



British Paralympic  
Association



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## **EQUALITY and DIVERSITY POLICY**

### **1. Policy Objectives**

- 1.1 The British Paralympic Association (BPA) is fully committed to the principles of equality of opportunity and is responsible for ensuring that no employees, Board members, volunteers, supporters, participants, job applicants or members (together "stakeholders") are unlawfully discriminated against because of grounds of age, gender, marital status, religious belief, sexual orientation, race, ethnicity, nationality or disability (together the "Protected Characteristics").
- 1.2. In addition, BPA recognises that we live in a diverse society and will endeavour to ensure that all stakeholders are given the same opportunities regardless of their socio-economic backgrounds. Consequently, BPA considers socio-economic background to be an additional Protected Characteristic.
- 1.3. BPA will encourage partner organisations, including members, affiliated associations, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Equality and Diversity Policy.
- 1.4. The exception to this is within the athlete qualification process for the Paralympic Games where nationality and disability are requisites for selection and is referred to in this policy as the Paralympic Games context.

### **2. Purpose of the Policy**

- 2.1. Advancing equality of opportunity and promoting good relations for all.
- 2.2. Promote a good and harmonious working environment in which all persons are treated with respect.
- 2.3 Prevent occurrences of unlawful or unfair direct discriminations, indirect discrimination, harassment and victimisation.
- 2.4 Fulfil the BPA's legal obligations under the equality legislation, policies and codes of practice.
- 2.5 To reinforce compliance with associated policies.

### **3. Legal Requirements**

- 3.1. BPA is required by law not to unlawfully discriminate against its stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010, and any equivalent legislation (as amended) in any UK jurisdiction any later amendments to such legislation or subsequent equality related legislation that may be relevant to BPA.
- 3.2. BPA will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice.

### **4. Discrimination, harassment, bullying and victimization**

The BPA regards discrimination, harassment, bullying or victimisation, as described below, as serious misconduct. All complaints will be taken seriously and proportionate measures including disciplinary action will be brought against any stakeholder who is found to discriminate against any other person or group of people.

BPA recognises the following as being unacceptable:

- 4.1. Unlawful discrimination which can take the following forms:
  - 4.1.1. Direct Discrimination: treating someone less favourably than you would treat others because of a Protected Characteristic.
  - 4.1.2. Indirect Discrimination: applying a provision, criterion or practice which, on the face of it, applies equally to all but which, in practice can disadvantage individuals with a particular Protected Characteristic. Such requirements or conditions are lawful only if they can be objectively justified.
- 4.2. Harassment: engaging in unwanted conduct relating to a relevant Protected Characteristic or unwanted conduct of a sexual nature where the conduct has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient, or any other individual affected by such conduct. BPA is committed to ensuring that its stakeholders are able to conduct their activities free from harassment.
- 4.3. Bullying: the misuse of power or position to criticise persistently or to humiliate and undermine an individual's confidence.
- 4.4. Victimisation: subjecting someone to a detriment because he or she has in good faith taken action under the Equality Act 2010 (or equivalent legislation) by bringing proceedings, giving evidence or information in relation to proceedings, making an allegation that a person has contravened the Equality Act 2010 (or equivalent legislation) or doing any other thing for the purpose of or in connection with the Equality Act 2010 (or any equivalent legislation).

## **5. Reasonable Adjustments**

- 5.1. When any decision is made about an individual, the only personal characteristics that may be taken into account are those that are consistent with any relevant legislation and are relevant to the substance of the decision being made.
- 5.2. BPA recognises that it has a duty to make reasonable adjustments for disabled persons. BPA will consider all requests for adjustments and where possible will accommodate reasonable requests and will work with disabled stakeholders to implement any adjustments that will enable them to participate more fully in our activities.
- 5.3. BPA recognises through its selections of Athletes for the Paralympic Games will be based solely on eligibility and performance standard met and will then not discriminate against the Protected Characteristics. This is referred to as the "Paralympic Games context".

## **6. Responsibility, implementation and communication**

- 6.1. The following responsibilities will apply:

6.1.1. The BPA Board is responsible for ensuring that this Equality and Diversity Policy is implemented, followed, and reviewed when appropriate. The BPA Board is also responsible for ensuring that this Equality Diversity Policy is enforced and any breaches are dealt with appropriately.

6.1.2. A member of the Board will be an "Equality and Diversity Champion" and will ensure that equality is included as an agenda item at Board meetings when appropriate and that the Board takes equality and diversity issues into consideration when making decisions.

