



Equality Policy and Procedures

Responsible for review of policy	Responsible for review of procedures
Chief Executive	Head of Development

Change History				
Version	Sections approved	By	Date of approval	Next review date
OPP-03-01	Policy & Procedures	Board	January 2016	January 2017

Policy

Statement of Intent and Aim of Policy

Archery GB is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicants, employees, workers, office holders, volunteers, participants or members (together "Stakeholders") are unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (together the "Protected Characteristics").

In addition Archery GB recognises that we live in a diverse society and will endeavour to ensure that all Stakeholders are given the same opportunities regardless of their socio-economic backgrounds.

Archery GB will implement this policy in its entirety. Partner organisations, including member clubs, affiliated associations, suppliers and sponsors should adopt and demonstrate their commitment to the principles and practice of equality as set out in this Equality Policy.

As attitudes in sport and society are changing it is appropriate that Archery GB continually monitor its own policy and implementation programme, and conduct a formal review of their policy to encourage equality in Archery. Archery GB will make a genuine commitment to provide for all sectors of society.

The delivery of the equality policy is the responsibility of all the membership. However equal opportunity and fair play underpins the whole of the sport of archery. Equality is therefore implicit in all of the Strategic Development Plan objectives whether identified or not.

For the policy to be successful, Archery GB will ensure that all staff are committed to, and are involved in its delivery. The overall responsibility will lie with the Director responsible for this policy, and day to day responsibility will lie with the Officer responsible for the review of procedures. In addition, Archery GB will endeavour to embed equality through its policies, procedures and day to day practice.

Purpose of the Equality Policy

It is widely recognised that sport has an important role to play in society. In this respect Archery GB has developed this Equality Policy to illustrate its commitment to the principles of equality of opportunity.

Archery GB 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 sports related activities in the past. In some instances this may have been as a result of unlawful discrimination.

This Policy has been produced to try to prevent and address any unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against Stakeholders that may preclude them from participating fully in sports related activities.

The scope of this policy will cover involvement in archery as a beginner, participant or performer, and as a coach, official, manager, administrator, employee, volunteer or

spectator. Everyone will be treated with respect, integrity, justice, democracy and fairness at all levels.

In pursuance of this policy, Archery GB may take specific measures and positive action in some cases, in favour of any group that is currently under represented in its membership, representative bodies or workforce.

Legal Responsibilities

Archery GB is required by law not to unlawfully 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 any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent equality related legislation that may be relevant to Archery GB.

Archery GB will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice.

Unlawful Discrimination

Archery GB recognises the following as being unacceptable.

- Unlawful discrimination which can take the following forms:
 1. *Direct Discrimination*: treating someone less favourably than you would treat others because of a Protected Characteristic.
 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.
- *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. Archery GB is committed to ensuring that its Stakeholders are able to conduct their activities free from harassment.
- *Bullying*: the misuse of power or position to criticise persistently or to humiliate and undermine an individual's confidence.
- *Victimisation*: subjecting someone to a detriment because he or she has in good faith taken action under the Equality Act 2010 (or equivalent legislation) by bringing proceedings, giving evidence or information in relation to proceedings, making an allegation that a person has contravened the Equality Act 2010 (or equivalent legislation) or doing any other thing for the purpose of or in connection with the Equality Act 2010 (or any equivalent legislation).

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

Procedures

Actions

Archery GB is committed to achieving the four levels of the Equality Standard: A Framework for Sport (see Appendix 1), over time. Archery GB will endeavour to achieve equality within archery.

Archery GB will:

- Devise and implement an Equality Action Plan that will reduce and safeguard against discrimination as well as providing opportunities to participate in the sport of archery at all levels.
- Educate and guide employees and members of the Society on the Equality Policy and the adoption and implementation of the Equality Action Plan.
- Monitor and evaluate, on a regular basis, progress against the aims and objectives contained within the Equality Action Plan.
- Take positive action or devise specific initiatives to target sectors of the community that may be under represented within its employment and membership or representative bodies.
- Support its clubs, members and volunteers in their own development, encouraging them to play an active role in the work of the Society.
- Encourage and support the personal development of its employees and to assist their progress within the organisation.
- Use all appropriate internal media to share ideas and highlight models of good practice.
- Monitor and evaluate this policy on an ongoing basis and inform the members/employees of its impact.
- Ensure the new /revised policy will be available and easily accessible to all staff in the following ways:
 - It will be included in the new staff handbook and will be accessible via the organisation's website.
 - It will be discussed/covered in staff training.
 - The Equality Policy will also form part of any recruitment and subsequent induction process.

Implementation

Archery GB implements this policy with the production of an Equality Action Plan, where specific actions address inequality and promote equality. Archery GB recognises the importance of the Equality Action Plan and has identified internal resources it has available to deliver the plan. Archery GB, however, recognises that to deliver the whole of the plan it will require sufficient support from the external agencies who require Archery GB to achieve this plan.

Responsibilities

To ensure the overall Equality Policy and Action Plan is appropriate and accountable, it is essential to have a clear line of management to support its activity. Therefore, the following responsibilities will apply:

- The Director responsible for this policy is also responsible for ensuring that this Equality Policy is followed and will have the overall responsibility for the monitoring, evaluation and implementation of the policy.
- The Chief Executive has day to day responsibility for equality within Archery GB Staff.

Equality Policy

- Archery GB will ensure that all employees have responsibilities to act in accordance and support the policy.

Monitoring and Evaluation

- The approved policy will apply for three years before a formal review is conducted, unless there are changes to legislation that make it necessary to update it before this
- Archery GB development will monitor the operation of the policy continue to obtain feedback on the policy as it is reviewed, essential to improving Equality Planning and Practice.
- Archery GB Board and Operations Committees will review systems, policies and practice to initiate change and develop good practice.
- Changes to the Policy will be consulted on and approved by the Archery GB Board.

Disciplinary and Grievance Procedures

The Archery GB Board of Directors is committed to fulfilling its duties on Equality and any reported breaches of the Equality Policy could be subjected to action under the Archery GB Disciplinary Policy. A copy of the Disciplinary Policy can be found on the Archery GB website (www.archerygb.org)

Archery GB will:

- 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 may raise the matter through the appropriate procedure.
- Take appropriate disciplinary action against any employee, volunteer or member who violates the Archery GB Equality Policy.
- Support individuals to raise any grievance and no person will be penalised for doing so unless it is untrue and not made in good faith.

Appendix 1

The Equality Standard: A Framework for Sport explained

The Standard is based on two broad areas of activity:

- Developing our Organisation - This will be a reflection of the culture, policies, leadership and people.
- Developing our Services - This activity refers to the impact that policies, leadership and people have on an organisation's programmes, communications and customer service.

There are four levels of achievement: Foundation, Preliminary, Intermediate and Advanced.

- Foundation - The organisation is committed to equality and that commitment is communicated to all staff and volunteers.
- Preliminary - The organisation is clear about what it needs to do to achieve equality, it understands the issues and barriers faced by under-represented groups in sport and have a robust equality action plan which all staff, volunteers and key stakeholders understand.
- Intermediate - The organisation is increasing opportunities for participation and involvement by a diverse range of people including representation on its own leadership, staff, board and senior volunteers. All internal policies pay due regard to diversity.
- Advanced - Leadership and staff, including coaches and officials as well as participants are offered a fair and equal opportunity and are reflective of the community the organisation serves. Equality is central to the way an organisation carries out all of its work. All affiliated organisations and clubs are able to engage and develop participants, coaches, officials and administrators from under-represented groups.

Archery GB achieved the Foundation level in 2007 and the Preliminary level in 2009.



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