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EQUAL OPPORTUNITIES, EQUALITY, DIVERSITY AND INCLUSION POLICY



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1. Equal opportunities statement

The Society of Yoga Practitioners Ltd is committed to promoting equal opportunities and encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. You and any job applicants, or volunteers or students will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

2. About this policy

- 2.1. This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment or volunteer work with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 2.2. This policy covers all volunteers, employees, officers, consultants, contractors, casual workers, agency workers and students.
- 2.3. This policy does not form part of any employee's contract of employment and we may amend it at any time.

3. Who is responsible for this policy?

- 3.1. Our board of Trustees has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility for this policy has been delegated to the Director of Governance.
- 3.2. All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. The Equality, Diversity and Inclusion Committee has overall responsibility for equal opportunities training.
- 3.3. If you have any questions about the content or application of this policy, you should contact the Director of Governance.
- 3.4. Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the Director of Governance.

4. Discrimination

- 4.1. You must not unlawfully discriminate against or harass other people including current and former workers, job applicants, clients, customers, suppliers and visitors. This applies in



the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

4.2. The following forms of discrimination are prohibited under this policy and are unlawful:

- 2.a. **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- 2.b. **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- 2.c. **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- 2.d. **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- 2.e. **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

5. Recruitment and selection

- 5.1. Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person and our recruitment procedures should be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.
- 5.2. Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- 5.3. We take steps to ensure that our vacancies are advertised to a diverse labour market.
- 5.4. Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.



Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of the Director of Governance. For example:

Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).

- 4.a. Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- 4.b. Positive action to recruit disabled persons.
- 4.c. Equal opportunities monitoring (which will not form part of the selection or decision-making process).

Where necessary, job offers can be made conditional on a satisfactory medical check.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective members of staff, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from UK Visas and Immigration.

- 5.5. To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary, and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

6. Training and promotion and conditions of service

- 6.1. Training needs will be identified and you will be given appropriate access to training to enable you to progress within the organisation and any promotion decisions will be made on the basis of merit.
- 6.2. Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all of you who should have access to them and that there are no unlawful obstacles to accessing them.

7. Termination of employment

- 7.1. We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- 7.2. We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.



8. Disabilities

- 8.1. If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.
- 8.2. If you experience difficulties at work because of your disability, you may wish to contact the Director of Governance to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Director of Governance may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible.
- 8.3. We will monitor the physical features of the premises where our events are scheduled to take place to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

9. Part-time and fixed-term work

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

10. Breaches of this policy

- 10.1. We take a strict approach to breaches of this policy. Serious cases of deliberate discrimination may amount to gross misconduct resulting in termination of contract.
- 10.2. If you believe that you have suffered discrimination you can raise the matter through our Anti-harassment and Bullying Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.
- 10.3. There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct.

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Please see below the attached Access Addendum which should be considered where appropriate when event planning

EVENTS PLANNING CONSIDERATIONS POLICY

The Society of Yoga Practitioners Ltd is committed to promoting equal opportunities for volunteers, students, teachers, and all those who access our services. All people should receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

This policy is intended to facilitate the provision and delivery of events in line with equal opportunities.

This document should be read in conjunction with the Equal Opportunity Policy

<https://www.tsyp.yoga/wp-content/uploads/2021/10/TSYP-Equal-Opportunities-Policy-210916-wd.pdf>

The Duty of Care Policy

<https://www.tsyp.yoga/wp-content/uploads/2022/03/Duty-of-Care-1.pdf>

WITHIN TSYP

1. Ensure that all events are planned with equality of access and opportunity in mind
2. Ensure that all venues are visited with access and disability requirements in mind and not as an afterthought. Please see attached checklist. The name of the person at the venue who is responsible for accessibility should be identified.



