

EQUAL OPPORTUNITIES POLICY

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Scottish
Volleyball

Equal Opportunities Policy

Introduction

The Scottish Volleyball (SV) recognises that discrimination is unacceptable in the form of direct or indirect discrimination, harassment or victimisation because of the nine 'protected characteristics' in the Equality Act 2010, which are sex, race, disability, age, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity, religion or belief.

This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

Forms of discrimination include:

- 🌀 **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because of their sexual preference.
- 🌀 **Indirect discrimination:** where a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging people with a protected attribute, and that is not reasonable. An example could be a requirement for all job applicants to have GCSE Maths and English: people educated in countries which don't have GCSEs would be discriminated against if equivalent qualifications were not accepted.
- 🌀 **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Preventing and Dealing with Harassment & Bullying Policy.
- 🌀 **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- 🌀 **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a

disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability

Duties under the Statutory Provisions

SV is an equal opportunities employer and as such will not discriminate against any employee because of the 9 protected characteristics.

Recruitment and Selection

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person where possible.

In line with the policy, the following statements will be adhered to in practice:

- 🌀 We adopt a consistent, non-discriminatory approach to the advertising of vacancies
- 🌀 All applicants who apply for jobs with us receive fair treatment and will be considered solely on their ability to do the job. They will not be asked questions which might suggest an intention to discriminate on grounds of a protected characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 🌀 Interview questions will be related to the requirements of the job and will not be of a discriminatory nature
- 🌀 Selection decisions for employment or promotion are not influenced by any perceived prejudices of other employees
- 🌀 As required by law, we will ensure that all employees are entitled to work in the UK. Assumptions about immigration should not be made based on appearance or apparent nationality.

Disabilities

A person is defined for the purposes of the Equality Act 2010 as being disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This would be, if the physical impairment affects one or more of the following: mobility, manual dexterity, co-ordination, continence, ability to lift, carry or move everyday objects, speech, hearing, eyesight (not corrected by glasses), memory, ability to concentrate, learn or understand or perception of risk or physical danger.

A disability will be deemed to have a long-term effect if it has or is likely to have a substantial effect for a period of at least 12 months or the rest of the affected person's life. This would include someone suffering from a severe disfigurement.

Discrimination arising from a disability

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

The Equality Act 2010 allows for employees to be protected where an individual is treated unfavourably because of something connected to their disability.

When dealing with recruitment, promotion, transfer requests, training requests, redundancy situations, re-deployment and access to benefits or services, SV will always have regard to the particular requirements that those suffering from disability may have and in particular to the need on occasion to make appropriate adjustments to eradicate any discriminatory effect, where reasonable.

Managers are required to:

- 🌀 Make reasonable adjustments to place of work, training, provision of special equipment or flexible/reduced working hours
- 🌀 Allocate some of the disabled person's duties to another person
- 🌀 Transfer the disabled person, if appropriate, to fill an existing vacancy
- 🌀 Allow absences for treatment or rehabilitation
- 🌀 Modify instruction or reference manuals
- 🌀 Modify procedures for testing or assessment
- 🌀 Provide a reader or interpreter
- 🌀 Provide supervision

If an employee feels that they have been subject to discrimination on any of the grounds described above, should raise it with their Manager in the first instance. If they feel the matter has not been resolved to their satisfaction, the employee should raise a formal complaint in line with SV Grievance procedure