

Equality and Diversity Annual Report (2019)

Introduction

Sports Information Services Ltd (SIS) is committed to the promotion of an inclusive workplace and a working environment where everyone is treated with dignity and respect, where the talents and skills of different groups are valued.

This report provides information on the key activities under taken by SIS in financial year 2018/19 to ensure that everyone is treated equally and fairly at work.

How are employees informed of the company's policy?

Employees are onboarded through our HR system, they are encouraged to read the policies and employee handbook which contains the SIS Development/Equal Opportunities policies. All staff can access the policies via the HR system through web browser or the mobile app.

The employee handbook is also discussed during company induction with reference to terms and conditions.

What is SIS' Equal Opportunities Policy?

Policy

The Company is committed to ensuring equality of opportunity in all aspects of employment, including policies, practices and procedures. Everyone who applies to or works for the Company will be treated equally, regardless of race, colour, nationality, ethnic origin, gender, disability, marital status, sexual orientation, religion, social or employment status, or age.

As a business, the Company's policy is to recruit, develop and promote employees purely on the basis of talent, ability and skills.

This policy is designed to benefit all permanent and temporary employees, job applicants, agency employee's, freelancers and contractors. The requirement not to discriminate, either directly or indirectly, applies to all those who work for the Company, whether or not they are employees, but is particularly relevant to those who make decisions affecting job applicants and employee development. It is relevant to every aspect of work, including recruitment, selection, appraisal, counselling, promotion, terms and conditions (including hours of work), compensation, training and personal development.

Disabled Employees

The Company recognises that it has clear obligations towards all its employees and the community at large to ensure that people with disabilities are afforded equal opportunities to enter employment and progress within the Company. In addition to complying with the requirements of the legislation, the Company will follow procedures designed to provide fair consideration and selection of applicants who have disabilities and to satisfy their training and career development needs. Where employees become disabled in the course of their employment with the Company, reasonable steps will be taken, to accommodate their disability by making reasonable adjustments to their existing employment or redeployment and, through appropriate retraining to enable employees to remain in employment with the Company wherever possible.

Job Advertisements

HR ensures that all recruitment advertisements, whether internal or external are not discriminatory. External advertisements will use a range of methods and sources to ensure that they are seen by as wide a pool of applicants as possible.

Performance and Promotion

Assessment criteria are designed to ensure that judgments about performance and decisions about promotion are based on objective evidence, and do not, therefore, discriminate against any groups or individuals.

Grievances

If you are concerned about the application of this policy or believe that you have received less favourable treatment in relation to any of the criteria set out in paragraph 2.1 above you should make an informal or formal complaint under the Harassment or Grievance procedures (sections E3 and E2 respectively of this Handbook).

How does SIS practice its policy?

Vacancies are advertised internally on the company intranet and are advertised externally on our company website as well as through other external sources such as social media platforms, agencies and job boards to target a wide range of candidates

We are committed to ensuring we give everyone the same chance to do well in their job, get training and move into other job roles within the business. Policies are in place which set out the behaviours we expect in the workplace, Staff and their representatives are consulted on changes to policies and practices which will affect their working lives.

When considering the way we organise and plan our business we ensure that everyone has the same chance to use our buildings and facilities unless some employees need separate rooms for privacy or because of their religion or belief. We have clear policies on health and safety and carry out regular risk assessments to promote staff health and wellbeing. When deciding on our dress codes we are careful that these rules do not discriminate in any way because of sex, disability, religion or belief.

When recruiting to new roles we are committed to treating all job applicants fairly in deciding who gets the job. We do not ask people about their health or disability before we offer them a job. We will make reasonable adjustments to give people with disabilities the same chance as anyone else. We will not ask female applicants about being pregnant when interviewing for a job or refuse to give a woman a job because she is pregnant.

When deciding on the hours people work we do not unlawfully discriminate when deciding when people work and when they can have time off. This includes deciding if people can work flexible hours and making changes for people with disabilities. We recognise that everyone, dependent upon length of service but especially parents and carers have a legal right to request flexible working and have procedures in place for dealing with these requests. We will not change the time a person has to work without reasonable grounds if it goes against their religion or belief. When an employee is absent from work due to ill health we make reasonable adjustments to help them get back into work. We recognise there are special rules about employees taking time off work when they are pregnant or to care for a new baby or adopted child.