6.1.3. The Chief Executive has the overall responsibility for the implementation of this Equality and Diversity Policy.

6.1.4. A member of staff will be the designated Equality and Diversity Officer as appointed by the Chief Executive, and will have the overall day-to-day responsibility for the implementation of this Equality and Diversity Policy and for achieving any equality related actions resulting from it. The Equality and Diversity Officer's work programme will be amended to reflect this.

6.1.5. All stakeholders have the responsibility to respect, follow and promote the spirit and intentions of this Equality and Diversity Policy. Individual work programmes for BPA staff will be amended to include equality and diversity related tasks where appropriate.

- 6.2. This Equality and Diversity Policy will be implemented immediately following Board approval. Implementation requires the following actions:

6.2.1. BPA will regularly review its recruitment and employment practices to ensure continuing compliance with relevant legislation, and where possible good

practice. All job advertisements produced by BPA will contain the following policy statement:

*"The British Paralympic Association is fully committed to the principles of the equality of opportunity. It is responsible for ensuring that no job applicant, employee or volunteer receives less favourable treatment, on the grounds of age, colour, disability, ethnic minority, parental or marital status, nationality, religious belief, gender, social status or sexual preference, than any other."*

6.2.2. No applicant for any post (including job applicants, consultant advisers and suppliers) will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unlawful discrimination.

6.2.3. Consultants and advisers (and where appropriate suppliers) to BPA will be required to abide by this Equality and Diversity Policy and it will be referred to in any service level agreements or contracts issued by BPA.

6.2.4 BPA will increase employees' knowledge and skills in the area of equality. This shall be implemented through equality and diversity courses as part of their continuous professional development.

6.3. This Equality and Diversity Policy will be communicated in the following ways:

6.3.1. The Policy is included in the Staff Handbook. Reference will be made to this Equality and Diversity Policy in any code of conduct. This Policy is for guidance only and will not form part of any contract of employment with any employees of BPA;

6.3.2. The Policy will be highlighted in all staff, Board and relevant volunteer inductions;

6.3.3. A copy of this Policy will be publicly available on the BPA website to download and copies in other formats will also be available from BPA HQ. All members will be made aware of the Policy upon joining the BPA;

6.3.4. Each time this Policy is reviewed, BPA stakeholders will be consulted. Following consultation a notice of the changes will be made publicly available.

6.3.5. BPA will promote continuing professional development for all employees and volunteers to support equal opportunities within the organisation and, where appropriate, provide specialist facilities, equipment or training.

## **7. Actions**

- 7.1 BPA will produce, maintain and monitor an Equality Action Plan to ensure the objectives of this Equality and Diversity Policy are consistently delivered throughout all areas of the organisation.
- 7.2 BPA recognises that, in some cases, to further the principle of equality, an unequal distribution of resources may be required. If appropriate and proportionate, the BPA (though the Chief Executive) will consider positive action or may introduce special measures to assist any group with a Protected Characteristic which is currently underrepresented within any group of stakeholders. BPA has the vision: "through sport, inspire a better world for disabled people" and in this context the BPA is particularly aware of the need for appropriate representation of disabled people at all levels of the organisation.

## **8. Monitoring and Evaluation**

- 8.1. This Equality and Diversity Policy will remain in force until it is amended, replaced or withdrawn. A review of this Policy will take place as and when required, but not less than once every three years.
- 8.2. The Equality Action Plan, created to ensure the objectives of this Equality and Diversity Policy are delivered, will be reviewed by the Chief Executive and the Equality and Diversity Officer regularly, but in any event not less than once every 12 months.
- 8.3. On an annual basis, statistical and, if appropriate qualitative, information will be collected and a report will be produced by the Chief Executive for the Board. Once approved by the Board, the report will be published internally and externally, to show the impact of this Equality and Diversity Policy and progress towards achieving the Equality Action Plan.

## **9. Complaints Procedures**

- 9.1 To safeguard individual rights under this Equality and Diversity Policy, any stakeholder who believes they have suffered inequitable treatment within the scope of this Policy may raise the matter through the appropriate procedure (i.e., the employee grievance procedure for employees or the complaints procedure for stakeholders who are not employees).
- 9.2 The BPA regards breaches of the Equality and Diversity Policy as misconduct.
- 9.3 Proportionate disciplinary action (under the relevant BPA disciplinary procedures) may be taken against any BPA Stakeholder who breaches this Equality and Diversity Policy.
- 9.4. An individual raising a grievance or complaint will not be penalised for doing so unless it is untrue and not made in good faith.

9.5. As with all grievance and disciplinary procedures, the final point of appeal relating to this policy is the BPA Board or panel designated by the Board for that purpose.

*Document Owner:*

*Director of Finance & Corporate Services*

*Approved by Board:*

*12 October 2016*

*Review:*

*Every Two Years*

*Next Review Date:*

*October 2018*

