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SCOTTISH ARCHERY EQUALITY POLICY

1 Policy Objectives

- 1.1 The Scottish Archery Association (Scottish Archery) is fully committed to the principles of equality of opportunity. Furthermore, Scottish Archery is also fully committed to ensuring that all job applicants, employees, workers, office holders, volunteers, **contractors, coaches**, participants and members (together "Stakeholders") receive equal treatment and are not discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, sex or sexual orientation (together the "Protected Characteristics" as defined by the Equality Act 2010).
- 1.2 In addition, Scottish Archery recognises that we live in a diverse society and will endeavour to ensure that all Stakeholders are given the same opportunities regardless of their backgrounds.
- 1.3 Scottish Archery will encourage affiliated clubs, areas, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Equality Policy.
- 1.4 While Scottish Archery acknowledges that Archery GB has produced its own Equality Policy, Scottish Archery is also working **towards the standards of the new Equality Framework for Governing Bodies of Sport in Scotland as launched and implemented in 2023 – 2024.**

2 Definitions

For the purpose of this policy, the following definitions will apply.

- 'Archery GB' means the trading name of the Grand National Archery Society, a Company Limited by Guarantee, no. 1342150, registered in England
- 'Employee' means any person who is employed by, or on behalf of Scottish Archery on either a temporary or permanent basis.
- 'Board' means the duly elected Directors of Scottish Archery and those who have been co-opted to fill such posts and have assumed the rights and responsibilities of a Director.
- 'Member' has the same meaning as defined in the Articles and Bye-laws of Scottish Archery as current from time to time
- 'Participant' means any person who undertakes a beginner's course, organised by an affiliated club, with a view to entering into membership of Archery GB and Scottish Archery through a club or joining them as Ordinary members.
- 'Volunteers' can either be members of Scottish Archery and Archery GB or individuals who assist in affiliated clubs on a voluntary basis without necessarily having entered into membership.
- 'Affiliated Clubs and Areas' – These are the constituted clubs which Scottish Archery members join to participate in archery in Scotland. Such Clubs are contained within the geographic Areas of Scotland as defined in the Bye Laws of Scottish Archery. Such Clubs and Areas are not members of Scottish Archery

3. Purpose of the Policy

3.1 Scottish Archery recognises that individuals (and/or certain groups in our society) who share one or more Protected Characteristics may not have been able to participate equally and fully in archery activities in the past. In some instances this may have been as a result of unintentional discrimination.

3.2 This Policy has been produced to try to prevent and address any potential discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against Stakeholders that may preclude them from participating fully in archery activities or reduce or diminish their involvement in archery.

4. Legal Requirements

4.1 Scottish Archery is required by law not to discriminate against its existing and potential 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 Scotland and any later amendments to such legislation or subsequent equality related legislation that may be relevant to Scottish Archery. Should any club and/or Area fail to comply with the provisions of this policy, they may also be subject to complaint and court action.

5. Discrimination, harassment, bullying and victimisation

Scottish Archery takes a zero tolerance approach to discrimination, harassment or bullying which can take the following forms:

5.1 **Direct Discrimination:** treating someone less favourably than you would treat others because of a Protected Characteristic.

5.2 **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 in the context of positive action.

5.3 **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. Scottish Archery is committed to ensuring that its Stakeholders are able to conduct their activities free from harassment.

5.4 **Bullying:** Any form of the misuse of power or position (whether verbal, emotional or physical) to criticise persistently or to humiliate and undermine an individual's confidence or professional position.

5.5 **Victimisation:** subjecting someone to detriment or retaliation because he or she has, in good faith, complained or supported someone else's complaint about an equality matter.

5.6 **Disability Discrimination:** this includes direct and indirect discrimination and unjustified less favourable treatment because of the effect of a disability and failure to make reasonable adjustments to alleviate disadvantage caused by a disability.

Scottish Archery regards discrimination, harassment, bullying or victimisation, as described above, as serious misconduct.

We will ensure that we meet our legal obligations to protect individuals from discrimination on the grounds of a protected characteristic.

We have a clear complaints procedure and discrimination reporting procedures in place to deal with any instances of discrimination, harassment or victimisation. Any complaints will be taken seriously and dealt with promptly and fairly. Appropriate measures, including disciplinary action may be brought against any Stakeholder who unlawfully discriminates against, harasses, bullies or victimises any other person.

6 Reasonable Adjustments

6.1 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. Protected Characteristics are excluded from such decisions.

6.2 Scottish Archery recognises that it and its partner clubs and areas have a duty to make reasonable adjustments for disabled persons. Where appropriate, Scottish Archery will consider requests for adjustments and, where practical, will assist in the provision of funds or part funds to accommodate reasonable requests. Scottish Archery will work with-Stakeholders with a disability to implement any adjustments that will enable them to participate more fully in archery related activities. This is required in the Equality Act 2010.

