

Code of Conduct Policy for Member and Connected Participant

ENGLISH KARATE



FEDERATION

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Policy

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EKF Code of Conduct Policy for Member and Connected Participant

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Ratified

Scope: Members and Connected Participants (inc squad members, parents, guardians and coaches)

Classification:
Organisational

Ratified By:
EKF Board of Directors

Date:
January 2025

Review dates may alter if any significant changes are made

Review Date:
January 2026

- Does this document meet the requirements under the Equality Act 2010 in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation?
Yes

Document for Public Display: Yes

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

Contents

Section	Title	Page
1	Overview of codes	3
2	Definitions	3
3	Guiding Principles	5
4	Discipline	8
5	Other relevant/associated documents	9
6	Consultation	9
7	Dissemination and Communication Plan	9
8	Training	9
9	Amendment History and Version Control	10
Appendices		
A	Additional Code of Conduct for Children & Young Athletes	11
B	Additional Code of Conduct for Senior Athletes	13
C	Additional Code of Conduct for Coaches	16
D	Additional Code of Conduct for Parents/Carers	17
E	EKF Values	19
F	Equality Impact Assessment	20

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

1. Overview of Codes

- 1.1. Sporting excellence and achievement are only achieved by participants and spectators through adherence to the highest moral, ethical and sporting standards.
- 1.2. Our underlying objective is to establish a safe, fair and inclusive sporting environment.
- 1.3. To achieve this ambition, we must continue to engage everyone in our sport and provide them with a safe, enjoyable, exciting and stimulating experience. The promotion of respect, good sportsmanship, high standards of behaviour and ethics are fundamental to achieving this objective. Our Codes of Conduct set out the standards and expectations that are applicable to every Member and Connected Participant involved in the delivery of Karate under the auspices of the National Governing Body – English Karate Federation.
- 1.4. The Code of Conduct for Members and Connected Participants is applicable to everyone involved with Karate. This code is adapted and augmented depending on any additional roles undertaken by an individual and neither code should be read in isolation.
- 1.5. **By becoming a member of English Karate Federation in any capacity agreement to abide by the Code of Conduct is mandatory.**
- 1.6. **The purpose of a code is to clarify:**
 - What behaviours are expected/acceptable and those that are unacceptable
 - The standards of practice expected
 - The basis of challenging and improving practice
- 1.7. Breaches in standards and expectations must always be taken seriously and handled fairly according to open and transparent regulations. The application of sanctions must be consistent, relevant and proportionate. Our disciplinary regulations define the regulations under which any breach or alleged breach will be investigated.
- 1.8. .It is the responsibility of all Members and Connected Participants to understand English Karate Federation’s standards and expectations under the Code of Conduct and to help ensure that the code is applied by all.

2. Definitions

- 2.1. The definitions within the Code of Conduct are consistent with the disciplinary regulations; with the following terms having the meanings set out below:

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

Adult at Risk

means an individual aged 18 years or over “who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself from significant harm”
 [source: No Secrets 2009]

Board

means the Board of Directors

Child

an individual under the age of 18

Codes of Conduct

means the set of behavioural standards which have been established as the expected minimum standards of behaviour

CMG

means the **Case Management Group(s)** which are any group established by the board from time to time to oversee disciplinary and safeguarding cases

Competition

any event affiliated to, e.g. occasions where a number of teams/clubs compete together in a formal or informal structure, often with a winning individual and/or club. This can be for a social purpose, played for fun or of a more competitive nature.

Connected

means any person who from time to time participate by way of being a volunteer, serving on the board or a sub group. For the avoidance of doubt, the Codes of Conduct and disciplinary regulations apply to connected participants involved in the sport and martial art including any family members and supporters of members.

Conflict of Interest

means a situation in which an individual has competing interests or loyalties or there may be a perception of or actual bias.

