



英國中華國術學院
Chinese Kuoshu Institute (UK)

Equal Opportunities Policy

*Fair and Equal Treatment of All People
Participating in Chinese Martial Arts*

Revised August 2009

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1. Introduction

- 1.1 The Chinese Kuoshu Institute (CKI) is a non-political, non-profit making and voluntary organisation. The CKI was formally constituted in the United Kingdom in 1990, as an organisation to promote Chinese Martial Arts and Culture with a particular interest in the practice of Chinese Kuoshu (National Arts) traditional Chinese martial arts, known as: Kuoshu; Traditional Wushu; and known, more popularly, as Kung Fu.
- 1.2 Although self-governing, the CKI is a member of: the British Council for Chinese Martial Arts (BCCMA); the European Chinese Kuoshu Federation (ECKF); the European Kuoshu Federation (TEKSF); and the World Kuoshu Federation (TWKSF). The CKI group includes: the British Chinese Kuoshu Federation (BCKF); the British Shuai Jiao Union (BSJU); and the United Kingdom Kuo Shu Federation (UKKSF). Through the BSJU, the CKI is also a member of the European Shuai Jiao Union (ESJU).
- 1.3 The CKI, in accordance with the general intention of its constitution, and relevant legislation first published its policy in equal opportunities in November 2006. Legislative and by implication policy changes have been reflected in this document.
- 1.4 The CKI confirms its commitment to a comprehensive policy of Equal Opportunities in employment, volunteering and admissions, in which individuals are selected and treated on the basis of their relevant merits and abilities and are given Equal Opportunities within the CKI. The aim of this policy is to ensure that no job applicant, employee, volunteer or student should receive less favourable treatment on any grounds not relevant to good admissions and employment practice. The CKI is committed to a programme of action to make this policy fully effective.
- 1.5 It is the CKI's policy as an organisation is to treat all people, whether they are paid employees, volunteers or students, fairly and equally irrespective of: race; nationality; ethnicity; gender; sexual orientation; marital or parental status; religion, spiritual belief or creed; political belief; disability; or age.
- 1.6 The CKI Executive Committee Board considers the fair and equal treatment of people participating in Chinese martial arts as critically important. It is a key objective of the Director of Operations to regularly review the latest good practice in Equal Opportunities and to report quarterly to the CKI Executive Board.
- 1.7 The CKI Executive Board, through its directives and training programme, communicates and implements protocol to ensure that the CKI adopts appropriate practice in: the management of its classes and training; the recruitment of its Instructors, staff and volunteers; and dealing with accusations of abuse involving staff or other participants in its classes.
- 1.8 The Director of Operations is responsible for the coordination of training to equip Instructors, staff and volunteers to effectively undertake their duties, which includes training in: First Aid; Health and Safety; Sports Injury Prevention; Conflict Management; Risk Management; Coaching Disabled People; Equal Opportunities and Child Protection.

- 1.9 The CKI recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the CKI's position on equal opportunity in all aspects of admissions, employment and volunteering, including recruitment and promotion, and provides guidance and encouragement to all levels of the CKI to act fairly and prevent discrimination, in accordance with the guidance issued by the Equalities commissions. The CKI's One Community Project is open to working with other organisations and sharing information (as appropriate) to promote the equality of opportunity in the wider community.

2. Definition of Discrimination

- 2.1 Discrimination can be direct or indirect. The CKI does not condone any form of discrimination and both forms of discrimination must be avoided.
- 2.2 Direct discrimination occurs when one person is treated less favourably than another on grounds relating to race; nationality; ethnicity; gender; sexual orientation; marital or parental status; religion, spiritual belief or creed; political belief; disability; or age.
- 2.3 Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, volunteer, part-time or fixed term status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation.

3. Statement of Policy

- 3.1 It is the policy of CKI to ensure that no job applicant, volunteer or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- 3.2 The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in the volunteers and employees and CKI's best interests. CKI recognises the great benefits in having a diverse workforce and volunteers with different backgrounds, solely employed on ability.
- 3.3 The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- 3.4 All volunteers and employees working for or with the CKI will be made aware of the provisions of this policy.

4. Recruitment and Promotion

- 4.1 Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of race; nationality; ethnicity; gender; sexual

orientation; marital or parental status; religion, spiritual belief or creed; political belief; disability; age; part-time or fixed term contract status.

- 4.2 Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- 4.3 All vacancies will be circulated on the CKI website.
- 4.4 All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- 4.5 All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

5. Employment

- 5.1 The CKI will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed or volunteers at any level with comparable job descriptions.
- 5.2 The CKI will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- 5.3 All employees and volunteers will be considered solely on their merits for career development and promotion with equal opportunities for all.

6. Training

- 6.1 Employees and volunteers will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- 6.2 All employees and volunteers will be encouraged to discuss their prospects within CKI and training needs with the Director of Operations.

7. Monitoring

- 7.1 It is the responsibility of the Director of Operations to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.
- 7.2 Where it appears that applicants/volunteers/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

8. Grievances and Victimisation

- 8.1 The CKI emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the CKI's Disciplinary Procedure.

8.2 Any complaints of discrimination will be pursued through the CKI's Grievance Procedure.

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