

Equality, Diversity and Inclusion Policy [TEMPLATE]

[Insert your organisation's name] is committed to encouraging equality, diversity and inclusion among our club, and eliminating unlawful discrimination.

The aim is for our club to be truly representative of all sections of society and our members, and for each individual member to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of members of the public.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our club
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination and discrimination can take the following forms. This includes:
 - **Direct Discrimination.** Direct discrimination can be described as less favourable treatment on the grounds of one of the protected characteristics.
 - **Indirect Discrimination.** Indirect discrimination occurs when a provision, criterion or practice is applied to an individual or group that would put persons of a particular characteristic at a particular disadvantage compared with other persons.
 - **Discrimination** arising from Disability. When a disabled person is treated unfavourably because of something connected with their disability and this unfavourable treatment cannot be justified, this is unlawful. This type of discrimination only relates to disability.
 - **Harassment.** Harassment is defined as unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity, or which creates an intimidating or hostile, degrading, humiliating or offensive environment for that person.
 - **Victimisation.** It is unlawful to treat a person less favourably because he or she has made allegations or brought proceedings under the anti-discrimination legislation, or because they have helped another person do so. To do this, would constitute victimisation.
 - **Bullying.** Bullying is defined as a form of personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate or undermine an individual. It is also a

form of victimisation by any person or group of people who criticises, humiliates, persecutes or harasses an individual or group of people.

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the club as they are good practice and make business sense
2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all members are recognised and valued.

This commitment includes training committees members, coaches, volunteers and all other members about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include coaches and volunteers conducting themselves to help the organisation provide equal opportunities in participation, and prevent bullying, harassment, victimisation and unlawful discrimination.

All coaches and volunteers should understand they, as well as their club/organisation, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their time involved at the club/organisation, against fellow members, coaches, volunteers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow members, coaches, volunteers and the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to termination of membership without notice.

Further, sexual harassment may amount to both a matter relating to a club member's rights and as a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all coaches and volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning coaches and volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by club committee and has been agreed with Scottish Archery & ArcheryGB and/or members of the club/organisation **[insert details as appropriate]**.

Our disciplinary and grievance procedures

Details of the club/organisation's grievance and disciplinary policies and procedures can be found at **[insert details as appropriate]**. This includes with whom an member should raise a grievance – usually the club committee.

Use of the club/organisation's grievance or disciplinary procedures does not affect a member's right to make a claim to a tribunal within three months of the alleged discrimination.