**EQUALITY AND DIVERSITY POLICY**

*These template documents have been produced by Sport Wales and will need editing before use.*

*Guidance notes to help you do so are set out throughout the documents and square brackets in the body of the document indicate areas that require editorial attention.*

*All documents contain a footer, showing the last time it was updated, and whilst Sport Wales endeavours to ensure the information contained is up to date and correct, they make no representations of any kind, express or implied, about the completeness, accuracy and suitability of the documents provided. Any reliance you place on such information is therefore strictly at your own risk.  In no event will Sport Wales be liable for any indirect or consequential loss or damage, arising out of, or in connection with, the use of these templates.*

*If you have any doubts about the editing or use of these templates, please seek professional legal advice.*

* *Set your logo in the Header*
* *Use the select all then replace all to amend the document for the Name of NGB*
* *Check that your NGB has the policies and procedures mentioned in the template, if not then either delete the reference or check out other templates on the WSA site to enable drafting the appropriate document*
* *Your governing document will dictate the name given to your “board”*
* *If your NGB is a charity your governing group may be the Trustees or similar and accordingly the reference to Board may need to be replaced with the specific name of your governing committee*
1. **Introduction**

[NGB Name] 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. [NGB Name] will ensure that there will be open access to all those who wish to participate in the sport and that they are treated fairly.

1. **Scope**

[NGB Name] 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.
1. **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 [NGB Name] in the past.
1. **Positive Action**

[NGB Name] may take positive action or introduce special measures for any group which is currently under-represented in any aspect of the work done by [NGB Name]. 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.

1. **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. [NGB Name] 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 [NGB Name] 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. [NGB Name] 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.

We are committed to addressing discrimination against, and to promoting the inclusion of people regardless of these protected characteristics, within [NGB Name] and its activities. This will be achieved by identifying and removing barriers and making reasonable adjustments where required.

1. **Implementation**

[NGB Name] undertakes to do the following:

* a copy of this document will be available to all staff, members and volunteers of [NGB Name]*;*
* all employees, members and volunteers have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy;
* we will take measures to ensure that [NGB Name]’semployment practices are non- discriminatory;
* 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;
* a planned approach will be adopted to eliminate barriers which discriminate against particular groups; and
* we will ensure that consultants and advisers used by [NGB Name] can demonstrate their commitment to the principles and practice of equality and diversity.
1. **Complaints**

 [NGB Name]’s policy on ***Anti-Bullying, Harassment, Victimisation and Discrimination \**** provides a detailed guide to the process of raising concerns or making a complaint of bullying, harassment, victimisation and discrimination. Concerns can be raised whether you are personally affected by the unwanted actions or as a third party witnessing bullying, harassment, victimisation and discrimination.

1. **Monitoring**

[NGB Name] will regularly monitor and evaluate the policy, practices, procedures and operations on an ongoing basis, and will inform employees and members of the impact of this equality and diversity policy.

1. **Responsibilities**

The [Board] will have overall responsibility for the implementation of this equality policy. All employees must also take personal responsibility for translating this commitment into action throughout the organisation.

**\***Example template on the WSA website