3. Every event should have a TSYP Designated Link Person who is responsible for overseeing provision for those who identify as having extra needs and liaising with them. This name should be on all publicity material so that anyone identifying as having access needs has a point of contact before booking.
4. The Designated Link Person should be in contact with anyone who indicates access needs by email and then with a phone conversation to ask them what they need to be able to enjoy and partake in the event. The participant should be put in touch with the venue accessibility lead as identified in 2 above if they request. The Designated Link Person should also speak to the venue with these requirements in mind and be clear about what is needed and what is available
5. They should ensure that a visit is done to the venue with requirements in mind
6. Ensure that where reasonable provisions are not possible this is clearly communicated to those with extra needs and alternative plans made with them directly – for example, a restaurant which cannot guarantee a nut free kitchen.
7. If the participant comes to a decision that their access needs cannot be appropriately accommodated, then a full refund must be issued on request.
8. Things to consider when booking a venue include:
 - Sound quality and amplification (for example the use of a microphone)
 - Reserving seating to facilitate seeing / hearing / processing lectures
 - Ensuring that the toilets are accessible – both in time, distance and size
 - Ensure safe, level access is possible to meeting rooms
 - Ensure that places are reserved in the dining room, with someone available to get food / drinks and show menu
 - Ensure that the way around the venue is identified and practicable
 - Have the Designated Link Person meet anyone who requires extra assistance
 - Organise volunteers to ensure anyone with a disability has a point of contact for the event
9. A briefing session for all Teachers and Lecturers on the access needs for the identified participants should be made before each event.
10. Where requested by the individual participant, TSYP will consider a full or partial subsidy, on application to the Treasurer, for providing a place to a carer in receipt of PIP, or at the organisation's discretion anyone else acting as a carer.

Venue Accessibility Checklist

Taken from

<https://www.cvent.com/uk/blog/events/venue-accessibility-checklist>

Mobility accessibility

1. Are there reserved accessible parking spaces near the entrance?

Some attendees may have difficulty walking long distances. Having accessible parking spaces close to the entrance is essential for these attendees.



2. Is the approach to the venue on solid ground?

Travelling over uneven surfaces like grass and gravel can be a challenge for some attendees. It's important to determine if the venue will make accommodations such as temporary pathways over uneven surfaces like mud or cobblestones.

3. Does the venue have wheelchair accessibility for entrances, exits, and common areas?

Attendees with mobility difficulties need to be able to navigate the venue without encountering barriers. Wheelchair accessibility of entrances, exits, and common areas is a basic requirement for providing equal access to all event attendees. Ideally, the main entrance will be accessible, but if that's not possible, you'll want to ensure there's an alternative accessible entrance that will remain unlocked for the duration of your event. Are key pads at an appropriate height for someone in a wheelchair? Is the bedroom door easy to open from a wheelchair?

4. Is there ample space for mobility aids?

It's not just wheelchairs that have to be considered. Individuals who use mobility aids, such as walkers or scooters, need enough space to navigate comfortably. This includes access to toilet facilities.

5. Does the venue have step-free access throughout? Are the lifts easily accessible without a key? Are there handrails on the ramps, which have a gentle gradient?

Individuals with mobility impairments need to be free to move around independently within the venue. Ask the venues on your shortlist if they provide step-free access, accessible lifts without needing a key, and properly designed ramps with handrails.

6. Can you provide temporary use of mobility devices, such as wheelchairs or scooters, for attendees who may need assistance during the event?

Assisting with mobility devices means attendees with mobility difficulties can access the necessary equipment to navigate the event space comfortably. Offering temporary use of wheelchairs or scooters promotes independence and accessibility for all attendees.

Sometimes, attendees can become fatigued whilst at an event. Knowing that you'll be able to look after them is critical.



7. Are there any accessible restrooms with stalls that have grab bars and enough space for mobility aids?

Attendees with mobility difficulties need to use restroom facilities independently and comfortably during events, so accessible gender-neutral restrooms with grab bars and ample space are a must-have.

8. Hearing accessibility

Do you have an assistive listening system available for attendees with hearing difficulties?

Check the availability of an assistive listening system (ALS). ALS help people who struggle to hear audio in difficult environments. This is important to ensure that people with hearing difficulties can access auditory content like presentations or speeches more clearly.

