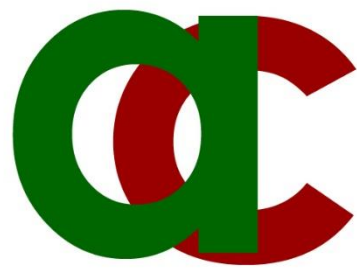


2017

Equal Opportunities Policy



angling

cymru

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Equal Opportunities Policy

Angling Cymru (AC) is committed to taking positive steps to promote and sustain equality amongst its officers, staff and volunteers and in the services it provides and the funding it distributes. AC intends to promote this policy both inside and outside the organisation, and monitor its implementation. Overall responsibility for implementing the policy lies with the AC Board.

Staff will be employed on the basis of their suitability for the work to be performed, and will have equal access to development and promotion depending on their individual ability and aspirations. All of this will be regardless of gender, marital status, sexual orientation, colour, race, ethnic origin, nationality, language, age, political and religious beliefs, HIV status or disability.

AC wholeheartedly accepts, therefore, the statutory requirements laid down in the Sex Discrimination Act 1975, the Race Relations Act 1976, the Equal Pay Act 1970, Employment Equality Regulations 2003 and the Disability Discrimination Act 1995, which make it unlawful for an employer or an employee to discriminate against or treat an individual differently on the grounds of colour, ethnic origin, gender, marital status, religious beliefs, sexual orientation or disability.

1. Definitions

The Sex Discrimination Act 1975, the Race Relations Act 1976 and the Disability Discrimination Act 1995 make a distinction between direct and indirect discrimination.

1.1 *Direct discrimination*

Direct discrimination is generally an obvious and easily identifiable form of discrimination. It occurs when a particular individual is treated differently for example because of their race, colour, nationality, ethnic origins, gender or marital status and where such treatment is less favourable than he or she would otherwise have received.

1.2 *Indirect discrimination*

Some cases may not be so obvious. An unnecessary condition or requirement may be imposed, which although applied to everybody, is more difficult for people from some groups in society to meet than others. This is indirect discrimination.

1.3 *Harassment and Bullying*



Harassment is defined as unwanted, abusive or insulting behaviour towards another individual. It causes that person to feel threatened, humiliated or harassed, may interfere with work performance, undermine job security or create a threatening or intimidating work environment. Harassment may take place on a number of grounds, including race, gender, disability, sexual orientation, and age.

2. Responsibilities

2.1 Corporate responsibilities

Equality of opportunity will be applied throughout all AC policies and procedures.

The responsibility for promoting equality within the organisation lies with the AC Board, all NGBs, staff and volunteers.

The AC Board will be responsible for monitoring the performance of AC & its NGB's in terms of this policy.

2.2 Individual responsibilities

AC expects that each person should be aware of their behaviour towards others. Everyone should be treated equally, with dignity and respect. Each person should ensure that they do not behave in a way that could be regarded as harassment, discriminating or offensive.

AC expects that each individual should recognise that it is in the best interest of the organisation and of its executive committee members and staff, to utilise the skills of the total workforce and that discrimination is unacceptable.

It is the responsibility of each person to report incidents of discrimination or harassment.

2.3 Management Duties

The Executive Committee has a duty to promote and sustain equality of opportunity by:

- Ensuring that all employees, volunteers and consultants are made aware of this policy and that discrimination, either directly or indirectly, or any form of harassment, is unacceptable; applying the principles of equality of opportunity throughout the application of all AC policies and procedures; ensuring that no job applicant is discriminated against either directly or indirectly; ensuring the mechanism for reporting incidents of discrimination or harassment is known, understood and can be accessed by all employees and volunteers;
- monitoring incidents of discrimination via reports to staff and the Executive Committee.
- taking prompt action to stop harassment, bullying or discrimination as it is identified; ensuring that offensive or potentially offensive material is not displayed in the workplace;
- establishing and maintaining an environment free from harassment and bullying.



3. Working practice

3.1 Service delivery

AC provides services to its member NGBs and other clubs and organisations and represents and acts on behalf of the angling sector in Wales.