Confidential

means any information supplied or disclosed that is Information confidential or sensitive in nature and is supplied in such a way as to impart a duty of confidence

Disciplinary Action

means proceedings in accordance with the disciplinary regulations

Disciplinary Matter

means inappropriate, incorrect, improper or unlawful conduct including breaches of the Disciplinary Regulations, the rules, regulations, codes, policies or license schemes imposed

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

by English Karate Federation or any conduct which is detrimental to the interests of the sport.

Disciplinary Policy

the document that defines the disciplinary procedure that will deal with any breaches or failure to comply with any English Karate Federation rules, regulations, codes and policies.

SCO

means person for overall responsibility for Safeguarding who will act as the lead for national Child and Adult at Risk protection, and equality issues for English Karate Federation and investigate complaints made to the NGB.

Member

means any individual or organisation appointed as a personal or group member. Sanctions resulting from the disciplinary procedure may be applied to individuals, clubs or both.

Social Media

means media designed to be disseminated through social interaction. Types of social media include but are not limited to networks such as Facebook, Twitter, YouTube, Snapchat, blogs and podcasts.

Sport

means Karate or any version of Karate that is recognised by English Karate Federation

3. Guiding Principles

- 3.1. English Karate Federation uses the tenets of Karate to shape and frame the culture of the organisation, personal relations and decision-making.

Courtesy

Always show courtesy to all others in the dojo and outside of training.
Observe etiquette and manners at all times.

Integrity

Always be honest to others, and to yourself.
Resist temptation and corruption.
Stand up for what is morally and ethically right.

Perseverance

Always strive to advance, even in the presence of challenges and obstacles, in your training and in daily life.

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

Self-Control

Always stay in control over your thoughts and your actions.
Do not let your emotions control your actions, even in difficult situations.

Indomitable Spirit

Always stand up for your beliefs.
Give 100% effort in all that you do inside the dojo and in life.

Attendance and Punctuality

Regular and punctual attendance at training events, pre-training events and selections is required and the co-operation of parents is expected to see that this is achieved for the Junior/Cadets members of the squad. Whilst occasional, isolated lateness maybe unavoidable, athletes cannot be consistently late in arriving for training or in missing compulsory training sessions.

Code of Conduct for All Members and Connected Participants

Our Codes of Conduct require the highest standards of conduct from everyone involved in Karate. Our Codes of Conduct are applicable to all aspects of the sport and martial art are driven by the tenets of Karate listed above. Clubs, members, coaches, connected participants (including parents) must conduct themselves in an honest, fair, impartial and transparent manner.

3.2. As a National Governing Body our expectation and requirement is that all members and connected participants will:

Respect and adhere to the rules, regulations and requirements of the sport and martial art, including, but not limited to, any competitions participated in either directly or indirectly.

Respect the rights, dignity and worth of all people involved in Karate, regardless of any protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).

Respect the rights, dignity and worth of Children and Adults at Risk and ensure that the Safeguarding Policy and Procedures are adhered to.

Respect confidentiality and the sensitivities of information held about other individuals.

Respect both the reputation of the sport and the individual and not take any action or make any inappropriate comments about a fellow participant, coach, volunteer, official or member of staff that will bring the sport or those associated with delivering the sport into disrepute, including making comments on social media technology.

Respect and adhere to the guidance and policies on the use of social media technology.

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

Respect the position held within Karate and always conduct and dress myself in an appropriate manner

Respect the result of a competition and not seek to influence the outcome or achieve personal gain from influencing an outcome through either direct or indirect involvement.

