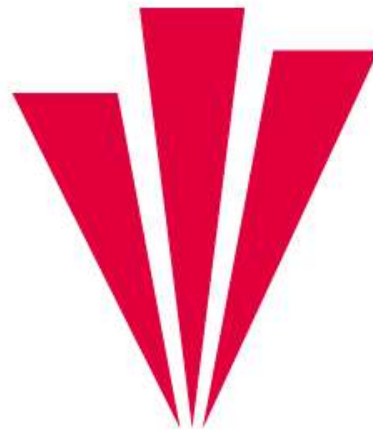


Equality and Diversity Policy

Welsh Athletics Ltd



WELSH ATHLETICS
ATHLETAU CYMRU

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1. Introduction

Welsh Athletics is fully committed to promoting equality of opportunity and aims to ensure that no individual receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, colour, parental or marital status, pregnancy, religious belief, language, class or social background, sexual preference or political belief. The commitment outlined in this Policy covers all aspects of the business and it is expected that all employees, athletes, parents, coaches, officials and volunteers who work on behalf of, represent or engage with Welsh Athletics.

All employees, athletes, coaches, officials and volunteers will be treated fairly and with respect. Selection for employment, promotion, training, competition or any other benefit will be on the basis of aptitude and ability. All employees, athletes, coaches, officials and volunteers will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of athletics.

Welsh Athletics will encourage partner organisations to adopt and demonstrate their commitment to the principles and practice of equity.

For our policy to be successful, it is essential that everyone is committed to, and involved in its delivery. Our goal is to work towards a just society, free from discrimination, harassment and prejudice. We aim to embed this in all our policies, procedures, day-to-day practices and all relationships

2. Purpose of the Policy

Welsh Athletics recognises our diverse society and is committed to providing equal opportunities for people from all communities to take part in athletics.

Welsh Athletics recognises that certain communities may have additional requirements for participating in athletics and where some barriers may exist. Welsh Athletics will take positive action to ensure that the sport is accessible to all.

This policy has been produced to identify and eradicate barriers, discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, which may preclude some people from participating equally and fully in athletics at all levels.

This policy is applicable to Welsh Athletics Ltd at all levels and in all roles.

3. Legal Requirements

The commitments outlined within this Policy are underpinned Welsh Athletics legal obligations under the Equality Act 2010, Rehabilitation of Offenders Act 1974, Prevention from Harassment Act 1997, the Employment Act 2002, Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the Human Rights Act 1998.

4. Definitions

Direct discrimination

Direct discrimination occurs when someone is treated less favorably than another person because of a protected characteristic they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination by association below).

Indirect discrimination

Indirect discrimination can occur when you have a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share a protected characteristic.

Discrimination by association

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Harassment and Bullying

Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose or effect of, affecting a worker's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. Such conduct may be related to sex, sexual orientation, marital status, gender reassignment, race, religion, colour, nationality, ethnic or national origin, pregnancy, disability, HIV positive/AIDS status or age.

Bullying means offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power intended to undermine, humiliate, denigrate or injure a colleague's confidence or self-esteem. Bullying may arise from the conduct or behaviour of a colleague or a third party.

5. Responsibilities

Corporate responsibilities	Individual responsibilities	Management duties
<p>Equality of opportunity will be reflected throughout all Welsh Athletics policies, procedures and practices.</p> <p>The responsibility for promoting equality within the organisation lies with the Chair of Welsh Athletics’ Board, all Board members, the Chief Executive, employees and volunteers.</p> <p>Welsh Athletics Ltd will produce, maintain and monitor an action plan to ensure the intent of this policy is delivered.</p> <p>Welsh Athletics recognises that, in some cases, to achieve the principle of equality, unequal effort is required and, if appropriate, will consider positive action to tackle under representation.</p> <p>The Chief Executive will be responsible for monitoring the performance of Welsh Athletics in terms of this policy.</p>	<p>Welsh Athletics expects that each person should be aware of their behaviour towards others. Everyone should be treated equally, with dignity and respect. Each person should ensure that they do not behave in a way that could be regarded as harassment, discrimination or offensive behaviour.</p> <p>Welsh Athletics expects that each individual should recognise that it is in the best interest of the organisation and of its Board employees, Volunteers and members, to utilise the skills of the total workforce and membership and that discrimination is unacceptable.</p> <p>It is the responsibility of each person to report incidents of discrimination or harassment to the Chief Executive or senior management team.</p>	<p>The Board, Chief Executive, and managers have a duty to promote and sustain equality of opportunity by:</p> <ul style="list-style-type: none"> ▪ Establishing and maintaining an environment free from harassment and bullying ▪ Ensuring that this policy is properly disseminated and understood and that discrimination, either directly or indirectly, or any form of harassment, is unacceptable; ▪ Applying the principles of equality of opportunity throughout the application of all Welsh Athletics’ policies and procedures; ▪ Ensuring that no applicant is discriminated against either directly or indirectly; ▪ Ensuring the mechanism for reporting incidents of discrimination or harassment is known, understood and can be accessed by all employees; ▪ Monitoring and reporting on incidents of discrimination to the Board and employees; ▪ Taking prompt action to stop harassment, bullying or discrimination as it is identified; ▪ Ensuring that offensive or potentially offensive material is not displayed or distributed. ▪ The Board of Directors of Welsh Athletics will endorse and be responsible for ensuring that this Equality and Diversity Policy is implemented and will deal with any actual or breaches. ▪ The Chief Executive has the operational responsibility for the implementation of the Equality and Diversity Policy and with the senior management has the responsibility for achieving the Equality Action Plan and integrating into work programmes. ▪ Partner organisations, consultants and advisers used by Welsh Athletics will be encouraged to demonstrate their commitment to the principles and practice of this Equality and Diversity policy.