7. Transgender Stakeholders

Scottish Archery is currently undergoing an internal review around gender categories within competition and whether they are required or not. This will be in partnership with Archery GB and in line with the recent guidance document 'Guidance for Transgender Inclusion in Domestic Sport':

[Guidance for Transgender Inclusion in Domestic Sport 2021.pdf](https://www.equalityinsport.org/Guidance%20for%20Transgender%20Inclusion%20in%20Domestic%20Sport%202021.pdf)
([equalityinsport.org](https://www.equalityinsport.org))

8. Responsibility, implementation and communication

The following responsibilities will apply:

8.1 The Board of Scottish Archery is responsible for ensuring that this Equality Policy is implemented, followed, and reviewed **biennially**. The Scottish Archery Board is also responsible for ensuring that this Equality Policy is enforced, and any breaches are dealt with appropriately.

8.2 A nominated Director has the overall responsibility for the implementation of this Equality Policy and will ensure that equality is included as an agenda item at Board meetings when appropriate and that the Board takes equality issues into consideration when making decisions. The Chairperson and the nominated Director are designated as Equality Champions on the Scottish Archery Board.

An Equality subgroup will be formed and consist of Staff, Board Members, Members of Scottish Archery that are not on the Board, and independent persons as required. Their role will be to support the staff team with implementing and tracking the Equality Action Plan and supporting progress through the Equality framework.

8.3 All Stakeholders have the responsibility to respect, follow and promote the spirit and intentions of this Equality Policy. Individual work programmes for Scottish Archery staff and members will be amended to include equality related tasks where appropriate.

8.4 This Equality Policy will be implemented immediately following Board approval.

8.5 Scottish Archery will regularly review its employment practices to ensure continuing compliance with relevant legislation and, where possible, good practice to ensure that this Policy is operating effectively. To identify groups that may be underrepresented or disadvantaged in the organisation may choose to monitor members' ethnic group, gender, disability and age. Provision of the information is voluntary and it will not adversely affect an individual's chances of recruitment or membership or any other decision relating thereto.

This information of monitoring and analysing this data is to help Scottish Archery take appropriate steps to avoid discrimination and improve equality and diversity.

8.6 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 discrimination.

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

8.8 This Equality Policy will be communicated in as many ways as possible through the website, e-newsletters and social media and will be highlighted in all staff and volunteer inductions including the **Board Directors'** Induction Pack.

8.9 Scottish Archery will use its best endeavours to make all potential members aware of the Policy when they join.

8.10 Scottish Archery will promote continuing professional development for all Board Directors, employees and volunteers to support equal opportunities within the organisation and, where appropriate, provide specialist facilities, equipment or training.

9 Equality Action Plan

9.1 Scottish Archery will produce, maintain and monitor an Equality Action Plan to ensure the objectives of this Equality Policy are consistently delivered throughout all areas of the organisation.

9.2 Scottish Archery recognises that, in some cases, to further the principle of equality, an unequal distribution of resources may be required. This is known as positive action. If appropriate and proportionate, Scottish Archery will consider positive action or may introduce special measures to assist any group with a Protected Characteristic which is currently under-represented within any group of Stakeholders.

10 Monitoring and Evaluation

10.1 This Equality Policy will remain in force until it is amended, replaced or withdrawn. A review of this Equality Policy will take place as and when required, but not less than once every two years.

10.2 The Equality Action Plan, created to ensure the objectives of this Equality Policy are delivered, will be reviewed by the nominated Director and the **Equality subgroup** regularly, but in any event not less than once every 12 months.

11 Complaints Procedures

11.1 To safeguard individual rights under this Equality Policy, any Stakeholder who believes they have suffered inequitable treatment within the scope of this Equality 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).

11.2 Where the person who has apparently suffered inequitable treatment is under the age of 18, then consideration should be made as to whether or not the matter should be dealt with under the Scottish Archery Child Protection and Safeguarding policy.

11.3 Appropriate disciplinary action will be taken against any Stakeholder who violates this Equality Policy under the employee disciplinary procedure or the Scottish Archery Complaints and disciplinary procedures as appropriate.

11.4 An individual raising an employee grievance will not be penalised for doing so unless it is untrue and not made in good faith.

11.5 As with all complaint and disciplinary procedures, the final point of appeal relating to this policy is the appeals procedure as per appropriate policy.

12 Duration and Review

This policy will remain in use for a period of two years from date of publication. Prior to the end of the **2-year period**, or earlier if required by an enactment of law, this policy will be reviewed by the Nominated Director as per **8.2** (above).

