

Document Title	<b>SAA Equality Policy</b>		
Published		<b>Version</b>	<b>1</b>
Date Approved by Board	<b>5 January 2015</b>		
Author	<b>Alistair Paton – Director of Governance</b>		
Next Review Date	<b>2017</b>		



# **Scottish Archery Association**

## **Equality Policy**

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## 1 Policy Objectives

- 1.1 The Scottish Archery Association (SAA) is fully committed to the principles of equality of opportunity. Furthermore, the SAA is also fully committed to ensuring that all job applicants, employees, workers, office holders, job applicants, employees, workers, office holders, volunteers, participants and members (together "Stakeholders") receive equal treatment and are not discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, sex or sexual orientation (together the "Protected Characteristics" as defined by the Equality Act 2010).
- 1.2 In addition the SAA recognises that we live in a diverse society and will endeavour to ensure that all Stakeholders are given the same opportunities regardless of their backgrounds.
- 1.3 The SAA will encourage partner clubs, areas, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Equality Policy.
- 1.4 While SAA acknowledges that Archery GB has produced its own Equality Policy, SAA is also working towards an Equality standard as the sports National Governing Body in Scotland.
- 1.5 For the purpose of this policy, the following definitions will apply.
- 1.5.1 'Archery GB' means the trading name of the Grand National Archery Society, a Company Limited by Guarantee, no. 1342150, registered in England
- 1.5.2 'Employee' means any person who is employed by, or on behalf of the SAA on either a temporary or permanent basis.
- 1.5.3 'Board' means the duly elected Directors of the SAA and those who have been co-opted to fill such posts and have assumed the rights and responsibilities of a Director.
- 1.5.4 'Member' has the same meaning as defined in the Articles and Bye-laws of the SAA as current from time to time
- 1.5.5 'Participant' means any person who undertakes a beginners course, organised by an affiliated club, with a view to affiliating to Archery GB and the SAA through a club or joining them as Ordinary members.

## 2 Purpose of the Policy

- 2.1 The SAA recognises that individuals (and/or certain groups in our society) who share one or more Protected Characteristics may not have been able to participate equally and fully in archery activities in the past. In some instances this may have been as a result of discrimination.
- 2.2 This Policy has been produced to try to prevent and address any –discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against

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Stakeholders that may preclude them from participating fully in archery activities.

### **3 Legal Requirements**

3.1 The SAA is required by law not to discriminate against its Stakeholders and recognises its legal obligations under, and will abide by the requirements of the Equality Act 2010 and any equivalent legislation (as amended) in Scotland and any later amendments to such legislation or subsequent equality related legislation that may be relevant to the SAA.. Should any club and/or area fail to comply with the provisions of this policy, they may also be subject to complaint and court action.

### **4 Discrimination, harassment, bullying and victimisation**

4.1 The SAA recognises the following as being unacceptable

4.2 Discrimination which can take the following forms:

4.2.1 Direct Discrimination: treating someone less favourably than you would treat others because of a Protected Characteristic.

4.2.2 Indirect Discrimination: applying a provision, criterion or practice which, on the face of it, applies equally to all but which, in practice, can disadvantage individuals with a particular Protected Characteristic. Such requirements or conditions are lawful only if they can be objectively justified in the context of positive action.

4.2.3 Harassment: engaging in unwanted conduct relating to a relevant Protected Characteristic or unwanted conduct of a sexual nature where the conduct has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient, or any other individual affected by such conduct. The SAA is committed to ensuring that its Stakeholders are able to conduct their activities free from harassment.

4.2.4 Bullying: Any form of the misuse of power or position (whether verbal, emotional or physical) to criticise persistently or to humiliate and undermine an individual's confidence or professional position.

4.2.5 Victimisation: subjecting someone to detriment or retaliation because he or she has, in good faith, complained or supported someone else's complaint about an equality matter.

4.2.6 Disability Discrimination: this includes direct and indirect discrimination and unjustified less favourable treatment because of the effect of a disability and failure to make reasonable adjustments to alleviate disadvantage caused by a disability.

4.3 The SAA regards discrimination, harassment, bullying or victimisation, as described above, as serious misconduct. All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any Stakeholder who unlawfully

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discriminates against, harasses, bullies or victimises any other person.

## **5 Reasonable Adjustments**

- 5.1 When any decision is made about an individual, the only personal characteristics that may be taken into account are those that are consistent with any relevant legislation and are relevant to the substance of the decision being made. Protected Characteristics are excluded from such decisions.
- 5.2 The SAA recognises that it, and its partner clubs and areas, have a duty to make reasonable adjustments for disabled persons. Where appropriate, the Scottish Archery will consider requests for adjustments and, where practical, will assist in the provision of funds or part funds to accommodate reasonable requests. SAA will work with disabled Stakeholders to implement any adjustments that will enable them to participate more fully in sports related activities. This is required in the Equality Act 2010.

