



EQUITY POLICY

1. Statement of Intent

1.1 Squash Wales Ltd is fully committed to the principles of the equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer, child, young person, competitor or official receives less favourable treatment on the grounds of age, gender, colour, disability, ethnicity, race, parental or marital status, nationality, religious belief, political persuasion, social background or sexual preference.

1.2 Squash Wales will ensure that there will be open access to all those who wish to participate in the sport and that they are treated fairly. We will do this by not asking people to provide details relating to above mentioned categories unless there is a practical reason for requiring the information. The data will be used for monitoring purposes and is likely to be, but is not limited to, information relating to gender or an individuals eligibility to play in a tournament or competition.

1.3 Squash Wales may collect information regarding age, gender, colour, disability, ethnicity, race, parental or marital status, nationality, religious belief, political persuasion, social background or sexual preference from its membership and stakeholders on a voluntary basis from time to time to accurately assess the make up of its membership and interested parties and, if necessary, target any under-represented groups.

2. Purpose of the Policy

2.1 This policy has been drawn up in order to help members and stakeholders act in an equitable way and to raise awareness of the issue.

2.2 Squash Wales recognises that certain sections of the community have been affected by past discrimination and may be denied the opportunity to participate equally and fully in sport at all levels.

2.3 This policy has been produced to prevent/deal with any potential/current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against its employees, members and volunteers.

3. Delivery of the Policy

3.1 Squash Wales will produce and maintain an action plan to ensure the intent of this policy is delivered.

3.2 All areas of the organisation will be affected by this action plan, which will be incorporated into the overall business delivery plan, which will itself be reviewed and updated on an annual basis.

3.3 Squash Wales recognises that, in some cases, in order to achieve the principle of equality, unequal effort is required and, if appropriate, will consider appropriate action to tackle under-representation or discrimination.

3.4 Squash Wales may take positive action or introduce special measures for any group which is currently under-represented in membership, representative bodies or employees.

3.5 Special measures could be, but not limited to, arranging events targeted at a group that is identified as under-represented. For example a "girls only" squash taster day at a club or leisure centre.

4. Legal Requirements

4.1 Squash Wales Ltd is required by law not to discriminate against its employees or members and recognises its obligations under the following Acts:

- Equal Pay Act 1970
- Sex Discrimination Act 1975, 1986 and 1999
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Gender Recognition Act 2004
- Civil Partnership Act 2004
- Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Racial and Religious Hatred Act 2006
- Disability Discrimination Act 1995
- Disability Discrimination Amendment Act 2005
- Rehabilitation of Offenders Act 1974
- Employment Rights Act 1996
- Work Time Regulations 1998
- National Minimum Wage Act 1998
- Employment Act 2002 (Flexible Working Regulations)
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion and Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Protection from Harassment Act 1997
- Human Rights Act 1998
- Equality Act 2006
- Welsh Language Act 2003
- Any later amendments to the above Acts/Regulations, or future Acts/Regulations that are relevant to Squash Wales Ltd

4.2 Squash Wales will ensure that all development programmes will be drawn up with this Policy and all legal requirements taken into consideration.

5. Types of Discrimination

5.1 Discrimination can take the following forms:

5.1.1 Direct Discrimination – This means treating someone less favourably than you would treat others in the same circumstances.

5.1.2 Indirect Discrimination – This means applying equally a requirement or condition, which has a disproportionate and detrimental effect on one or more groups of people because fewer of that group(s) can comply with it and the requirement cannot be justified in relation to the circumstances. When decisions are made about an individual, the only personal characteristics taken into account will be those which are necessary to the proper performance of the task or job under consideration.

5.1.3 Harassment – This can be described as anything, including but not limited to, inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient.

5.2 Squash Wales is committed to ensuring that its employees, members and players are able to conduct their activities in an environment that is free from harassment or intimidation.

5.3 Squash Wales regards discrimination and harassment as described above as gross misconduct and any employee of the company, participant or volunteer who discriminates against or harasses any other person will be liable to appropriate disciplinary action.

5.4 Victimization is when someone is treated less favourably than others because he or she has taken action against Squash Wales under one of the Acts detailed above or provided information about such discrimination.

6. Implementation

6.1 A copy of this policy will be available to all employees, members and volunteers of Squash Wales.

6.2 Squash Wales will take measures to ensure that its employment practices do not result in discrimination.

6.3 No person, in any capacity, will be placed at a disadvantage by obligations or conditions which are not necessary to the performance of a

job or task they are undertaking, and which constitute unfair discrimination.

6.4 Squash Wales will ensure that external consultants and advisers used by the company can demonstrate their commitment to the principles and practice of equity.

6.5 Squash Wales will encourage all volunteers and key club personnel to attend equity courses as part of training its voluntary workforce in equity and encourage members that attend to disseminate the information at their club.

7. Communication

7.1 This policy will be communicated to all employees, members and volunteers in a press release on the Squash Wales website and in the next available newsletter. It will be uploaded to the Squash Wales website and will be displayed at all sanctioned tournaments. Any amendments to the policy will be communicated in the same way.

8. Monitoring and Evaluation

8.1 Squash Wales will monitor and evaluate this policy, practices, procedures and operations on an ongoing basis and report its findings to employees and members on an annual basis.

8.2 Squash Wales will endeavor to collect robust evidence of its membership in order that it can target specific groups and will accurately measure the impact of any interventions in order that their effectiveness can be assessed and future actions reviewed.

9. Responsibility

9.1 The Chairman has overall responsibility for the implementation of the equity policy.

9.2 All employees, members and volunteers have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.

9.3 The Squash Wales Board of Directors and Management Committee are responsible for ensuring that this equity policy is followed and provide appropriate procedures to deal with the investigation into and disciplinary process in connection with any alleged breach of this policy and/or any related codes of practice which may be issued from time to time.

9.4 The Director of Coaching & Development, Finance & Office Manager and a nominated Board Member will be responsible for managing equity on a day to day basis.

10. Disciplinary and Grievance Procedures

10.1 To safeguard individual rights under this policy an employee, member or volunteer who believes that he or she has suffered inequitable treatment within the scope of this policy may raise the matter by putting their grievance in writing and sending it to the Finance & Office Manager at the Squash Wales office at St Mellons Country Club, St Mellons, Cardiff, CF3 2XR.

10.2 Submissions by e-mail are also acceptable and should be sent to squashwales@squashwales.co.uk. The matter will be investigated by the Management Committee and their recommendation(s) will be submitted to the Squash Wales Board for ratification. The complainant will be notified of the outcome within 3 days of the matter being submitted to the Board.

10.3 If the grievance is against the Finance & Office Manager the complaint should be addressed to the Chairman. Grievances by e-mail should be sent to philip.brailey@allianz.co.uk.

10.4 Appropriate disciplinary action will be taken against any employee, member or volunteer who is proved to have violated Squash Wales Equity Policy.

10.5 Squash Wales will ensure that individuals feel able to raise any grievance and no employee, member or volunteer will be penalized for doing so unless their allegation is not true and was not made in good faith.

If you have any comments on this policy please contact the Squash Wales office on 01633 681646 or e-mail squashwales@squashwales.co.uk.