3.3. Furthermore we expect that everyone will:

- Recognise that individuals bring different qualities and attributes and celebrate them.
- Recognise the achievements of others and applaud their success.
- Maintain appropriate levels of membership, insurance and criminal records checks as appropriate to their role and member status.
- Be on time, dressed appropriately and ready to give full attention.
- Welcome new members, volunteers, and connected participants and cooperate with all.
- Endeavour to ensure that all involved in Karate optimise their potential by promoting the positive aspects of the sport.
- Ensure that everyone has an opportunity to participate in a fair, honest environment by rejecting cheating, abiding by anti-doping policies and not taking illegal substances immediately prior to or while participating in the Sport/Martial Art

Display modesty in victory and graciousness in defeat;

- be sporting regardless of winning or losing and acknowledge opponents and the referees at the end of a competition.
- Listen to and cooperate with officials' decisions
- Be in control of their emotions and understand that verbal, emotional and physical abuse of, or deliberate distraction of, officials, coaches, spectators or participants is not acceptable or permitted behaviour
- Enjoy the Sport/Martial Art and ensure others can enjoy it too

3.4. The English Karate Federation expects certain standards from its squad members and good discipline in all areas of Karate. It is not the intention to emphasise a heavy-handed discipline; but-as in other parts of our lives – we must expect that ill-disciplined actions on our part will have consequences that we may not like, as will our failure to do certain things that are expected of us. In other words, we have to take responsibility for our actions.

3.5. As a National Governing Body we do not accept the following:

Without giving an exhaustive list, behaviour which is unacceptable, basically comprises all forms of anti-social behaviour, be it contrary to what is expected in the Dojo or in society at large.

- The use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination (either in person or via social media) or physical violence.
- Any abuse or misuse of any relationship of trust or position of power or influence.

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

- Impingement on others enjoyment of Karate or performance due to consuming alcoholic drinks immediately prior to or whilst participating in the sport/martial art, or while safeguarding children or adults at risk.
- Bringing the sport into disrepute through taking any illegal substances.
- Arguing with an official or participant during the competition.
- There will be no buying or consumption of alcohol whilst representing the EKF at any domestic or international events for the duration of the event.

4. Discipline

4.1. The following disciplinary sanctions may be used:

- Exclusion from National training events, this would be accompanied by a letter to the parent and Chief Instructor of the athletes club/association.
- Suspension from any and all EKF sanctioned events for a period to be determined by the Board of the English Karate Federation. Disciplinary sanctions are recommended by the National Coach, to the board, who make the ultimate decisions.
- Expulsion from the English Karate Federation.

4.2. All staff are involved in the maintenance of good discipline within the Dojo or Championships, in the event of any disciplinary matters arising; they should be brought to the attention of the Head Coach and dealt with as per the relevant EKF policy with guidance from the relevant person responsible for such policies. In the case of International events it is the Head of Delegation who holds the remit.

4.3. Please note that the journeys to and from karate events are occasions when England Tracksuits are to be worn, therefore we expect athletes to conduct themselves accordingly and maintain the good name of the Governing Body. This includes the wearing of the agreed England attire.

4.4. It is worth mentioning that disciplinary action is designed for athletes whose behaviour or appearance is not acceptable, or who have failed to put in the necessary time or effort to achieve their best results. They are not intended for the punishment of athletes who have genuinely tried their best and have not succeeded.

4.5. Attached as appendices are Codes of Conduct for individual roles to provide further clarity for each member or connected participant. Coaches have the right to use these as part of an induction into their club requiring signed copies if they wish to do so.

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

5. Other relevant/associated documents

The latest version of the documents listed below can all be found via the EKF internet page:
<https://www.englishkaratefederation.com/ekf-policies>

Title
DLC Flowchart
Articles of Association
Disciplinary Code
Disciplinary Guidance

6. Consultation

Enter the names and roles of the stakeholders that have contributed to the document

Person, meeting or organisation consulted with	Date Consulted
EKF Board of Directors	January 2025

7. Distribution and Communication Plan

Dissemination lead:	EKF Company Secretary
Previous document already being used?	No
If yes, in what format and where?	N.A
Proposed action to retrieve out-of-date copies of the document:	N.A
To be disseminated to:	EKF Directors, Safeguarding Team, Coaches and all other relevant personnel. Heads of Association to receive Code along with Association Child Protection Officers with advice to disseminate within own organisations.
Proposed actions to communicate the document contents	Website upload and social media launch. At next squad session, parents and junior athletes will be made aware that the new policy is live and how to access.

