diversity. These can be found in Appendix A.
- 2.6 As a demonstration of our commitment to the advancement of Equality and Diversity within the EKF, we have a dedicated Board Member whose portfolio is purely Equality, Diversity and Inclusion. Furthermore, we have an appointed EKF Para Coach who oversees the para squad training sessions.
- 2.7 The EKF has an Equality, Diversity and Inclusion action plan with which it regularly reviews with updates being provided at Board meetings as a standing agenda item.

### 3. The Equality Act 2020

3.1 The EKF recognises its obligations under the Equality Act 2010 which prohibits discrimination based upon protected characteristics.

3.2 There are 9 differing protected characteristics. These are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex and Sexual Orientation

3.3 The Act identifies two types of discrimination: direct and indirect.

Type of discrimination	Definition
Direct discrimination	Occurs when a person, because of a protected characteristic, treats another less favourably than he would treat those without the characteristic.
Indirect discrimination	Occurs when a person applies a “provision, criterion or practice” which, although applied to persons with different protected characteristics, it puts one group at a particular disadvantage.

3.4. Unconscious bias has particular effects for equality and diversity and has legal repercussions, covered within the Act whereby this has a negative, detrimental impact.

### 4. Unconscious bias

4.1. Unconscious biases are learned stereotypes that are automatic, unintentional, deeply ingrained, universal and have the capability to influence human behaviour and actions.

4.2 EKF Directors will undertake unconscious bias training as a minimum once every 3 years. As the Equalities portfolio of work progresses, it is envisaged that all EKF employees will undertake unconscious bias training.

## **5. Application of Equality Act in sporting context**

5.1. Sports clubs and Associations are subject to the Act in relation to decisions about membership and the benefits and services provided to its membership.

5.2. As the National Governing Body the EKF is subject to the Act's prohibition of discrimination and all employees of the organisation are protected by the Act.

## **6. Other forms of discrimination**

### **6.1 Harassment**

6.1.1 Harassment can be described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be of a sexual or racial nature or it may be directed towards people because of their age, their sexuality, a disability, or some other characteristic. Such behaviour is not acceptable and neither is it excused on the grounds that the harasser did not intend it.

### **6.2 Victimisation**

6.2.1 Victimisation can be described as when one person is treated less favourably than others because he or she has provided information about discrimination, harassment or inappropriate behaviour.

## **7. Dealing with claims of discrimination**

7.1 The EKF regards discrimination, harassment or victimisation as serious misconduct and any employee, volunteer or member who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action via already well established disciplinary protocols.

7.2 All EKF members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

## **8. Roles and Responsibilities**

### **8.1 Board of Directors**

8.1.1 Equality and Diversity training will be completed by all Board Members

### **8.2 Director for Equality, Diversity and Inclusion**

8.2.1 The specified Director will champion and lead by example to encourage the integration of equality and diversity issues in all aspects of the EKF. The

Director will actively help to promote equality and diversity issues and actions within the Organisation.

### **8.3 Volunteers**

8.3.1 All volunteers, including but not limited to committee, will be expected to:

- Adopt, promote and practice the values of the Federation.
- Ensure that participation can be enjoyed by all.
- Provide meaningful and appropriate experiences, which recognise and value the diversity of the participants.

### **8.4 Coaches**

8.4.1 We will strive to ensure that they:

- Establish and implement professional and ethical values and practice.
- Promote and apply the principles and practices of equal opportunities
- Promote positive images of people with Special needs.
- Have a commitment to providing entitlement and access to all their professional activities.
- Encourage high expectations and standards of achievement from all they teach.
- Involve everyone in meaningful and appropriate activity to ensure a quality experience.
- Help everyone to achieve their full potential.

## **9. Recruitment**

9.1.1 The EKF will consider requests for reasonable adjustments within the selection process to ensure that disabled people, have equal access to employment opportunities with the Organisation.

9.1.2 Wherever practicable the EKF will seek to provide support and facilities for the purpose of religious observance.

9.1.3 The EKF is committed to recruiting, retaining and developing a diverse workforce to reflect the members that it serves. Lawful positive action measures can be used to attract and positively encourage applicants from under-represented groups to apply for jobs with the EKF. This may include, in certain circumstances, the application of Section 159 of the positive action provisions (Equality Act 2010) to help address under-representation in the workforce.

9.1.4 Volunteers are the lifeblood of the EKF and are not expected to work set hours and have the right to walk away from their work with the EKF at any time. Equally, the EKF have the right to dispose of volunteers who are found to have violated the policies, procedures and values of the EKF. All violations will be dealt with in line with pre-existing rules.

## 10. Inclusive Communications

- 10.1. The EKF is committed to ensuring that equality and diversity is a borne in mind during all activity.
- 10.2. Therefore, the EKF has implemented an Inclusive Communications strategy, having utilised the expertise of Sport England and the Activity Alliance. All EKF communications distributed via social media will:
  - Celebrate equality and diversity events e.g. Pride, Black History Month, Diwali etc.
  - Include inclusive imagery
  - Provide both text and images when posting
  - Ensure videos have subtitles
- 10.3. With regards to the website, we will ensure that there is an accessibility statement documented. The website will also be as streamlined as possible as to aide usability. Specifically:
  - Text colour contrast is maintained for users with visual colour impairments.
  - The structure of the HTML is coded to help screen readers. For example, at the start of each page there is a hidden option to skip menus and start reading from the content of the page.
  - All images carry 'Alt' Tags to identify their content.
- 10.4. All EKF distributed and downloadable publications will ensure that are made available in alternative formats including:
  - Easy read versions
  - Large font
  - Different coloured backgrounds (beneficial for those with dyslexia)
  - Audio version (for those with a visual impairment)
- 10.5. Furthermore, all distributed and downloadable material will be configured as to be compatible with screen reader technology for those with a visual impairment.
- 10.6. Where images are included in documents, these images will be inclusive and diverse.

