



## **Equality & Diversity policy - Cambridge Triathlon Club**

British Triathlon Federation (BTF) is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our members, and for each employee to feel respected and able to give their best.

BTF - in providing services or facilities - is also committed against unlawful discrimination of customers or the public.

### **The policy's purpose is to:**

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

### **The organisation commits to:**

- Encourage equality and diversity in the workplace as they are good practice and make business sense
- Ensure that managers and staff undergo appropriate equality training for their role
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in

employment, and prevent bullying, harassment, victimisation and unlawful discrimination

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public and any others in the course of their employment, against fellow employees, customers, suppliers and the public

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, members, suppliers, visitors, the public and any others in the course of the organisations work activities
- Such acts will be dealt with as misconduct under the organisations grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 - which is not limited to circumstances where harassment related to a protected characteristic - is a criminal offence

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- Ensure that both existing staff and those seeking employment with BTF, are treated fairly and that individuals are judged solely on merit and by work reference to their skills, abilities, qualifications, aptitude and potential (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- Ensure that all contractors and service providers operating on behalf of BTF are aware of this policy and expected to adhere it
- Ensure all staff have equal access to the full range of institutional facilities and that adjustments to working practices are considered wherever reasonably possible in order to accommodate a more diverse workforce
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

The equality policy is fully supported by senior management.

**Managers and advisors have a responsibility to:**

- Set a good example by treating all members of BTF with dignity and respect
- Correct unacceptable behaviour
- Ensure staff know how to report discrimination, bullying and harassment. Ensure that reporting incidents does not result in victimisation
- Deal with complaints fairly, thoroughly, quickly and confidentially
- Ensure that due consideration is given to equality and diversity within their sphere of influence

Details of the organisations grievance and disciplinary policies and procedures can be found in the Staff Hand book. This includes with whom an employee should raise a grievance - usually their line manager.

Use of the organisations grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.