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## **SWIM WALES EQUALITY POLICY**

### **Introduction**

The Board of Swim Wales is committed to high standards of ethical conduct and accordingly places great importance on evidencing their commitment for clear policies that are representative of a forward thinking National Governing Body.

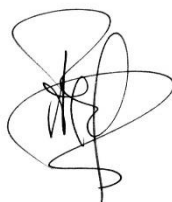
### **Purpose**

This policy has been developed to provide a framework for standards expected across the organisation. The aim is for our workforce both employed and volunteers to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

### **Policy**

The Board places great importance relating to operating areas of the business for the relevant procedures for conflicts of interests. This equality policy is fully supported by senior management in Swim Wales and their Board of Directors.

### **Authorisation**



Chairperson - Swim Wales

## SWIM WALES EQUALITY POLICY

Swim Wales is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee or volunteer receives unlawful less favourable treatment on the grounds of age, gender, colour, disability, ethnic minority, parental or marital status, nationality, religious belief, social status and sexual preference. Swim Wales will ensure that there will be open access to all those who wish to participate in the sport and that they are treated fairly.

### Scope

Swim Wales are required by law not to discriminate against our employees and to recognise our legal obligations under the Equality Act 2010. For the purpose of this policy we will refer to the following terms and definitions:

- **Equality** is about equal treatment. It aims to ensure that everyone gets the same opportunities and treatment.
- **Diversity** aims to recognise, respect and value people's differences. It is about valuing everyone as an individual.
- **Equal Opportunities** is about the law and how it is applied in addressing barriers which individuals might face in accessing training, employment and access to services. The law only intervenes when it is clear that legislation is the only way to deal with discriminatory acts. Swim Wales recognise its legal obligations under the following acts:

- The Sex Discrimination Act 1975, 1986, 1999
- The Rehabilitation of Offenders Act 1974
- The Disability Discrimination Act 1995, 2005
- The Race Relations Act 1976 and the Race Relations [Amendment] Act 2000
- Racial and Religious Hatred Act 2006
- The Equal Pay Act 1970
- The Human Rights Act 1998
- Employment Rights Act 1996
- Employment Act 2002 (flexible working regulations)
- Gender Recognition Act 2004
- European Employment Regulations [Sexual Orientation] 2003
- European Employment Regulations [Religion and or Belief] 2000
- Employment Equality [Age] Regulations 2006
- The Civil Partnership Act 2004
- The Children Act 2004
- Work time Regulations 1998
- National Minimum Wage act 1998
- Protection from Harassment act 1997

- Equality Act 2006
- Any subsequent amendments to these acts or indeed any other relevant acts and regulations which may become law.

## Types of discrimination

- **Direct Discrimination** - this means treating someone less favourably than you would treat others in the same circumstances on certain prohibited grounds. This also includes discrimination based on *perception* of the person or relating to their *association* with a person on the grounds of the protected characteristics.
- **Indirect Discrimination** - this occurs when, although a practice, rule or requirement condition is applied equally to all, it has a disproportionate and detrimental effect on one particular group because fewer members of that group can comply with it. This type of discrimination is unlawful where it cannot be objectively justified i.e. it is a proportionate means of achieving a legitimate aim.
- **Harassment** - refers to unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- **Victimisation** - this occurs when someone is treated less favourably than others because he or she has raised a claim of discrimination or harassment against Swim Wales in the past.

## Positive Action

Swim Wales may take positive action or introduce special measures for any group which is currently under-represented in any aspect of the work done by Swim Wales. Positive action is not the same as positive discrimination, which can be regarded as preferential treatment of member of a minority group and is not permitted by law.

## Protected Characteristics

The Equality Act 2010 refers to 9 Protected Characteristics:

- **Age** - discrimination because of their actual or perceived age. For example, a requirement for job applicants to have worked in a particular industry for ten years may disadvantage younger people.
- **Disability** - Under the Equality Act 2010 a person is classified as disabled if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities. Swim Wales are also obliged to make reasonable adjustments to accommodate a worker with a disability, including adjustments to working arrangements or physical changes to the premises or equipment.

