

## **Equal Opportunity and Anti-Discrimination Policy**

### **Policy**

Reading Swimming Club is committed to a policy of equal opportunity and anti-discrimination.

Under this policy Reading Swimming Club will not accept any form of discrimination in our training programs. Reading Swimming Club will ensure that all swimmers, coaches, teachers, poolside helpers and (where appropriate) volunteers, will be offered equally favourable treatment, irrespective of disability, age, gender, marital status, sexual orientation, race, ethnic origin, nationality, political or religious beliefs.

All team members have responsibility for ensuring that this Policy is implemented within their sphere of operation.

### **Procedure**

Reading Swimming Club are committed to stopping discrimination and promoting equal opportunities in both the employment and management of staff (paid and voluntary), and in the development, planning and delivery of its services and will strive to meet its obligations under all relevant legislation, including:

- Race Relations Act & Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995 (DDA)
- Sex Discrimination Act 1975 (SDA)
- The Employment Equality (Sex Discrimination) Regulations 2005
- Equal Pay Act 1970 (EPA)
- Human Rights Act 1998
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Age) Regulations 2006
- The Employment Equality (Religion or Belief) Regulations 2003 (as amended)

### **Reading Swimming Club will ensure that:**

1. No employee (paid or voluntary) or job applicant is unfairly discriminated against, either directly or indirectly, on any grounds. This includes on the grounds of their disability, age, gender, marital status, sexual orientation, race, ethnic origin, nationality, political or religious beliefs.
2. All staff (paid or voluntary) will be trained in the operation of equality of opportunity and anti-discriminatory practice in employment and in delivering services.
3. All members of Reading Swimming Club recognise the need to value differences between ethnic and minority groups and to ensure that individual needs regarding culture, religion, and behaviour are met as far as possible.
4. Coaches and committee members will ensure equality of treatment in all disciplinary matters, including dismissal.
5. Detailed policies and procedures are developed on how this policy will be implemented in respect of recruitment and selection, training and development, harassment and employment.

6. All employment applicants will be considered, including those with previous, minor convictions. However, the nature, timing and severity of the offence will be taken into consideration. Existing staff will not necessarily be subject to disciplinary action if they acquire a conviction, as again the nature and severity of the offence will be taken into account.

All staff employed by Reading Swimming Club on a paid or voluntary basis will be expected to:

- Respect the staff and swimmers they work with.
- Comply with this policy and related policies relating to equality of opportunity.
- Not discriminate against, or encourage others to discriminate against, any other member of staff or person connected with Reading Swimming Club.
- Not harass, victimise, abuse or intimidate any member of staff.
- Inform Coaches, teachers or management committee if they witness any form of unfair discrimination in the normal course of their work involving any member staff.

Where anyone (paid or voluntary), are found not to have complied with this Policy, disciplinary action will be considered.

This Policy is available to all Reading Swimming Club members, and in appropriate instances, to representatives of clients' groups.

It is recognised that whilst much can be achieved by legislative measures, real progress in improving equality of opportunity can only be achieved with a continuing commitment from the Club in all areas and at all levels in order to achieve its aims in equal opportunities. This confirms our commitment to ensuring that Reading Swimming Club takes a positive attitude to equal opportunities.

## **Code of Practice**

### **People with Disabilities**

We will not tolerate discrimination against people with disabilities. Positive steps will be taken to ensure that people with disabilities are made aware of job & Swimming opportunities in the Club, of the services provided by the Club and the opportunities available for any voluntary work.

In order to meet these objectives, we will review and where possible adapt or provide suitable premises, facilities and equipment.

### **Gender, Marital Status**

Reading Swimming Club will not tolerate discrimination on the grounds of gender or marital status. Sexual harassment of any kind will not be tolerated.

### **Sexual Orientation**

Reading Swimming Club will not tolerate discrimination on the grounds of a person's sexual orientation or declared sexual identity.

### **Racial Discrimination**

Reading Swimming Club will not tolerate discrimination on the grounds of racial or ethnic background. Racial harassment or abuse will not be tolerated.



### **Political Allegiance**

Reading Swimming Club will not tolerate discrimination on the grounds of a person's political allegiance. We are politically neutral, and it will not condone any use of the Reading Swimming Club name and variance with this stance.

### **Religious Belief**

Reading Swimming Club will not tolerate discrimination on the grounds of a person's religious belief, and do not discriminate on the grounds of religion and will seek to offer its services to people of all (or no) religious beliefs.

We would not expect staff or members to use their position in the club to win converts for a specific faith.

### **Recruitment**

It is recognised that recruitment and selection is a crucial part of managing equal opportunities and a separate Staff Recruitment Policy has been produced to support this 'Equal Opportunities & Anti-Discrimination Policy' to ensure high standards of recruitment practices are operated.

Reading Swimming Club will ensure that the ways in which jobs are designated, advertised and filled, fulfil the requirements of its 'Equal Opportunities & Anti-Discrimination Policy'.

Job descriptions and person specifications will be written, and interviews carried out, in accordance with the Reading Swimming Club 'Equal Opportunities & Anti-Discrimination Policy'.

### **Training and Development**

Training and development of staff is a key part of the club's quality programme and provision of high quality services. We recognise the importance of ensuring a fair application of training and development provision based on the individual needs of staff.

### **Harassment**

Staff and members concern and complaints about equal opportunities and unfair discrimination on an individual or group basis can already be addressed through the Reading Swimming Club Grievance Procedure. However, it is recognised that individuals may often be reluctant to initiate grievances to seek redress on a particular issue.

Harassment by staff or swimmer of any kind will be considered a disciplinary offence. Harassment may involve derogatory or discriminatory remarks, ridicule, unwanted physical contact, and demands for favours or physical assault. Any behaviour which is offensive to Reading Swimming Club staff or other persons who come into contact with our staff, or which causes them to feel threatened, or humiliated (on the grounds stated in this policy) or which undermines the quality of service / work performance / or job security, is harassment.

Any staff member who seriously or repeatedly harasses another staff member or anyone else connected with Reading Swimming Club will be liable to dismissal for gross misconduct. Similarly, any committee member or volunteer found to have breached the Reading Swimming Club 'Equal Opportunities & Anti-Discrimination Policy' in this regard will be asked to resign.

### **Grievance and Disciplinary Issues**

Failure to implement this policy may result in disciplinary action being taken under the Reading Swimming Club Disciplinary Procedure. Any grievance concerning the implementation of this policy should be progressed via Reading Swimming Club Grievance Procedure.



**Reading Swimming**

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### **Conditions of Service**

It is a condition of service that all staff, committee members, and helpers (paid or unpaid) adhere to the Reading Swimming Club 'Equal Opportunities & Anti- Discrimination Policy'. Failure to do so can lead to disciplinary action being taken.

### **Procedures**

1. Report any incidents to the Welfare Officer, a Coach, Teacher or a Committee Member.
2. If the case is a serious incident then this will be recorded by that person and referred to the Welfare Officer if he/she is not already aware.

### **Outcomes**

1. The person involved may be asked to genuinely apologise.
2. In serious cases, suspension or even exclusion will be considered.
3. After the incident(s) have been investigated and dealt with, each case will be monitored to ensure repeated discrimination does not take place.