

Equality and Diversity Policy

British DanceSport Association (hereinafter referred to as BDSA) is committed to encouraging equality and diversity among our work force and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our participants, employees and volunteers to feel respected and able to give their best.

1. Aim

The organisation in providing coaching and outreach programmes to encourage local community involvement in amateur sport, in particular Ballroom and Latin American Dance, designing, establishing and running programmes to provide activities focusing on education, recreation and sport, providing health and activity-related outreach to local communities, is also committed against unlawful discrimination of participants, volunteers or the public.

2. Purpose

This policy sets out BDSA's approach to equality and diversity in the working environment.

BDSA is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

BDSA aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees and volunteers, and to pro-actively tackling and eliminating discrimination.

3. Equality and diversity at BDSA

At BDSA, we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all people across groups both in employment, and with access to programmes and services.

We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences. By respecting this everyone can feel valued for their contributions to the work of BDSA which is beneficial not only for the individual but for BDSA too.

We acknowledge that equality and diversity are not inter-changeable but inter-dependent.

There can be no equality of opportunity if difference is not valued, harnessed and encouraged.

4. Scope

The rights and obligations set out in this policy apply equally to all engaged by BDSA, whether part time or full time, on a substantive or fixed-term contract, and also to associated

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persons such as secondees, sessional staff, volunteers, attendees, contractors and others under a contract of service or through agreement.

You have personal responsibility for the application of this policy.

As part of your induction, you are expected to read and familiarise yourself with this policy, ensure that this policy is properly observed and fully complied with and to complete the declaration below (page 6).

This policy is also of particular relevance to directors, line managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others acting for and on behalf of BDSA.

5. BDSA's commitment

Every employee, volunteer and participant are entitled to an environment that promotes dignity, equality and respect for all. BDSA will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, volunteer, contractor, job applicant, participant or visitor because of:

5.1. protected characteristics as stated in the Equality Act 2010:

- sex;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion and or belief; and
- age.

5.2. Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

5.3. Discrimination on the basis of event access will also not be tolerated.

All employees/volunteers will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities in and through BDSA.

Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or another colleague in a relevant position of seniority. You may decide in the alternative to raise the matter through BDSA's Harassment Policy or Grievance Policy. For types of discrimination see the Annex to this policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. BDSA will ensure that individuals

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who make such allegations in good faith will not be victimised or treated less favourably by BDSA as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under BDSA's Discipline Policy.

A person found to have breached this policy may be subject to disciplinary action under BDSA's Discipline Policy.

Employees and volunteers may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

6. When does this policy apply?

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. in sessions and training, at partner meetings and events, social events and social interactions with colleagues) or which may impact on BDSA's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to BDSA).

We set out below some specific areas of application:

6.1. Recruitment

Selection for employment and engagement at BDSA will be on the basis of aptitude and ability. Further detail is set out in BDSA's Recruitment and Selection Policy. Where possible, BDSA will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination.

6.2. Training

You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

6.3. Promotion

All promotion decisions will be made on the basis of merit and will not be influenced by any of the protected characteristics listed above. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

6.4. During employment/engagement

The benefits, terms and conditions of employment/engagement and facilities available to BDSA employees and volunteers will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

7. BDSA's legal duties

As a public body, BDSA is additionally subject to public sector equality duties under the Equality Act 2010. This policy will be reviewed on an ongoing basis by BDSA to assess its effectiveness and may be amended from time to time.

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The Equality and Diversity Policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives of BDSA and is in line with current legislation (Equality Act 2010).

Details of the organisation's grievance and disciplinary policies and procedures can be found on the BDSA shared data drive in the 'Governing Documents & Policies' folder. This includes with whom an employee or volunteer should raise a grievance – usually their line manager.

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

8. Responsibilities

8.1 Director(s) and Board

The Director(s) and Board will:

- 8.1.1. have overall responsibility for the ensuring that all reasonable steps are taken to prevent unlawful discrimination and promote equality within the BDSA.

8.2 The Directors and Board

The Directors and Board will:

- 8.2.1. receive and consider regular reports in order to evaluate the effectiveness of the policy;
- 8.2.2. review, and as necessary, amend the policy;
- 8.2.3. ensure it is satisfied that the organisation is taking all reasonable steps to strive to be representative of the population it serves.

This policy is for guidance only and does not form part of your contract of engagement.

EQUALITY AND DIVERSITY DECLARATION:

I have read and understood BDSA's Equality and Diversity Policy and agree to work to the expected standards. Regardless of my background and circumstances, I agree to treat all colleagues and visitors with respect and dignity while carrying out the duties and responsibilities of my role at BDSA.

Signature.....

Date.....

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Print name.....

PLEASE RETURN TO

ANNEX 1

Types of Discrimination

There are various types of discrimination prohibited by this policy. The main types are:

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1) Direct discrimination

Direct discrimination occurs where one person is treated less favourably than another because of a protected characteristic set out in this policy. By way of example, refusing to promote a pregnant employee/volunteer on the basis that she is shortly due to go on maternity leave would be direct discrimination on the protected characteristic of the employee's/volunteer's sex. Other types of direct discrimination are:

- 1.1 Associative discrimination - this is direct discrimination against someone because they associate with another person who possesses a protected characteristic. For example, an employee or volunteer is discriminated against because his/her son is disabled.
- 1.2 Perceptive discrimination - this is direct discrimination against an individual because others think they possess a particular protected characteristic. For example, where co-workers believe the individual is gay. It applies even if the person does not actually possess that characteristic.

2) Indirect discrimination

Indirect discrimination occurs when an unjustifiable requirement or condition is applied, which appears to be the same for all, but which has a disproportionate, adverse effect on one group of people. This is discrimination even though there was no intention to discriminate. For example, a requirement for UK based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK; this could amount to indirect discrimination on the grounds of race.

3) Victimisation

Victimisation is where an employee or volunteer is treated less favourably than others because they have asserted legal rights against BDSA or assisted a colleague in doing so. For example, victimisation may occur where an employee or volunteer has raised a genuine grievance against BDSA and is demoted as a result.

4) Harassment

Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.” It is important to remember that it is not the intention of the harasser but how the recipient perceives their behaviour, which determines whether harassment has occurred. Please see BDSA's Harassment Policy, for further details of how BDSA will deal with bullying and harassment.

You may also refer to the Protection from Harassment Act 1997 for the definition of harassment and criminal proceedings

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Annex 2

Types of Distribution

- 1) Internet
- 2) Email
- 3) Induction
- 4) Training events
- 5) WhatsApp
- 6) Adobe

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Annex 4

Governing Law

The laws of England and Wales govern this policy and subsequent actions arising from it.

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