When we decide on pay levels we consider what other organisations in the industry and area pay for the job, the skills and training people need and how well the person does the job. Work related training and development is available to all employees. We carry out activities which bring staff together to promote inclusion and understanding and these are planned to take account of access requirements of different staff as well as caring responsibilities and cultural differences.

How do we monitor the policy's effectiveness?

We currently compile and analyse data on our staff by age, ethnic group, gender and disability and noting where in the organisation's structure different groups work. This enables us to identify any under-represented groups and areas of organisational segregation.

Equal Opportunities Data

Demographic make-up of the Workforce 2019

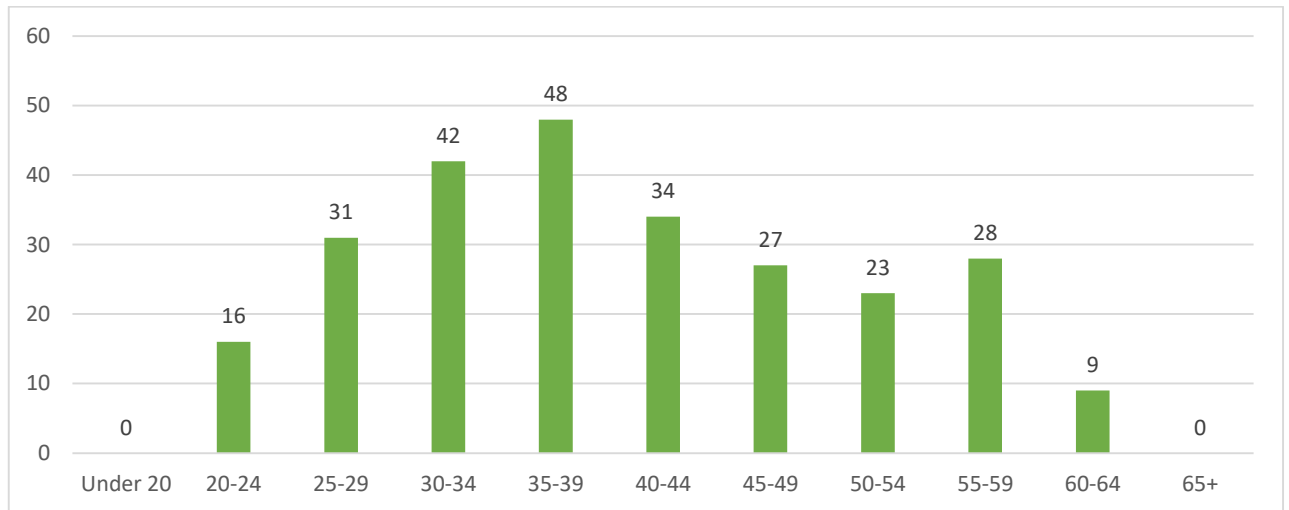
SIS employed a total of 258 staff as at 1 July 2019.

Gender

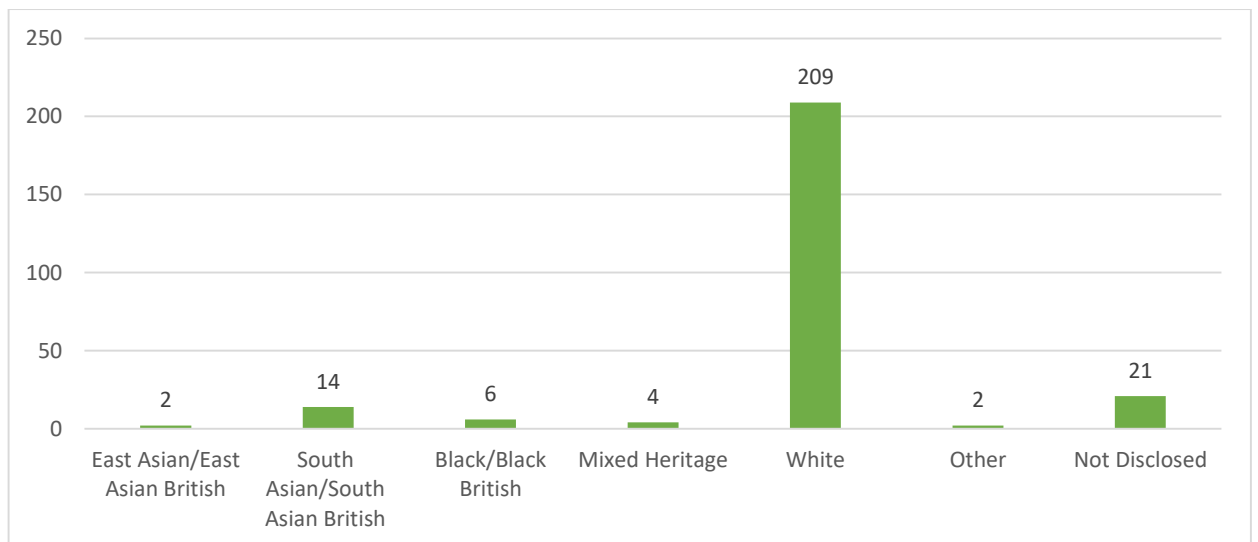
The gender split of the 258 staff is 28% female and 72% male.