8. Training

Is training required to be given due to the introduction of this procedural document? No
 If 'Yes', training is shown below:

N.A

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

9. Amendment history and version control

Version No.	Date of Issue	Page/Selection Changed	Description of Change	Review Date
1.0	January 2025	New document	N.A	January 2026

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

Appendix A

Additional Code of Conduct for Children & Young Athletes

As a child or young athlete under the age of 18 years I have the right to:

- Be safe and protected
- Be listened to
- Be respected and treated fairly
- Be believed
- Ask for help
- Be coached by someone who has the right qualifications

As a young athlete I will respect the Code of Conduct and I will:

- Be friendly and supportive to other students
- Keep myself safe
- Tell my coach if I am ill, injured or don't feel safe
- Compete fairly and respect other students and officials
- Respect the rules of my club
- Behave and listen to all instructions from my coach and officials
- Take care of equipment owned or provided by the club or training facility
- Keep to agreed timings for all club activities
- Tell my parents/carers where I am or if I am going to be late
- Use safe transport

I will not:

- Use bad language or take part in any inappropriate or illegal behaviour
- Bully anyone or pressure them to do things they do not want to, including online
- Use my mobile phone during training, competitions, or in changing rooms
- Carry or consume alcohol or illegal substances

I understand that if I do not follow this code actions can be taken, parents/carers will be informed and I may:

- Be asked to apologise for my behaviour

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

- Receive a verbal or written warning from my club or English Karate Federation
- Be suspended from attending club training sessions for a fixed period of time
- Be suspended from participating in domestic and/or national competitions for a fixed period of time
- Be asked to leave the club

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

Appendix B

Additional Code of Conduct for Senior Athletes As a responsible athlete I will:

- Respect the rights of every student, coach, technical official and others involved in Karate and treat everyone equitably
- Uphold the same sporting values away from sport as I do when engaged in Karate
- Participate within the rules of the sport/martial art
- Consistently promote positive aspects of the sport/martial art and never condone rule violations or the use of prohibited substances
- Challenge and report inappropriate behaviour by others
- Maintain strict boundaries between friendship and intimacy with a coach or official
- Adhere to the Code of Conduct for All Members

I will not:

- Swear or use abusive language whilst in athletics venues, at club functions and events, or when as part of a team/squad
- Engage in inappropriate or illegal behaviour
- Misuse or abuse sporting equipment and venues

I understand that if I do not follow the Codes action can be taken and I may:

- Be asked to apologise for my behaviour
- Receive a verbal or written warning from my club or English Karate Federation
- Be suspended from attending club training sessions for a fixed period of time
- Be suspended from participating in domestic and/or national competitions for a fixed period of time
- Be asked to leave the club

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

Appendix C

Additional Code of Conduct for:

- Coaches
- Team Managers
- Assistant coaches
- Referees
- Club Welfare Officers
- Volunteers

The Code of Conduct for All states the values and standards expected at all times. In addition to these, when in my capacity as one of the above:

I will:

- Be a positive role model for Karate by acting in a way that projects a positive image of my role and being fair, considerate and honest with participants and officials
- Maintain appropriate membership, insurance and criminal records check to allow me to fulfil my role
- Display high standards in my language, manner, punctuality, preparation and presentation to ensure that all time spent with me by participants or colleagues is a positive experience
- Exercise reasonable care and skill when carrying out my duties, including but not limited to, keeping up to date with the latest practices and development by taking advantage of personal and professional opportunities made available to me
- Be consistent, independent and demonstrate complete impartiality through exercising reasonable care and skill to enforce the rules of Karate when officiating
- As a coach seek to inspire and motivate in accordance with an individual's abilities to enable them to participate to the best of their ability and realise their potential
- As a coach provide athletes with planned and structured training programmes appropriate to their abilities and goals by ensuring that equal attention and opportunities are available to all, including those requiring a modified plan due to sickness or injury
- Ensure that the training and/or competition environment is safe and