## **6 Transgender Athletes**

- 6.1 The SAA considers that archery is a gender affected sport under the Equality Act 2010 and refers any transgender athletes to the policy relating to participation by transgender persons adopted by Archery GB:

<http://www.archerygb.org/tools/documents/P0702GenderReassignmentPolicy-%5B13348%5D.pdf>

## **7 Responsibility, implementation and communication**

- 7.1 The following responsibilities will apply:
- 7.1.1 The Board of the SAA is responsible for ensuring that this Equality Policy is implemented, followed, and reviewed biannually. The SAA Board is also responsible for ensuring that this Equality Policy is enforced and any breaches are dealt with appropriately.
- 7.1.2 The Director of Governance has the overall responsibility for the implementation of this Equality Policy and will ensure that equality is included as an agenda item at Board meetings when appropriate and that the Board takes equality issues into consideration when making decisions. The Chairperson and Director of Governance are designated as Equality Champions on the SAA Board.
- 7.1.3 A member of the SAA will be designated as the Equality Officer by the Board and will have the overall day-to-day responsibility for the implementation of this Equality Policy and for achieving any equality related actions resulting from it. The Equality Officer's job description will be amended to reflect this. If required, an internal and/or external equality group will be created to provide additional support.
- 7.1.4 All Stakeholders have the responsibility to respect, follow and promote the spirit and intentions of this Equality Policy. Individual work programmes for SAA staff and members will be amended to include equality related tasks where appropriate.

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- 7.2 This Equality Policy will be implemented immediately following Board approval.
- 7.2.1 The SAA will regularly review its employment practices to ensure continuing compliance with relevant legislation and, where possible, good practice to ensure that this Policy is operating effectively. To identify groups that may be underrepresented or disadvantaged in the organisation may choose to monitor members' ethnic group, gender, disability and age. Provision of the information is voluntary and it will not adversely affect an individual's chances of recruitment or membership or any other decision relating thereto. This information of monitoring and analysing this data is to help SAA take appropriate steps to avoid discrimination and improve equality and diversity.
- 7.2.2 No applicant for any post (including job applicants, consultant advisers and suppliers) will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute discrimination.
- 7.2.3 Consultants and advisers (and where appropriate suppliers) to the SAA will be required to abide by this Equality Policy and it will be referred to in any service level agreements or contracts issued by the SAA.
- 7.3 This Equality Policy will be communicated in as many ways as possible through the website, e-news letters and Facebook and will be highlighted in all staff and volunteer inductions including the Directors Induction Pack.
- 7.3.1 The SAA will use its best endeavours to make all potential members aware of the Policy when they join.
- 7.3.2 The SAA will promote continuing professional development for all directors, employees and volunteers to support equal opportunities within the organisation and, where appropriate, provide specialist facilities, equipment or training.
- 8 Equality Action Plan**
- 8.1 SAA will produce, maintain and monitor an Equality Action Plan (see Appendix 1) to ensure the objectives of this Equality Policy are consistently delivered throughout all areas of the organisation.
- 8.2 SAA recognises that, in some cases, to further the principle of equality, an unequal distribution of resources may be required. This is known as positive action. If appropriate and proportionate, the SAA will consider positive action or may introduce special measures to assist any group with a Protected Characteristic which is currently under-represented within any group of Stakeholders.
- 9 Monitoring and Evaluation**
- 9.1 This Equality Policy will remain in force until it is amended, replaced or withdrawn. A review of this Equality Policy will take place as and when required, but not less than once every two years.

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9.2 The Equality Action Plan, created to ensure the objectives of this Equality Policy are delivered, will be reviewed by the Director of Governance and the Equality Officer regularly, but in any event not less than once every 12 months.

## 10 **Complaints Procedures**

10.1 To safeguard individual rights under this Equality Policy, any Stakeholder who believes they have suffered inequitable treatment within the scope of this Equality Policy may raise the matter through the appropriate procedure (i.e. the employee grievance procedure for employees or the complaints procedure for Stakeholders who are not employees).

10.2 Where the person who has suffered inequitable treatment and that person is under the age of 18, then consideration should be made as to whether or not the matter should be dealt with under the SAA Child Protection policy.

10.4 Appropriate disciplinary action will be taken against any Stakeholder who violates this Equality Policy under the employee disciplinary procedure or the SAA disciplinary procedure.

10.5 An individual raising an employee grievance will not be penalised for doing so unless it is untrue and not made in good faith.

10.6 As with all complaint and disciplinary procedures, the final point of appeal relating to this policy is the appeals procedure as per appropriate policy.

### **Duration and Review**

11 This policy will remain in use for a period of two years from date of publication.

11.1 Prior to the end of the 2 year period, or earlier if required by an enactment of law, this policy will be reviewed by the Director of Governance.

### **11 Duration and Review**

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## APPENDIX 1

### EQUALITY ACTION PLAN

The Equality Action Plan is designed to ensure all objectives of the Equality Policy are delivered fully and without bias.

The main points of action are :-

1. That discrimination (as defined by section 4 of the Policy) against any person because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, sex or sexual orientation (together the "Protected Characteristics" as defined by the Equality Act 2010) is forbidden unless in compliance with section 8.2,
- 2 That the policy of participation in archery by transgender athletes shall be regulated by that policy of Archery GB relating to such situations ;

<http://www.archerygb.org/tools/documents/P0702GenderReassignmentPolicy-%5B13348%5D.pdf>

- 3 That SAA will review its employment practices to ensure continuing compliance with relevant legislation, and where possible good practice.
- 4 That all advertisements requesting applications for positions within SAA shall contain the following statement :-

**"The SAA is fully committed to the principle of equality for all and is committed to following best practice in the welfare of young people and vulnerable adults".**

- 5 That the Equality Policy will be communicated to all members and other relevant person by whatever means possible including references to any code of conduct, the Directors Induction Pack and employee handbook. However, in the latter case, the Equality Policy is for guidance only and shall not form part of any contract of employment with any employee of SAA.
- 5 That a copy of the Equality Policy will be publicly available on the SAA website with copies in other formats being available on request.
- 6 That each time the Equality Policy is amended, the SAA membership will be consulted. Following consultation a notice of the changes being made will be publicly available and a direct communication sent to all those who contributed to the consultation process (subject to Data Protection provisions).