

Brighton Swimming Centre/Swim UK



Equal Opportunities Policy

Policy Statement:

Brighton Swimming Centre/Swim UK is committed to providing working and learning opportunities for all.

- By eliminating unlawful discrimination, harassment victimisation and other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and those who do not;
- Foster good relations between people who share a protected characteristic and those who do not.
- We recognise the importance of the Equality Act 2010.
- We strive to achieve an inclusive culture of excellence without prejudice, bullying, harassment and discrimination of any type.

Paul Smith MD is ultimately responsible for ensuring this policy is carried out, that it is fit for the purpose, relevant and complies with legislation.

This policy covers staff and participants alike.

This policy covers the nine protected characteristics of the Equality Act 2010 (Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).

Our aim is to ensure that all employees, job applicants and learners are given equal opportunities and that our organisation is representative of all sections of society. Every employee, customer and learner will be respected and valued and able to give their best as a result.

Staff

1. All employees, whether they are Full-time, Part-time or temporary, will be treated fairly and with respect. When Brighton Swimming Centre/Swim UK selects candidates for employment, promotion, training or any other benefit it will be based on their ability. All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our workforce.
2. All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, ensuring our whole workforce is as efficient as possible.
3. Brighton Swimming Centre/Swim UK will not tolerate any form of intimidation, bullying or harassment in the workplace, and will discipline those that breach this policy.
4. Brighton Swimming Centre/Swim UK will make training, development and progression opportunities available to all staff.
5. Brighton Swimming Centre/Swim UK believe in promoting equality in the workplace, this is good management practise and makes business sense.
6. We will encourage anyone who feels they have been subject to discrimination to raise their concerns so we can intervene.
7. During staff induction, new members of staff are asked to read our policies and sign to confirm they understand and agree.

Learners

1. All candidates will be asked if they require additional support, have learning difficulties, cultural requirements, medical conditions or special needs at the beginning of their programme in order to identify where we can assist them. If required ALN support will be provided. Brighton Swimming Centre/Swim UK will inform the relevant awarding bodies to ensure that additional support can be offered during assessments.
2. Personal information on candidates will be treated as confidential and any information held on computer will be subject to the Data Protection Act.
3. During Induction all learners are taken through a presentation of what they can expect from us and what we expect from them during their time with us and our values. Within this we talk ask learners to:
 - a. Please look out for each other, treat others with respect and tolerance, regardless of background or beliefs.
 - b. Understand the importance of respect for everyone.
 - c. Understand the importance of listening to what everyone has to say, whether you agree or not.
 - d. Achieve your potential, challenge, develop, inspire, and stretch yourself.

The rights, responsibilities and duties of employees and candidates:

It is the right of all employees and candidates to work and train without being discriminated or prejudiced against, bullied, or harassed.

It is the responsibility of all employees and candidates to ensure that they do not contravene equal opportunities legislation by discriminating, bullying, or harassing anyone.

It is the duty of all employees and candidates to report any discrimination, prejudice, bullying, harassment, or unfair treatment that is happening during work or learning. This should, in the first instance be reported to a line manager; if it is not resolved it should be reported to Paul Smith.

Breaches of the Equal Opportunities Policy are regarded as breaches of discipline and as such are subject to disciplinary procedures.

Allegations of breaches of equal opportunities for staff or learners will be answered by Paul Smith within 5 working days of the complaint being made. Where, due to the nature of the complaint this is not possible an initial response explaining that it is being investigated will be sent out with 5 working days.

If the complainant is satisfied with the response and following action, then no further action will be taken.

If the complainant is not satisfied with the response, then Paul Smith will take further action, it may be that he has to go through a disciplinary process, or acquire additional support or guidance from external agencies.