

The Equity Standard: A Framework for Sport Human Resources Policy Foundation Level Audit Template

Guidance Note:

This sample template is provided to assist sports organisations in the audit of their human resources policies for the Foundation level of the Equity Standard. It should not be considered prescriptive, but should be used as a guide which can be adapted to fit the particular circumstances of the organisation. If you have questions about the audit, please contact your Equity Standard Advisor.

1. Type of policy

At minimum, the recruitment and selection, harassment and bullying, flexible working and grievance policies should be audited. Some organisations may need to add other relevant policies, including disciplinary policies, codes of conduct or policies related to the recruitment of volunteers, as appropriate.

2. Does the organisation have this policy?

Indicate yes or no.

3. Is the policy required?

If the organisation does not have a particular policy, they should indicate whether or not one is required.

4. Date of existing policy

Indicate the date the existing policy was adopted. If it has been reviewed, enter the date of the most recent review.

5. Action to be taken

Indicate what action is required, eg, review policy, update in accordance with recent legislation, update in accordance with equity policy, draft new policy, etc. Actions identified need not be completed to achieve Foundation level.

6. Timescale

Indicate when the actions should be complete. Actions identified should be incorporated into your equity action planning at Preliminary level.

Date of Audit: _____

Name of person completing the audit: _____

Role of person completing the audit: _____

Type of HR Policy	Does the organisation have this policy (yes/no)?	Is a policy required (yes/no)? (If no, please explain.)	Date of existing policy	Action(s) to be taken	Timescale for action
Recruitment and selection					
Harassment and Bullying					
Flexible working					
Grievance					
Disciplinary policy					

For organisations that employ staff (or plan to employ staff within the next 12 months), please complete the following section:

Area	Current Practice	Action(s) to be taken	Timescale for action
<p>HR Policies</p> <p>Recruitment and selection, Harassment and Bullying, Flexible working, Grievance, Disciplinary</p>	<p>Do your organisation's policies meet the minimum statutory requirements?</p> <p>YES / NO / Not Sure</p>		
<p>HR Policies</p>	<p>Are your organisation's HR policies provided to, and accessible to, your staff?</p> <p>YES / NO / Not Sure</p> <p>If yes, please outline how.</p>		
<p>Flexible Working</p>	<p>Does your organisation have policies to enable flexible working to take place?</p> <p>YES / NO / Not Sure</p> <p>Please list examples (e.g. job share/part time, flexible working hours, working from home etc.).</p>		