Service delivery

6. Implementation and Communication

In accordance with this policy Welsh Athletics will ensure that its services are appropriate and accessible to and inclusive of all sections of society. Discrimination, whether direct or indirect and on any grounds, in the delivery of any of Welsh athletics' services is unlawful.

Welsh Athletics will ensure equality of opportunity in its service provision by:

- reviewing service provision in terms of its impact on equality
- developing service delivery guidelines that reflect Welsh Athletics' commitment to equality of opportunity
- applying the principles of equality when determining Welsh Athletics' priorities
- responding flexibly and imaginatively to requests for service
- monitoring and reporting incidents where this policy has not been followed
- working towards meeting the needs of the Disability Discrimination Act
- ensuring that all Welsh Athletics' buildings and external venues are accessible.

Organisations and others who use Welsh Athletics services and take part in Welsh Athletics' activities will be informed of Welsh Athletics' commitment to equality of opportunity and the existence of this policy. Partnership & Stakeholder organisations and those that provide services to Welsh Athletics 'will be expected to develop and implement an equality and diversity policy of their own.

Tendering for contracts

Procurement of goods and services will be undertaken in a fair, open and consistent manner. This includes but is not limited to the procurement of:

- training services
- consultancy services
- research services
- design and print services
- media services
- translation services
- events management
- other goods and services

When commissioning goods and services, the lead employee needs to ensure the brief to potential tenderers meets the requirements of our internal policies including the Welsh Language, the environment, health and safety and equal opportunities. The tendering system will be subject to the agreed standing orders for financial requirements. Welsh Athletics will work to agreed guidelines in drawing up lists of approved suppliers where appropriate.

Recruitment and selection

Recruitment and selection will be conducted in line with Welsh Athletics' recruitment and selection policy and this equal opportunities policy. All vacancies will be advertised in line with the recruitment and selection procedure.

All person specifications will include only requirements that are justifiable for the effective performance of the job. Selection decisions at all stages must be based on the relevant merits and abilities of candidates to meet the requirements of the person specification. Reasonable adjustments will be made during the selection and appointment process where required.

All Board members, staff, members and volunteers involved in the recruitment process will be offered training in equal opportunities.

Terms and conditions

Welsh Athletics' terms and conditions of employment meet the requirements of current employment legislation and good practice. Where required, amendments and additions to current terms and conditions will take place to meet the requirements of this policy. Welsh Athletics' is committed to making reasonable adjustments for disabled employees.

Employee and volunteer development

Selection of employees and volunteers for further development will be on the basis of organisational, role and individual need and potential for development. Recognition will be given to individual's personal circumstances e.g. carer responsibilities and the requirements that Welsh Athletics may need to meet in order for all employees to have equal access to employee development opportunities.

Supervision and appraisal

Supervision and performance review arrangements will be undertaken for all employees in accordance with this policy.

Communication

- The policy will be available on the staff intranet and the Welsh Athletics website - www.welshathletics.org
- A copy of this document is given to all staff (both permanent and contract) and made available to all registered members and volunteers of Welsh Athletics. New staff will be made aware of the policy and their requirements through Welsh Athletics induction process
- The General Council, Regional Councils, committees and clubs will be updated on this policy and any changes and receive information to enable them to align with this policy and to include it in their terms of references and constitutions.
- Welsh Athletics will provide training for Board Members, and employees so that they can effectively meet the requirements of this policy
- Partner organisations, consultants and advisers used by Welsh Athletics will be encouraged to demonstrate their commitment to the principles and practice of this equity policy.

7. Monitoring and Evaluation

Welsh Athletics will demonstrate its continuing commitment to the implementation of this policy by regular monitoring and review. Welsh Athletics recognises the importance of monitoring and evaluation to the success of implementing and maintaining equal opportunity practice. The policy will apply for a maximum of two years before a formal review takes place unless any proposal by the Board or legislation change requires an interim review or amendment and will be published accordingly.

The Equity Action Plan, created to ensure the intent of the policy is delivered, will be continually reviewed by the Chief Executive and the Senior Management Team.

The equity action plan will be reviewed annually by the Board of Directors of Welsh Athletics as part of the overall business plan, and its performance will be evaluated within the same process.

On an annual basis, statistical information will be produced by the Chief Executive for the Board, and will be published internally and externally, to show the impact of this policy.

8. Disciplinary and Grievance Procedures

Welsh Athletics discipline and grievance procedures (available on the website or through contacting Head Office) will be the mechanisms for addressing all complaints regarding the implementation of this policy. Anyone who wishes to complain within the scope of the policy should contact the Head of Operations, or the Chief Executive at Welsh Athletics Head Office.

Appropriate disciplinary action will be taken as defined and published in the Welsh Athletics Disciplinary and Grievance Procedures against any employee or regulated member who contravenes the Welsh Athletics Equality and Diversity Policy.

Any employee, registered participant or volunteer who is shown to discriminate against or harasses any other person will be liable to action according to the Articles and Regulations of Welsh Athletics

As with all grievance procedures, the final point of appeal relating to this policy is the Board Appeal Committee as outlined in the Grievance Policy and Procedure.