# Mansfield Town F.C.

# Investigation Process for Alleged Discrimination



Mansfield Town Football Club has a responsibility to promote standards of behaviour on the pitch, in the stands, within the club and out in the local community.

### 1. Establish the Investigation Team:

* **Diverse Representation:** Include individuals from various levels within the club, such the specific situation – Safety Officer, Equality lead, Designated Safeguarding Officer
* **Unbiased Selection:** Ensure members of the investigation team are impartial and have no conflicts of interest related to the case.

### 2. Receive and Document Complaints:

* **Confidential Reporting Channels:** Provide multiple avenues for individuals to report discrimination (e.g., anonymous hotline, designated email).
* **Document Complaints:** Keep detailed records of all complaints received, including the nature of the discrimination, dates, witnesses (if any), and any supporting evidence.

### 3. Initial Assessment:

* **Preliminary Review:** Evaluate the received complaint to determine its credibility and seriousness.
* **Assess Urgency:** If necessary, take immediate interim measures to protect the individuals involved from further discrimination while the investigation is ongoing.

### 4. Plan the Investigation:

* **Define Scope:** Clearly outline the scope of the investigation, identifying the alleged discriminatory behaviour, parties involved, and potential witnesses.
* **Gather Evidence:** Collect relevant documents, emails, records, and any other evidence related to the alleged discrimination.

### 5. Conduct Interviews and Gather Testimonies:

* **Interview Witnesses:** Speak with individuals who have firsthand knowledge of the incident(s) or situation, ensuring confidentiality and sensitivity.
* **Interview Complainant and Respondent:** Interview both the person reporting the discrimination and the accused individual separately to gather their perspectives.

### 6. Analyse Information and Evidence:

* **Examine Evidence:** Review collected evidence, including statements, documents, and any other relevant information to determine the facts.
* **Evaluate Policies and Compliance:** Assess the club’s policies and regulations to ascertain if any violations have occurred.

### 7. Draw Conclusions and Recommendations:

* **Conclude Investigation:** Determine whether discrimination has occurred based on the evidence gathered and analysis conducted.
* **Recommendations:** Provide recommendations for appropriate actions or remedies, such as disciplinary measures, education, policy changes, or mediation.

### 8. Report Findings and Take Action:

* **Prepare a Report:** Document the investigation process, findings, and recommendations in a detailed report.
* **Decision-Making:** Present the report to senior management or the appropriate authority for decision-making regarding disciplinary actions or changes in policies.

### 9. Follow-Up and Monitoring:

* **Implement Actions:** Enforce any necessary disciplinary measures or corrective actions based on the investigation’s findings.
* **Monitoring and Review:** Periodically review and monitor the situation to ensure compliance and prevent any recurrence of discrimination.

### 10. Maintain Confidentiality and Respect:

* **Confidentiality:** Ensure confidentiality throughout the investigation process to protect the privacy of individuals involved.
* **Respectful Handling:** Handle the investigation with sensitivity and empathy towards all parties involved, prioritizing their well-being.

This process should adhere to legal requirements, internal policies, and guidelines to ensure a fair and just investigation while upholding the values of the football club.