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

appropriate for the age, physical and emotional maturity, experience and ability of the athletes

- Ensure that I follow instructions and comply with all health and safety regulations that apply to the role I am undertaking

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

I will not:

- Conduct an inappropriate relationship with a student under 18 years of age (an intimate relationship with someone under 16 years is a criminal offense)
- Not exert undue influence to obtain personal benefit or reward
- Neglect my responsibility for any child in my care at any time
- Vacate the venue until the supervision of the safe dispersal of all the athletes is complete (NB delegation of this duty may be allocated to another official)
- Bully a child either physically or verbally, nor reduce a child to tears as a form of control
- Engage in rough, physical or inappropriate behaviour
- Allow the use of inappropriate language to go unchallenged
- Do things of a personal nature for a player that they can do for themselves
- Contravene the additional guidelines outlined in the Safeguarding Policy and related policies.
- Contravene other English Karate Federation policies in place from time to time.
- Engage in behaviour against the values of English Karate Federation and with the express aim of creating conflict with other coaches and clubs.

I will abide by this code of conduct and promote it to others. I understand that if I do not follow this code or associated guidelines, the following sanctions may be taken by English Karate Federation:

I may:

- Receive a verbal warning, written warning and/or fine
- Be placed under mentoring of another club coach
- Be suspended for a fixed term period either from full club training or competition coaching
- Be removed from English Karate Federation as a registered member, club or coach
- Be required to attend safeguarding training or training appropriate to the breach
- Be removed from English Karate Federation and referred to the relevant criminal records service

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

Appendix D

Additional Code of Conduct for Parents/Carers

The enjoyment and safety of your child when involved in an activity is of paramount importance to English Karate Federation. Every participant will be encouraged and asked to ensure their behaviour and actions meet the values and standards expected of them at all times. As parents/carers, you are asked to support our all encompassing code of conduct and additionally:

As a parent/carer, I will:

- Encourage my child to play within the rules and respect officials' and coaches' Decisions
- Support my child's efforts and performance, giving positive comments that motivate and encourage continued effort and learning
- Understand that competition is about winning and losing, so results are always accepted without undue disappointment
- Be a positive role model to my child by helping them to work towards skill improvement and good sportsmanship
- Remember that children learn best by example; I will applaud good play by both my child and their opponent
- Thank the coaches, officials and other volunteers who give their time for my child and not interfere with or question their decisions in competition
- Respect the rights, dignity and worth of all people involved in the game, regardless of any protected characteristic
- Read the rules of the sport to better understand what I am watching and discussing with my child
- Promote this code of conduct to other parents, carers and supporters
- Be aware of the Safeguarding Policy and ensure that any concerns are reported to the Club Welfare Officer and/or the Safeguarding & Compliance Officer at English Karate Federation

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

As a parent/carer, I will not:

- Pressure my child in any way; I know that this is their sport not mine
- Use inappropriate language, harass athletes, coaches, officials or other spectators
- Criticise or ridicule my child for making a mistake or losing during or after the match
- Force my child, if they are unwilling, to participate in the sport
- Arrive at an activity under the influence of alcohol or drugs
- Use social media to bring the sport into disrepute or make an inappropriate comment about an athlete, coach, official, volunteer or any other member of English Karate Federation
- Consume alcoholic drinks either immediately prior to or while being at a
- Karate activity where my child is participating in the sport
- Take part in any illegal activity including the taking of illegal substances

I understand that inappropriate pressure on children, and poor behaviour of adult spectators can sometimes make children drop out of sport. I accept that this code promotes good spectator behaviour and that if I do not follow this code action will be taken and I may:

