

# Equality Policy

## Introduction

This policy applies to all those associated with Sully Sailing Club (SSC) operating as an RYA Training Centre, including the young people with whom they work. Managers, full and part time youth workers, and volunteers - all are referred to as 'workers' in this document

It is the intention of SSC to be an organisation, which does not discriminate against any persons on any grounds of gender, race, ethnic origin, disability, age (for workers), nationality, national origin, sexuality, religion, marital status and social class. SSC opposes all forms of unlawful and unfair discrimination. The purpose of this policy is to provide equal opportunities for all volunteers and workers. To ensure that this happens, SSC will develop procedures and good practice guidelines to eliminate such discrimination.

## Application

Overall responsibility and commitment to SSC's Equal Opportunities policy is held by the Principal, although day-to-day responsibility for ensuring that SSC's Equal Opportunities policy and procedures are enforced is with all workers and volunteers. This policy will be implemented within the framework of the current legislation. Whilst it is understood that volunteers may not be covered by some legislation, SSC undertakes to meet the spirit of these Acts.

All workers, whether full-time, part-time, temporary or voluntary will be treated fairly and equally. Selection for employment, training, promotion or any other benefits will be on the basis of aptitude and ability. All workers and volunteers will be helped and encouraged to develop their full potential; and their talents and resources fully utilised to maximise the efficiency of the organisation and to meet the personal objectives of volunteers.

Every worker and volunteer is entitled to a working environment, which promotes dignity and respect to all. No form of bullying, intimidation or harassment will be tolerated. This policy is fully supported by the BYW Committee and staff.

SSC sees a commitment to Equal Opportunities in employment and volunteering as good management practice and makes sound business practice. Breaches of this policy will be treated seriously and lead to an investigation.

## Specifically

SSC will use the same definition of disability as used in the DDA 1995: 'Someone who has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities'. As with the Act, SSC will also apply this definition to people who have had a disability in the past.

SSC will use the same definitions of ethnic origin as the CRE: Bangladesh, Black African, Black Caribbean, Black, Other, Chinese, Indian, Irish, Pakistani, White, Other. SSC will include a statement about being an equal opportunities organisation in all its advertisements, whether seeking employees or offering volunteering opportunities. SSC is a disability symbol user (\*\*) and guarantees an interview for people with a disability who meet the basic requirements for advertised jobs. SSC will take every reasonable step to offer suitable opportunities to volunteers with disabilities.

SSC will ensure that, so far as is reasonably possible, volunteers do not make any

financial loss or gain from volunteering. We will pay out-of-pocket expenses, but these should be agreed in advance. So far as is reasonable we will ensure that no volunteer is disadvantaged because of where they live when determining suitable opportunities. Jobs and volunteering opportunities will be clearly described. Training, additional supervision and 'reasonable' adjustments (requirement of DDA) will be provided as appropriate.

Training on equal opportunities will be given to all managers and supervisors who recruit and select workers and/or volunteers. Induction training for workers and supervisors will be given on basic legislative requirements and SSC's approach to equal opportunities. Induction programmes for volunteers will ensure that they are aware of their rights under equal opportunities legislation and explain how they can register any complaints they might have about their volunteering experiences.

### **Complaints and Reporting**

Any person, whether a member of the public or a worker, should make a complaint about discrimination or victimisation directly to the Principal, who will deal with the complaint in confidence. If it is with regard to the Principal of SSC, you should contact the Commodore of SSC. A report will be documented about the complaint which will include the nature of the complaint, the time and date on which the person was discriminated against or victimised. A report will be taken from the person who is being complained about so that both versions can be compared and an effective solution can be developed. Workers are advised to use this internal procedure when it is appropriate, but this is without prejudice to the individual's rights to apply to an Industrial Tribunal within the statutory time limit, i.e. before the end of the period of 3 months beginning when the act complained was committed. There is no time limit if the victimisation is continuing.