- **Gender** - discrimination because of their actual or perceived sex. For example, a requirement that job applicants must be six feet tall could be met by significantly fewer women than men. In very limited circumstances, there are some jobs which can require that the job-holder is a man or a woman. This is known as an 'occupational requirement'.
- **Gender Reassignment** - discrimination based on gender re-assignment, whether actual or perceived. This may include implementing a procedure that forces individuals to disclose that they have undergone gender reassignment.
- **Pregnancy and Maternity** - Discrimination as a result of being pregnant or taking maternity or adoptive leave.
- **Race/Ethnicity** - Discrimination on grounds of race, colour, nationality, and ethnic or national origins. For example, requiring all job applicants to have GCSE Maths and English: people educated in countries which don't have GCSEs would be discriminated against if equivalent qualifications were not accepted.
- **Religion, Belief and Culture** - Discrimination because of any religion, religious or philosophical belief, or lack of belief. Whilst Swim Wales are not obliged to give employee's time off or facilities for religious observance, but will try to accommodate this whenever possible.
- **Sexual Orientation** - Discrimination because of actual or perceived sexual orientation, including lesbian, gay and bisexual individuals, as well as discrimination against heterosexual people. Swim Wales will ensure that all conditions of service, benefits and opportunities are open to all regardless of their sexual orientation.
- **Marriage and Civil Partnerships** - Same-sex couples who register as civil partners have the right to equal treatment with married couples.

### **Lines of responsibility**

Swim Wales will strive to become an organisation that values diversity and in order to achieve this we recognise that there must be clear lines of responsibility between all segments of the organisation. The CEO and Board of Swim Wales have overall accountability for ensuring the implementation of the Equality Policy. Swim Wales will nominate a lead staff member for ensuring the implementation of equality issues on a day to day basis and have appointed an equality working group to ensure equality and diversity are considered throughout the organisation.

### **As An Employer**

Swim Wales aspires to provide a diverse workforce. The composition of which reflects that of the broader community in terms of gender, ethnicity, sexual orientation, religious belief or disability. In order to bring about this diversity we undertake to:

- Provide full and fair considerations for all job/role and applications.
- Assist all our employees to realise their full potential by ensuring that they receive fair consideration of their training and career development needs and promotion opportunities.

- Wherever possible modify employment practices and procedures to reduce barriers experienced by members of disadvantaged social groups in seeking and during employment with the company.
- Maintain records in recruitment, training and employment and use this information as a means of identifying areas of inequality.
- Require all our employees to undergo relevant training before taking part in recruitment and selection.
- Regularly review our recruitment, selection, training and promotion procedures to ensure that they are fair and reflect current best practice.

### **As a Membership Organisation**

Swim Wales is committed to encouraging membership from all sectors of the community. To achieve this we undertake to:

- Promote an open and honest culture that values diversity
- Communicate widely, ensuring that our messages can be understood by all.
- Encourage the involvement of all people regardless of their gender, race, ability, age, sexual orientation, religious views and beliefs and social background.
- Change attitudes and working practices to ensure that everyone can feel a valued member of the company.

### **Teachers and Coaches**

In our training and development of teachers and coaches, we will strive to ensure that they:

- Establish and implement professional and ethical values and practice.
- Promote and apply the principles and practices of equal opportunities.
- Promote positive images of people with special needs.
- Have a commitment to providing entitlement and access to all their professional activities.
- Encourage high expectations and standards of achievement from all they teach.
- Involve everyone in meaningful and appropriate activity to ensure a quality experience.
- Help everyone achieve their full potential.
- Are able to access appropriate training opportunities relating to the implementation of the Equal Opportunities policy.

### **Officials and Administrators**

In our involvement of officials and administrators we will expect them to:

- Adopt, promote and practice the values of the company.
- Ensure that participation can be enjoyed by all.
- Provide meaningful and appropriate experiences which recognise and value the diversity of the participants.

- Actively encourage the participation and involvement of people from disadvantaged groups of the community.

### **Policy into Practice**

Swim Wales recognises that the successful implementation of the Equal Opportunities policy will require the commitment of everyone involved in Swim Wales. People's attitudes, views and working practices may have to change, or be adapted, to ensure that an inclusive agenda is accepted by all and throughout the sport.

This will require Swim Wales to respond to issues of equality by implementing a comprehensive action plan that will state in detail how we move towards a swimming structure that is more inclusive and will work towards achieving the appropriate levels of equality standards.

### **Disciplinary and Grievance Procedures**

To safeguard individual rights under this policy, an employee, athlete, teacher, coach, official or volunteer who believes he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate procedure.

Swim Wales will ensure that individual's feel able to raise any grievance and no one will be penalised for doing so unless it is untrue and not made in good faith.

Procedures regarding Grievance and/or Discipline will follow the Swim Wales Discipline and Appeals Procedures which can also be found

### **Monitoring and Review**

The Swim Wales Equality policy will be regularly monitored and a full policy review will be undertaken every 4 years. The following situations may also evoke a review of the policy:

- A change in legislation
- A change in governance of the sport
- Following a procedural review as the result of a case