- Be asked to apologise for my behaviour
- Receive a verbal or written warning
- Receive a fixed term suspension from attending club training sessions and events
- Be suspended from attending all domestic and national competitions
- Be required to leave the club

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

Appendix E: Values and Behaviours Framework

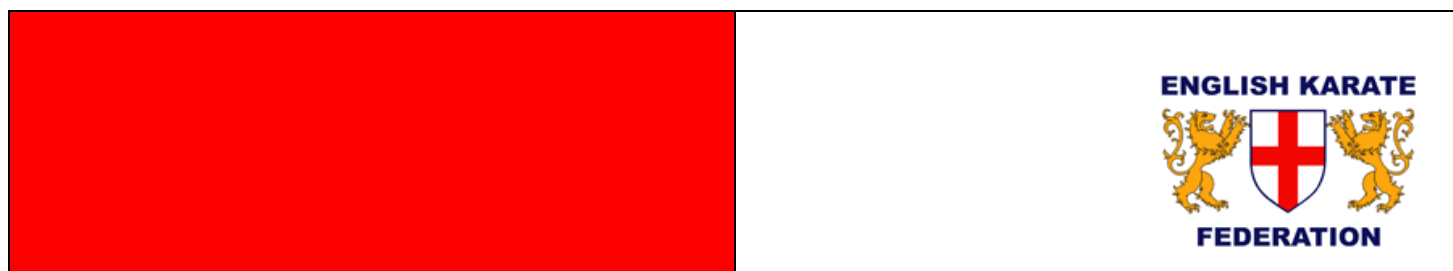
To help create a great place to work, volunteer and a great place to undertake karate, it is essential that EKF policies and procedures support our values and behaviours. This document, when used effectively, can help promote a culture that is truly respectful and inclusive, where we are compassionate towards each other, and with our ambitious drive we truly support an open, honest and transparent culture.

Organisational values drive the way we influence, how we interact with each other, and how we work together to achieve results. Organisational 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 behaviour, based on our deeply held beliefs that drive decision-making.

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

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

Appendix F: Equality & Diversity Impact Assessment Tool



Equality Impact Assessment Form

Department/Function	Compliance
What is being assessed?	Disciplinary Code
Date of assessment	January 2025

1) What is the impact on the following protected characteristics/groups?

Positive:	Negative:	Neutral:
<ul style="list-style-type: none"> ➤ Advance Equality of opportunity ➤ Foster good relations between different groups ➤ Address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ Unlawful discrimination / harassment / victimisation ➤ Failure to address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ It is quite acceptable for the assessment to come out as Neutral Impact. ➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged

Equality Groups	Impact (Positive / Negative / Neutral)	Comments
		<ul style="list-style-type: none"> ➤ Provide brief description of the positive / negative impact identified benefits to the equality group. ➤ Is any impact identified intended or legal?
Race (All ethnic groups)	Neutral	Code has been developed to ensure that everybody is treated equally and according to policy regardless of protected characteristics. Reasonable adjustments to the process will be made wherever required.
Disability (Including physical and mental impairments)	Neutral	
Sex	Neutral	
Gender reassignment	Neutral	
Religion or Belief	Neutral	
Sexual orientation	Neutral	
Age	Neutral	
Marriage and Civil Partnership	Neutral	
Pregnancy and maternity	Neutral	
Other (e.g. carers, veterans, people from a low	Neutral	

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	

socioeconomic background, people with diverse gender identities, human rights)		
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2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the EKF?	
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3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.
➤ This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups
➤ This should be reviewed annually.

Action Plan Summary		
Action	Lead	Timescale
N.A	N.A	N.A

English Karate Federation Ltd Registered Company Number 6527769	ID No. COMP/POL/002 Title: Code of Conduct Policy for Member and Connected Participant
Version No: 1.0	Next Review Date: January 2026
<i>Do you have the up-to-date version? See the website for the latest version</i>	