In accordance with this policy AC will ensure that its services are appropriate and accessible to and inclusive of all sections of the angling sector. Support will be available to all sections of the community to develop angling in Wales. Unfair discrimination, whether direct or indirect on any grounds in the delivery of any of AC services is unlawful. AC will ensure equality of opportunity in its service provision by:

- Developing and maintaining an understanding of the differing needs of the angling sector;
- reviewing service provision in terms of its impact on equality;
- identifying areas where sections of the community are currently excluded from receiving services;
- working to agreed guidelines developed by each team or service delivery area;
- applying the principles of equality when determining AC priorities;
- responding flexibly and imaginatively to requests for service
- monitoring and reporting incidents where this policy has not been followed;
- working towards meeting the needs of the Disability Discrimination Act;
- ensuring good access to all AC activities and using accessible external venues.

Member organisations and others who use AC services and take part in AC activities will be informed of AC's commitment to equality of opportunity and the existence of this policy. Member organisations will be encouraged to develop and implement an equal opportunities policy of their own.

3.2 Tendering for contracts

Goods and services which are provided to AC will be procured by a system which is fair and open to a wide range of potential deliverers within certain criteria. This includes the delivery of:

- Training;
- consultancies;
- research;
- design and print;
- translations;
- goods and services.

When commissioning goods and services, the lead staff member needs to ensure the brief to potential tenderers meets the requirements of our internal policies including the Welsh Language, the environment, health and safety, the statement of ethical and social principle and equal opportunities. The tendering system will be subject to the agreed standing orders for financial requirements. AC will work to agreed guidelines in drawing up lists of



approved suppliers, and in producing lists for recommendation to other organisations.

3.4 *Recruitment and selection*

Recruitment and selection will be conducted in line with AC recruitment and selection procedure and this equal opportunities policy. All vacancies will be advertised in line with the recruitment and selection procedure.

All person specifications will include only requirements that are justifiable for the effective performance of the job. Selection decisions at all stages must be based on the relevant merits and abilities of candidates to meet the requirements of the person specification. Reasonable adjustments will be made at interview stage where required.

All Committee members and staff involved in the recruitment process will be offered training in equal opportunities.

3.5 *Terms and conditions*

AC terms and conditions of employment meet the requirements of current employment legislation and good practice. Where required, amendments and additions to current terms and conditions will take place to meet the requirements of this policy. AC is committed to making reasonable adjustments for disabled employees.

3.6 *Employee development*

Selection of staff for further development will be on the basis of organisational, role and individual need and potential for development. Recognition will be given to individual's personal circumstances e.g. carer responsibilities and the needs that AC may need to meet in order for all staff to have equal access to employee development opportunities.

3.7 *Supervision and appraisal*

Supervision and performance review arrangements will be undertaken for all staff in accordance with this policy.

3.8 *Sexual harassment, harassment and bullying*

AC has a separate policy covering harassment and bullying.

4. **Implementation**

This policy will be implemented through all aspects of AC's work and activities.

4.1 *Promotion of the policy*

All AC Board Directors, NGB Executive Committee members, staff and volunteers will have access to a copy of this policy and be aware of its contents and requirements through induction. AC will provide training for its Board members, staff and volunteers as required so that they can effectively meet the requirements of this policy.



4.3 *Monitoring*

AC will demonstrate its continuing commitment to the implementation of this policy through regular monitoring and review.

Where there is evidence that staff, members of committees, NGBs, applicants, members or potential members are not being offered equality of opportunity, AC will take immediate steps to examine its policies, procedures, and criteria to establish whether certain individuals or groups are excluded, discouraged, or disadvantaged. Specific concerns should be raised with the Company Secretary, in writing, in the first instance. AC members and other individuals and organisations which use AC services may also raise issues as a matter of complaint.

4.4 *Discrimination and harassment - see Individual Responsibilities*

Employees who believe they are being, or have been, discriminated against or harassed in any way should pursue the allegation initially through AC's harassment policy. Where there is evidence of discrimination or harassment, the complaint will be dealt with through the Disciplinary procedure. Any complaints that staff or committee members have breached the Equality policy will be investigated by a nominated executive member acceptable to both parties. If the complaint is found to be justified the person concerned may be asked by the AC Board to resign.

