

**WALTHAM FOREST DIVING CLUB**



**Affiliated to the Amateur Swimming Association and  
ASA London Region.**

## **Equal Opportunities Policy**

**Date - 28th January 2012**

**For Review - January 2014**

# Version History

Version	Date	Editor	Reason
0.1	01 March 06	Gordon Starling	Draft for discussion
1.0	16 April 07	Gordon Starling	Accepted by Committee
2.0	28 Jan 12	Ian Capes	Updated for discussion

Table of contents:

1. Introduction .....	3
2. Policy Statement .....	3
3. Policy Objectives .....	3
4. Responsibilities .....	4
5. Harassment and Victimisation .....	4
6. Policy Implementation .....	5
7. Policy Review.....	6

# 1. Introduction

- 1.1 Equality of opportunity is a principle of fundamental importance, which pervades the life of the Diving Club. All volunteers and all divers of the Diving Club are entitled to be considered entirely on merit without regard for gender, age, sexuality, marital status, religion, faith, race, colour, creed, social class, disability, ethnic or national origin. This document sets out the Diving Club's Equal Opportunities Policy. This applies to all volunteers and divers and lies at the heart of current practice.
- 1.2 The Diving Club's mission is 'to increase the number of participants and promote excellence in diving skills and coaching'.
- 1.3 The Equal Opportunities Policy and supporting Codes of Practice underpin the Mission and the achievement of the Diving Club's strategic aims.

# 2. Policy Statement

- 2.1 It is the policy of the Diving Club that volunteers, divers and applicants to the Diving Club shall receive equality of opportunity irrespective of gender, age, sexuality, marital status, religion, faith, race, colour, creed, social class, disability, ethnic or national origin.
- 2.2 The Diving Club is committed to provide and promote equality of opportunity to volunteers and divers to fulfil their potential. The Diving Club's Policies and Procedures will be monitored and regularly reviewed to ensure that this Policy is being implemented. The results of monitoring and review will be published annually by the Responsible Officer (RO) and presented by report to the Management Committee at the Annual General Meeting.
- 2.3 All volunteers and divers are responsible for implementing this Policy. Any breach of the Policy will not be tolerated by the Diving Club, which will investigate such behaviour or actions and may apply the appropriate disciplinary procedure.

# 3. Policy Objectives

- 3.1 The Diving Club's main objectives in implementing the Policy are:
  - a. To provide and promote equal opportunities for all volunteers and divers
  - b. To promote wider participation by divers from many different cultural, racial and faith backgrounds and particularly from under represented groups

- c. To ensure that the talents and abilities of all volunteers and divers are valued
- d. To ensure that the Diving Club's statutory obligations are met
- e. To attract and retain high quality volunteers and divers to the Diving Club who have diverse experiences and personal qualities to offer
- f. To adopt management practices which value and empower individuals, through listening, consulting, providing support, promoting equality to eliminate discrimination.

## **4. Responsibilities**

- 4.1 All Volunteers and Divers
  - To promote the Equal Opportunities Policy and abide by the Policy Statement and supporting Codes of Practice.
- 4.2 Management Committee
  - To ensure that the Policy is effectively communicated, understood and implemented.
  - To encourage volunteers and divers to report any breaches of the Policy and to investigate using the appropriate Diving Club Procedures.
  - To provide training and awareness for volunteers and divers to enable them to fulfil their responsibility under this Policy.
- 4.3 Responsible Officer (RO)
  - To be accountable to Academic Board for monitoring the effectiveness of the Policy, assessing the impact of all other Diving Club Policies and Procedures on volunteers and divers with particular reference to gender, race, religion and disability.
  - To provide an annual report and action plan to the Management Committee.

## **5. Harassment and Victimisation**

- 5.1 Victimisation and harassment of individuals will not be tolerated by the Diving Club. Such behaviour on the grounds of gender, age, sexuality, marital status, religion, faith, race, colour, creed, social class, disability, ethnic or national origin may also be unlawful. Volunteers and divers will be made aware of the behaviour that can constitute harassment and victimisation.
- 5.2 Harassment includes comments, actions, jokes or suggestions which might create a stressful working environment for a person. Harassment may be verbal (language, jokes, comments, ridicule, nicknames and verbal threats), non-verbal (gestures, staring and offensive written or electronic communication) or physical (jostling, mistreating or assaulting). The stress that such harassment can cause may not only

be damaging to the individual being harassed but also will affect others and have an impact on the Diving Club. The simple fact that a volunteer or diver does not say that they object to such harassment does not mean that they are happy about the behaviour.

- 5.3 Victimisation occurs when a person is treated less favourably than others because they have brought proceedings, given evidence or complained about behaviour or conduct on the basis that it breaches the Diving Club Policy.
- 5.4 Individuals who suffer or experience what they consider may amount to harassment or victimisation will be encouraged to use the Diving Club procedures to report such an event.

## **6. Policy Implementation**

- 6.1 The Diving Club will publicise this Policy as widely as possible and will promote it in recruitment (volunteers/divers) documents, appropriate publicity material and official documents.
- 6.2 The Diving Club will raise awareness of equal opportunity issues through volunteers development and training.
- 6.3 The Diving Club will implement specific action plans in relation to Codes of Practice to eliminate discrimination on the grounds of gender, race, religion and disability.
- 6.4 All Diving Club Policies and Procedures will be reviewed by the Management Committee to assess their impact upon different gender, racial and religious groups and those with disabilities. Where there is evidence that they may be discriminatory, the originating source will be required to amend the Policy/Procedure.
- 6.5 Monitoring of volunteers recruitment, promotion, retention, turnover and access to volunteers development and training will be undertaken and reported on an annual basis to the Management Committee.
- 6.6 Monitoring of diver recruitment, progression, retention, drop-out rates and access to facilities/services will be undertaken and reported on an annual basis to the Management Committee.
- 6.7 Equal opportunities principles will be actively applied to all Diving Club services, processes and procedures associated with volunteers, divers, clients, partners, and the recruitment of external agencies.
- 6.8 The Management Committee will ensure consultation with volunteers, divers, and groups' representatives of different ethnic origins, faiths

and disabilities in developing action plans and the assessment of monitoring.

## **7. Policy Review**

- 7.1 The effectiveness of this Policy will be reviewed by the Management Committee on an annual basis. The results of the review and recommended action will be reported At the Annual General Meeting of the Diving Club.