



Equality and Diversity Policy

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Approved By:	Paul Tanner - Chair of the Board	Date: 14 th September 2016

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1. Statement of Intent

- 1.1 Welsh Triathlon (WT) is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer or member receives less favourable treatment on the grounds of age, sex, gender reassignment, disability, ethnicity, nationality, parental status, marital and civil partnership, pregnancy and maternity, religion or belief, class or social background, sexual orientation or political belief.
- 1.2 WT will ensure that there will be open access to all those who wish to participate in all aspects of sporting and leisure activities within triathlon and they are treated fairly.
- 1.3 This policy has been drawn-up taking into account the National Equity Strategy, and will be monitored on an annual basis to ensure that this policy does not diverge from the National Equity Strategy.
- 1.4 WT believes in continuous improvement, and will monitor all equality initiatives of the home nation governing bodies as well as any initiatives of the British Triathlon Federation.

2. Purpose of the Policy

- 2.1 WT recognises that certain sections of the community have been affected by past discrimination and may be denied the opportunity to participate equally and fully in sport at all levels.
- 2.2 This policy has been produced to prevent/tackle any potential/current unfair discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against its employees, members and volunteers.

3. Actions

- 3.1 WT will produce and maintain an action plan across all departments to ensure the intention of this policy is delivered.
- 3.2 All areas of the organisation will be required to implement this action plan, which will be incorporated in to the overall business delivery. This will be reviewed and updated on an annual basis.
- 3.3 WT recognises that, in some cases, to achieve the principle of equality, unequal

effort is required and if appropriate, will consider positive action to tackle underrepresentation.

4. Legal Requirements

4.1 WT is required by law not to discriminate against its employees or those who come into contact with WT and recognises its legal obligations under, and will abide by the requirements of, the following:

- Equality Act 2010
- Any later amendments to the above Acts/regulations, or future Acts/regulations that is relevant to Welsh Triathlon.

4.2 WT will seek professional advice each time the policy is reviewed to ensure it continues to comply with all legislation requirements.

5. Discrimination, harassment and victimisation

5.1 Discrimination can take the following forms:

5.1.1 Direct Discrimination extends protection based on association and perception.

Discrimination based on association can occur if, for example:

- an employee is overlooked for promotion because they are caring for a disabled relative

Discrimination based on perception can occur if, for example:

- an employee refuses to work with a colleague because they believe them to be gay irrespective of whether they are gay or not

5.1.2 Indirect Discrimination. This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one sector of society, because fewer from that sector, can comply with it

and the requirement cannot be justified in relation to the job.

5.1.3 When decisions are made about an individual, the only personal characteristics taken into account, will be those which as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.

5.2 Harassment is defined as three types:

- unwanted conduct that has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for the complainant, or violating the complainant's dignity
- unwanted conduct of a sexual nature (sexual harassment)
- treating a person less favourably than another person because they have either submitted to, or did not submit to, sexual harassment or harassment related to sex or gender reassignment

5.3 Victimisation is defined as when someone is treated less favourably than others because he or she has taken action against WT under one of the relevant Acts/regulations (as previously outlined) or provided information about discrimination, harassment or inappropriate behaviour.

5.4 WT regards discrimination, harassment or victimisation, (as described above) as serious misconduct and any employee, volunteer or member who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action.

6. Responsibility, implementation and communication

6.1 The following responsibilities will apply:

6.1.1 The WT Board is responsible for ensuring that this Equality and Diversity Policy is followed and to deal with any actual or potential breaches.

6.1.2 The appointed Board Director has the overall responsibility for the implementation of the Equality and Diversity Policy.

6.1.3 All employees, volunteers and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy and the law. Where appropriate, individual work programmes will be amended to include equality related tasks.

6.2 The policy will be implemented immediately following Board agreement and at a corporate level will result in the following:

- 6.2.1** A copy of this document will be available to all staff both permanent and contract, members and volunteers of WT.
- 6.2.2** WT will take measures to ensure that its employment practices are non-discriminatory.
- 6.2.3** No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination.
- 6.2.4** A planned approach will be adopted to eliminate barriers which may discriminate.
- 6.2.5** WT will ensure that consultants and advisers used can demonstrate their commitment to the principles and practice of equality and they abide by this policy.

6.3 The policy will be communicated in the following ways:

- 6.3.1** It will be part of the staff handbook and reference will be made within codes of conduct.
- 6.3.2** It will be covered in all staff and volunteer induction training
- 6.3.3** All staff and volunteer recruitment packs will include sign-posting to the document.
- 6.3.4** Accessible versions of the policy will be made available, on request.
- 6.3.5** All members will be made aware of the policy's existence when they join and a summary of any revisions will be published in member communications.

- 6.3.6 It will be available on the Welsh Triathlon web site.
- 6.3.7 At time of review, a mechanism will be put in place to allow all staff, members and volunteers to be part of the process.

7. Monitoring and Evaluation

- 7.1 Once approved, the policy will apply for 1 years before a formal review takes place, unless any proposal to the Board or legislation change requires an interim review and/or amendment.
- 7.2 Statistical information will be produced annually by the Lead Officer for the Board, and will be published internally and externally to show the impact of the strategy.

8. Disciplinary and Grievance Procedures

- 8.1 To safeguard individual rights under the policy, an employee, volunteer or member who believes he/she has suffered inequitable treatment within the scope of the policy and the law, may raise the matter through the appropriate grievance procedure. This procedure is documented in the staff handbook.
- 8.2 Appropriate disciplinary action will be taken against any employee, volunteer or member who violates WT Equality and Diversity Policy.
- 8.3 An individual may raise any grievance and no employee, volunteer or member will be penalised for doing so, unless it is untrue and not made in good faith.
- 8.4 As with all grievance procedures, the final point of appeal relating to this policy is the WT appeals procedure.