



# Scottish Sub Aqua Equality Policy

Author - Andy Murray

## Document Information

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### Revision History

Version	Date	Comment
1.1	Sept 2009	Approved

### Review

This document has been reviewed by the following people

Name	Function	Review Date
Kate Jenkins	Revised	March 2013
Board members	Minor revision	Feb. 2021

### Approval and Next Review

	3 years
	Review Feb 2024

# Equality Policy

## Statement of Intent

The Scottish Sub Aqua Club (ScotSAC) 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, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

ScotSAC will work to ensure that there will be open access to all those who wish to participate in all aspects of diving activities and that they will be treated fairly.

## Purpose of the Policy

ScotSAC recognises that certain sections of the community may be denied the opportunity to participate equally and fully in diving at all levels. This policy has been produced to prevent/tackle any discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against its employees, members and volunteers.

## Actions

ScotSAC will produce and maintain an action plan to ensure the intent of this policy is delivered. All areas of the organisation will be affected by this action plan, which will be incorporated into the overall Development Plan.

ScotSAC recognises that, in some cases, to achieve the principle of equality, unequal effort is required and, if appropriate, will consider positive action to tackle under-representation.

## Legal Requirements

ScotSAC is required by law not to discriminate against its employees and recognises its legal obligations under, the Equality Act, 2010.

ScotSAC will seek appropriate advice each time the policy is reviewed to ensure that it continues to comply with all legislation requirements.

## Discrimination, Harassment and Victimisation

Discrimination can take the following forms:

- *Direct Discrimination.* This means treating someone less favourably than you would treat others in the same circumstances.
- *Indirect Discrimination* occurs when a provision, criterion or practice is applied to an individual or group that would put persons of a particular characteristic at a particular disadvantage compared with other persons
- *Discrimination arising from disability.* When a disabled person is treated unfavourably because of something connected with their disability and this unfavourable treatment cannot be justified, this is unlawful. This type of discrimination only relates to disability. This occurs when a provision, criterion or practice is applied to an individual or group that would put persons of a particular characteristic at a particular disadvantage compared with other persons.
- *Harassment is described as* unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity, or which creates an intimidating or hostile, degrading, humiliating or offensive environment for that person.
- *Victimisation is defined as* when someone is treated less favourably than others because they have taken action under the anti discrimination legislation (Equality Act, 2010) or they have helped another person to do so.

- *Bullying* is defined as a form of personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate or undermine an individual

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

### **Responsibility, Implementation and Communication**

The following responsibilities will apply:

- The Board is responsible for ensuring that this Equality Policy is followed and to deal with any actual or potential breaches.
- The Board has the overall responsibility for the implementation of the Equality Policy.
- The Chairman has the overall responsibility for achieving the equality action plan.
- 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, where appropriate, individual work programmes will be amended to include equality related tasks.

This policy will be implemented at a national level and will result in the following:

- A copy of this policy will be available to all employees, members and volunteers of ScotSAC.
- ScotSAC will take measures to ensure its employment 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.
- Ensure that consultants and advisors used by ScotSAC can demonstrate their commitment to the principles and practices of equality and that they abide by this policy.

The new policy will be communicated in the following ways:

- It will be part of the staff handbook and reference will be made to it in any codes of conduct.
- It will be covered in all employee and volunteer induction training.
- All members will have access to the policy and a summary of any revisions will be published.
- It will be available on the website and/or the membership system.
- At time of review, a mechanism will be put in place to allow all employees and appropriate selected members and volunteers to be part of the process.

### **Monitoring and Evaluation**

Once approved, the policy will apply for 3 years before a formal review takes place, unless any proposal to the Board, or legislation change, requires an interim review and/or amendment.

The equality action plan, created to ensure the intent of the policy is delivered, will be reviewed by the Board on a regular basis.

On an annual basis, statistical information in relation to the gender, ethnic groupings, disability and age of the membership holistically will be compiled for the Board to show the impact of this policy.

### **Disciplinary and Grievance Procedures**

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 may raise the matter through the appropriate grievance procedure. The procedure for the above is given in Byelaw 8

Appropriate disciplinary action will be taken against any employee, volunteer, or member who violates ScotSAC's Equality Policy.

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.