9. Is there a hearing loop system in your meeting room(s) for hearing aid users?

A hearing loop system helps individuals with hearing aids to hear clearly during presentations or events. Ensure it works and that someone from the venue will be available to assist with operating it if necessary.

10. Are there visual (flashing) fire alarms in private spaces like toilets?

Visual fire alarms are needed for individuals who are deaf or hard of hearing to be alerted in the event of a fire. Ask the venue to demonstrate that they are adequately prepared for this.

11. Visual impairment accessibility

Are there any Braille or tactile signs in the venue to assist attendees with visual impairments?

Braille or tactile signage helps visually impaired attendees navigate the venue independently. This type of signage needs to provide essential information such as room numbers, restroom locations, and directional signs. Having tactile maps or models of the venue layout can help familiarise visually impaired attendees with the event space. These models provide spatial information and promote self-sufficient navigation.

Event planners could arrange with the venue to offer tours of the facility for attendees with visual disabilities.

12. What provisions does the venue have for looking after the requirements of service animals?

Service animals do a vital job, and they deserve to be looked after. It's important to ensure that they have access to water and appropriate facilities for relieving



themselves, as they play a crucial role in supporting individuals with disabilities.

13. Neurodiversity accessibility

Neurodiversity is a concept that recognises the natural variations in the human brain and the different ways people think and process information. Common types of neurodiversity include, Autism, ADHD (Attention Deficit Hyperactivity Disorder) and Dyslexia.

Can you provide sensory-friendly adjustments like dimming the lights or reducing noise levels during the event?

Sensory-aware adjustments make events more accessible for attendees with all kinds of sensory sensitivities, and this often includes those who are neurodivergent.

Florescent lighting is something that particularly bothers people. Providing softer lighting options can help promote comfort and accessibility for individuals with diverse sensory sensitivities.

14. Is there a quiet area or sensory-friendly space for attendees who need a break from sensory stimuli?

Events can be overwhelming for many people. Designated quiet areas or sensory-friendly spaces can be a welcome oasis. They give attendees with neurodivergences such as autism or sensory processing disorders a place where they can regulate their sensory experiences and recharge as needed. People suffering from migraines, vertigo, and similar conditions can also benefit from this space, along with any attendee who needs a quiet break.

15. Additional accessibility considerations

Are your staff members trained in supporting attendees with diverse accessibility needs, including those with hearing, sight, or mobility difficulties, and those who are neurodivergent?

Having staff members who are trained to support attendees with diverse accessibility needs is important to ensure that all event attendees receive the appropriate accommodations and assistance. These staff members are knowledgeable, empathetic, and well-equipped to promote inclusivity and accessibility for all.

16. Does the venue know how to deal with allergies and special diets?

Everyone's dietary requirements need to be catered for. Check that both the chef and serving staff know all the ingredients in the food – and consider making sure that the ingredients are listed somewhere attendees can read through. Check that staff can signpost this list.



Also, confirm whether the food and beverages are provided in-house or outsourced. If outsourced, ask the provider relevant questions about how they deal with dietary requirements.

Cross-contamination risks are also crucial to consider. For example, making a sandwich with gluten-free bread on the regular bread cutting board may be fine for someone with gluten sensitivity, but it is definitely not for someone with celiac – and your venue should be aware of this.

17. How accessible are the guest rooms?

It's important to check the accessible guest rooms to ensure that they meet the needs of your attendees. For instance, you should consider whether there's a fridge to keep medication in, how much turning space is available for wheelchair users, and how easy it is to navigate the room and operate the light switch, or what type of bathing /showering facilities are provided.

Always keep the attendee experience in mind

Events need to be accessible to everyone. It's important to welcome and take care of all attendees, including those with hearing, sight, or mobility limitations, and those who are neurodivergent.

Never assume your venue will take care of all your attendees for you. Asking the right questions means you get the peace of mind that comes with knowing they won't face barriers due to the venue, which can be hard to adapt later on.

By prioritising inclusivity and ensuring all attendees feel welcomed and taken care of, you demonstrate your commitment to all your attendees.