Age

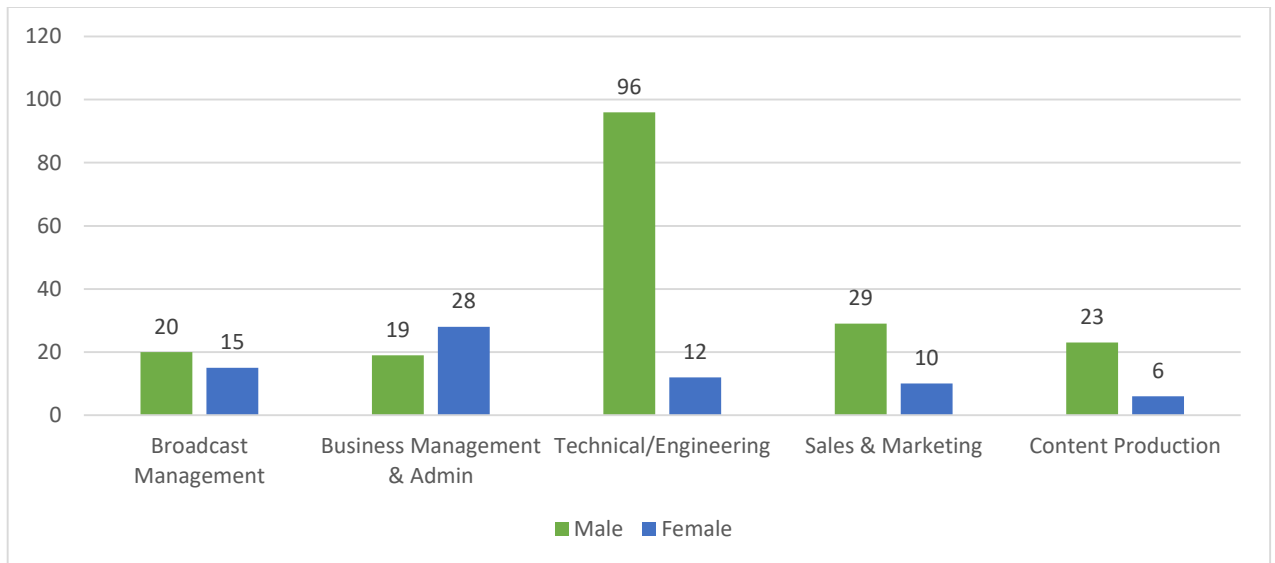
The age profile of the permanent workforce as at 1 June 2019 based on 5-year age bands was as follows:



