Equality, Diversity and Inclusion Policy

BowlsWales · BowlsCymru

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Approved by	BowlsWales Board
Owner	General Manager

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1. Introduction

BowlsWales is fully committed to embedding equality, diversity and inclusion into all practices and takes every step where necessary to implement positive policies to achieve this end.

BowlsWales is fully committed to the principles of 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, disability, ethnicity, race, pregnancy/maternity, marriage or civil partnership, nationality, religious belief, political persuasion, social background, sexual orientation or gender reassignment.

In addition, BowlsWales commits to overcoming the disadvantages faced by those from lower socio-economic groups, those facing poverty, and those using the Welsh Language, to enable them to play and get involved in the game of bowls.

Whilst the primary responsibility for providing equality lies with BowlsWales, each individual employee and representative has responsibilities to refrain from unlawful actions, and to assist in preventing discrimination of any kind and in promoting equality.

2. Legal Requirements

BowlsWales is required by law not to discriminate against job applicants, employees, participants, officials or volunteers and recognises its legal obligations under the following legislation:

- Equality Act 2010
- Worker Protection (Amendment of Equality Act 2010) Act 2023
- Rehabilitation of Offenders Act 1974
- Employment Rights Act 1996
- Working Time Regulations 1998
- National Minimum Wage Act 1998
- Protection from Harassment Act 1997, as amended
- Human Rights Act 1998

And such other Acts and Amending Regulations as may from time to time be relevant.

3. The Policy

This policy applies to all employees and workers at BowlsWales, including contractors, casual staff, participants, volunteers and officials.

BowlsWales will afford all potential employees and representatives equality in recruitment, training and promotion, and equal terms and conditions of employment at all levels of the organisation, regardless of gender, race, age, disability, sexual orientation, religion or belief. There is no discrimination in contravention of the provisions of the Rehabilitation of Offenders Act 1974.

BowlsWales is committed to a programme of positive action to make this policy fully effective and will keep all criteria and procedures under constant review to ensure that objectives are realised. All practices and procedures are monitored and, where necessary, revised.

4. Implementation

General responsibility for the development and monitoring of the Equality Policy rests with the Board. The General Manager has overall responsibility for day-to-day implementation.

To achieve this, BowlsWales will ensure that:

- This policy is communicated to all employees, participants, volunteers and officials.
- All employees, participants, volunteers and officials understand their responsibilities — any form of discrimination will not be tolerated and will be treated as a serious offence.
- Employment policies are non-discriminatory and no job applicant will be placed at a disadvantage by requirements that are not necessary for the performance of the role.
- No individual or group will be discriminated against in their pursuit of inclusion in the game of bowls.
- All members have access to guidance adopted by BowlsWales in pursuit of our commitment to diversity and inclusion.
- A planned approach is adopted to eliminate barriers that discriminate against particular groups.
- Consultants and advisers can demonstrate their commitment to equality, diversity and inclusion.
- Support and training is provided to employees, volunteers and others for personal development and progression.
- Positive action is taken to increase involvement from under-represented groups in all aspects of the sport.
- This policy is regularly reviewed and developed.
- Action is taken against anyone not adhering to this policy.
- Appropriate responses are provided to anyone raising concerns about compliance with this policy.

5. Discrimination, Harassment and Victimisation

Discrimination can take the following forms:

Direct discrimination — treating someone less favourably than you would treat others in the same circumstances.

Indirect discrimination — applying a practice, rule or condition equally to all, but which has a disproportionate and detrimental effect on one group. Unlawful where it cannot be objectively justified.

Harassment — inappropriate actions, behaviours, comments or physical contact that is objectionable or causes offence. BowlsWales is committed to ensuring all employees, members, participants and volunteers can conduct their activities free from harassment or intimidation.

Victimisation — treating someone less favourably because they have raised a claim of discrimination or harassment in the past, or have provided evidence in support of another complaint.

Employees can be held personally liable for any acts of bullying, harassment, victimisation and unlawful discrimination, in addition to BowlsWales. Such acts will be dealt with as misconduct under the BowlsWales disciplinary procedure. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Sexual harassment

BowlsWales defines sexual harassment as any unwelcome conduct of a sexual nature that creates an intimidating, hostile or offensive environment. This can include unwanted advances, requests for sexual favours, making sexually suggestive comments or jokes, or other verbal, non-verbal or physical behaviours.

BowlsWales does not tolerate sexual harassment in any form. Sexual harassment may amount to both an employment rights matter and a criminal matter, including under the Protection from Harassment Act 1997.

6. Positive Action

BowlsWales may take positive action or introduce special measures for any group currently under-represented in any aspect of the organisation's work.

7. Employment Procedures

As an employer, BowlsWales aspires to have a diverse workforce reflecting the broader community. To bring about this diversity, BowlsWales undertakes to:

- Provide fair access for all jobs and roles.
- Assist all employees to realise their full potential through fair consideration of training, development and promotion needs.
- Where possible, modify employment practices to reduce barriers experienced by members of disadvantaged groups.
- Maintain records in recruitment, training and employment to identify areas of inequality.
- Require all employees involved in recruitment and selection to undergo relevant training.
- Regularly review recruitment, selection, training and promotion procedures to ensure they are fair and reflect current best practice.

To achieve diversity among participants, BowlsWales will:

- Promote an open and honest culture that values diversity.
- Communicate widely, ensuring messages can be understood by all.
- Encourage the involvement of all people regardless of gender, race, ability, age, sexual orientation, religious views and social background.
- Change attitudes and working practices so that everyone can feel a valued player of bowls in Wales.

Any employee, participant, volunteer or official who believes they have suffered inequitable treatment may raise the matter through the BowlsWales Grievance Procedure or Harassment Policy and Procedure.

8. Monitoring and Evaluation

This policy will remain in force until it is amended, replaced or withdrawn. A review will take place annually in conjunction with any changes of language or legislation.

The Equality Action Plan will be reviewed by the Equality Champion and General Manager regularly. Progress will be recorded annually and a full report presented to the Board. Once approved, a report will be published internally and externally, with due regard to the sensitivity of information.

9. Revision of Policy

BowlsWales reserves the right to amend and/or withdraw this policy from time to time, including to take account of changes in the law, best practice and operational requirements.

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