## 11. Equality Impact Assessments

- 11.1. EIAs are tools which are utilised to determine whether a policy, project or scheme discriminates against any protected groups.
- 11.2. All EKF policies will have an Equality Impact Assessment undertaken to see whether the policies negatively impact a particular group. Where a negative impact has been identified, the established EIA proforma will prompt the author and the ratifying body (The EKF Board) to think about how that negative impact can be minimised or whether there are any alternative corrective actions which can be implemented.

## 12. Monitoring Compliance

- 12.1. This policy will be reviewed every 3 years by Director of Equality, Diversity and Inclusion initially before being received by the EKF Board for ratification.
- 12.2. There are circumstances in which the policy will be reviewed earlier than the scheduled time period. These include:
- Any changes in legislation or government guidance
  - As a consequence of a significant event/incident
  - As instructed by UK Sport, Sport England or other relevant bodies

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individual/ group/ committee	Frequency of monitoring	Responsible individual/ group/ committee for review of results	Responsible individual/ group/ committee for development and monitoring of action plan
All Directors to undergo unconscious bias training	Training logs to be kept	Company Secretary/ Board of Directors	Every 2 years	EKF Board	EKF Board
All Directors to undergo Equality and Diversity training	Training logs to be kept	Company Secretary/ Board of Directors	Every 2 years	EKF Board	EKF Board
Website inclusive communication	Spot check of website	Director of Equality, Diversity and Inclusion	Annually	EKF Board	EKF Board

## Appendix A – EKF Values



The EKF's vision is for the Federation to strive to be the best Martial Arts Governing Body within the UK. With robust governance structures and clear heartfelt values, we will ensure that Karate provides equality of opportunity from those at a Grassroots level to those competing Nationally and Internationally. The EKF will play an integral part in lobbying for Karate to be included as a permanent feature in the Commonwealth and Olympic Games through promoting and reflecting the professionalism and the value-led ethos of the respective Committees.

Our Organizational values drive the way we influence, how we interact with each other, and how we work together to achieve results. Organizational values are not descriptions of the work we do or the strategies we employ to accomplish our mission, they are the unseen drivers of our behavior, based on our deeply held beliefs that drive our decision-making.

They underpin everything we do and the EKF expects our Members to continue to uphold and reflect these values in the way that they work – within their Associations, across the Federation and within our Communities.

PROFESSIONALISM	VALUE AND RESPECT ALL KARATE-KA	OPEN & HONEST COMMUNICATION	A SAFE PROGRESSIVE PLACE TO COMPETE, TRAIN AND GROW
			
<p>Being professional in all that we do by being the best we can be - this is done by behaving with integrity, being professionally prepared, accountable and taking personal responsibility for our behaviour and decisions</p> <ul style="list-style-type: none"> <li><i>I will act as a role model</i></li> <li><i>I will take ownership for any failings</i></li> <li><i>I will uphold the high standards within my role and community</i></li> </ul>	<p>We have a strong understanding and appreciation of both the Art and Sport elements of Karate. All students of Karate will be shown the same high levels of respect that are commonly associated with Karate at all levels and are not reserved only for those in our own Groups. We must;</p> <ul style="list-style-type: none"> <li><i>Promote the distinctive qualities each sub-section of Karate delivers</i></li> <li><i>Champion grassroots Karate</i></li> </ul>	<p>Open communication will help build a culture where the collective intelligence of all its members is captured and valued. Honest communication will instil a culture of accountability whereby our members—regardless of position level—can share feedback that constructively improves the performance of the EKF.</p> <p>The importance of having transparency within our protocols in the EKF builds and maintains high levels of trust and buy-in from our Members;</p> <ul style="list-style-type: none"> <li><i>I will be a team player</i></li> <li><i>I will value and recognize the contributions of others</i></li> </ul>	<p>In order to ensure the EKF is a safe place to train, grow and develop the safeguarding of all our members is of great importance. This includes the protection of our most vulnerable members and a zero-tolerance approach to bullying, harassment and discrimination.</p> <ul style="list-style-type: none"> <li><i>I will report all concerns relating to the safety of fellow karateka and the wider karate footprint</i></li> <li><i>I will have the courage to speak up</i></li> <li><i>I will ensure information is readily available for those with additional needs and support.</i></li> </ul>

**Appendix B - Equality Impact Assessment Tool**

		Yes/No	Comments
1.	<b>Does the document/guidance affect one group less or more favourably than another on the basis of:</b>	No	
	• Age	No	
	• Disability	No	
	• Nationality	No	
	• Gender reassignment	No	
	• Marriage and Civil Partnership	No	
	• Pregnancy and Maternity	No	
	• Race	No	
	• Religion or Belief	No	
	• Sex	No	
2.	<b>Is there any evidence that some groups are affected differently?</b>	No	
3.	<b>If you have identified potential discrimination, are there any valid exceptions, legal and/or justifiable?</b>	No	
4.	<b>Is the impact of the document/guidance likely to be negative?</b>	No	
5.	<b>If so, can the impact be avoided?</b>	n/a	
6.	<b>What alternative is there to achieving the document/guidance without the impact?</b>	n/a	
7.	<b>Can we reduce the impact by taking different action?</b>	No	