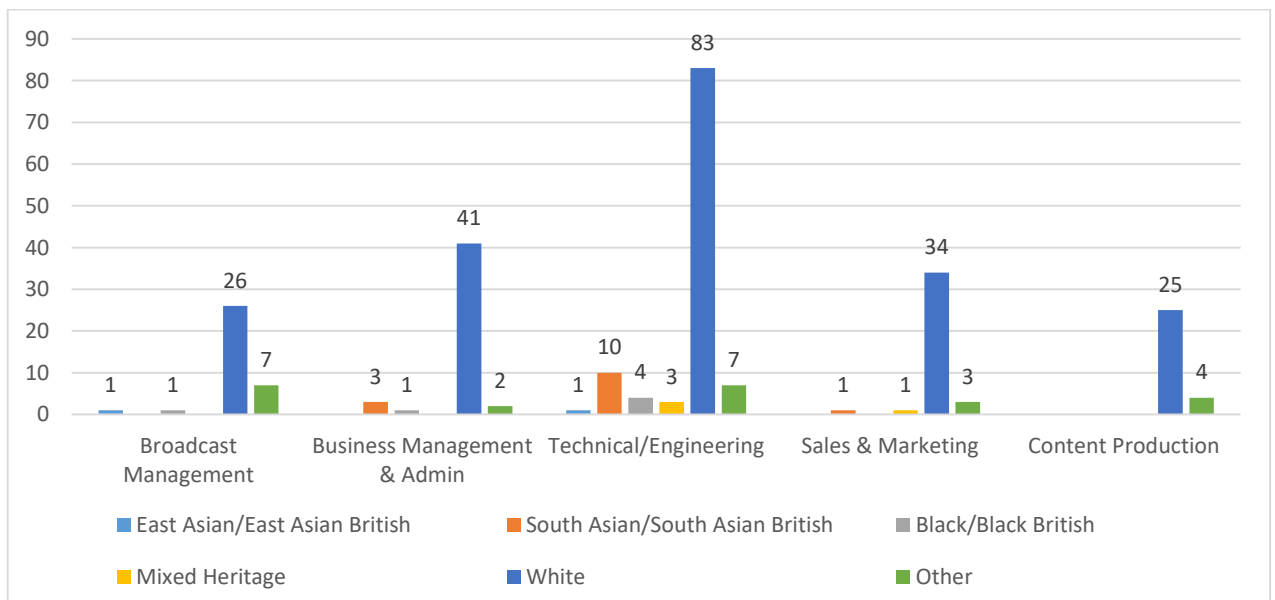
Ethnic Background



Job Type - Gender

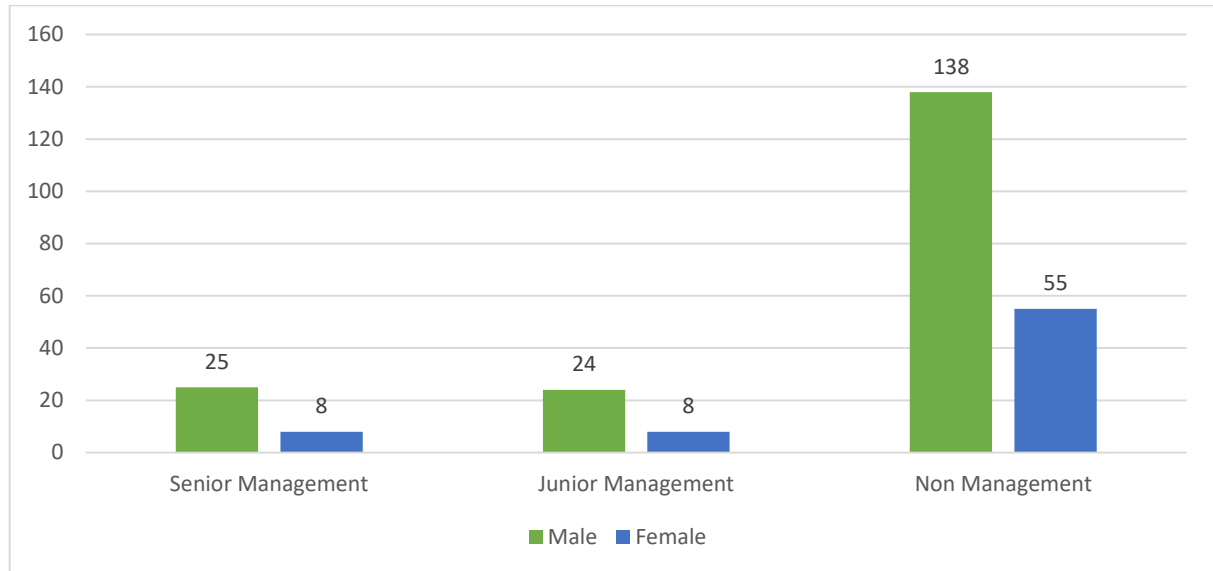


Job Type - Ethnic Background

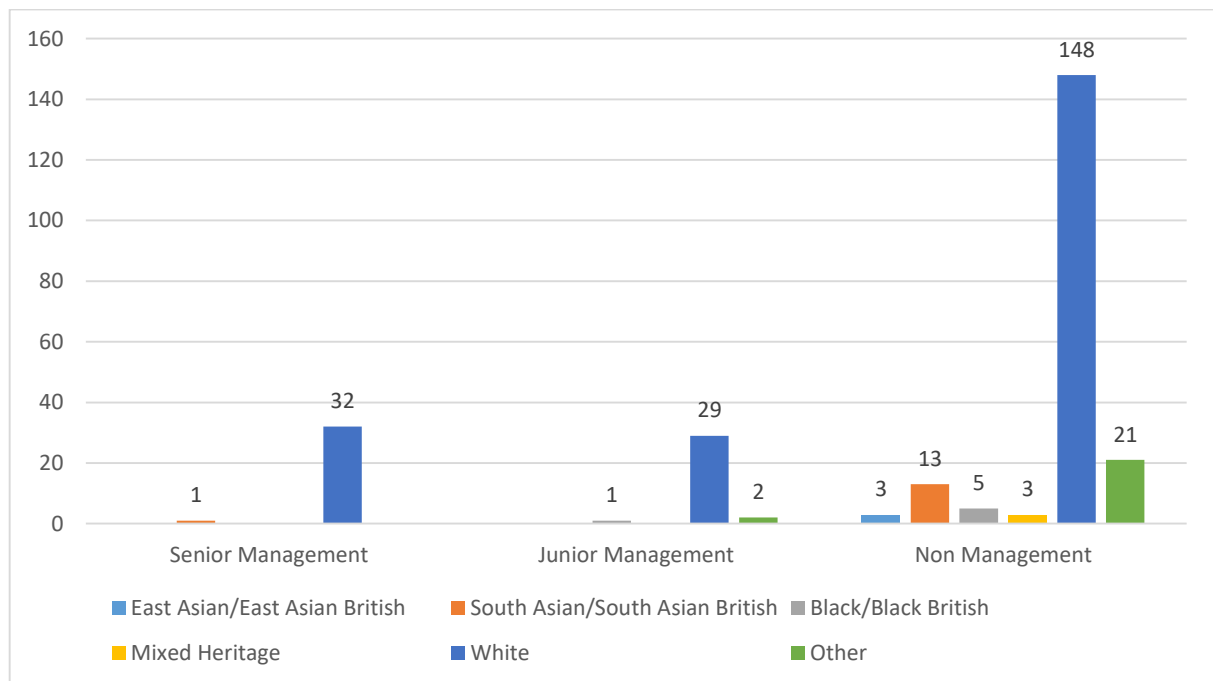


Job Level - Gender

Senior Management encompasses all Head of Departments/Directors and their direct reports. Junior Management are all other managers.



Job Level - Ethnic Background



Disability

There is 1 individual of the 258 employees who have disclosed that they have a disability, they are in the Junior Management job category.

Future Plans

We are currently putting in place systems to collect and examine data on the other protected characteristics as defined in the Equality Act 2010,

During the next year we will:

- Audit the data we currently hold and ask employees to review and update their records where data is incomplete.
- Carry out an audit of employee's salaries according to membership of different groups and check the rates of progression within and through job grades.
- Look at the retention and exit rates by different groups.
- Review our formal policies that deal with discrimination, bullying and harassment and carry out refresher training with our managers to ensure they are clear about the policies and trained to act quickly when dealing with complaints

Training & Development

Training is currently identified as part of annual performance review process and as business and operational needs arise, however training and development is available to all employees where it is relevant to their role and will add value to the business. We also support a number of employees through professional study with sponsorship and study leave.

We try to ensure that all new starters attend the company induction within 3 months of them starting. Managers of new starters are also provided with a new starter induction checklist which ensures they cover everything they need to within the first few months of the employee commencing employment.

SIS pledged to demonstrate its commitment to development and talent management via the performance review process. We have delivered Performance Management workshops to assist managers in cascading training; the process aims to assist managers with identifying areas of training and development to meet performance standards and incorporate SIS values and behaviours. We are currently evolving our approach to performance management so reviews take place more frequently and our objective setting and review sessions are more in keeping with our natural business cycle.