

## **BOWLS SCOTLAND EQUALITY POLICY**

Bowls Scotland endorses the principle of sports equality and will strive to ensure that everyone who wishes to be involved within lawn bowls in Scotland has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, sex, gender identity, sexual orientation, disability, pregnancy and maternity, marital or civil partnership status, religion and belief or race.

Bowls Scotland will:

- ensure that within all environments under the direct control of the national governing body an individual's rights, dignity and individual worth is respected, and they can enjoy the sport without the threat of intimidation, victimisation, harassment, or abuse; and
- support affiliated clubs to ensure that sufficient guidance and resources are available to allow them to provide an environment in which the rights, dignity and individual worth of an individual are respected, and in particular they are able to enjoy their sport without the threat of intimidation, victimisation, harassment, or abuse.

Bowls Scotland recognises that certain sections of the community have been affected by past discrimination and may have been or may still be denied the opportunity to participate equally and fully in sport at all levels.

Bowls Scotland has adopted this policy to prevent/tackle any potential/current discrimination or other unfair treatment, whether intentional or unintentional, direct, or indirect, against employees, volunteers, coaches, tutors, players, agents and representatives of Bowls Scotland acting under its jurisdiction.

Other Bowls Scotland policies, such as employment and recruitment, complaints and disciplinary, will address Equality and this policy will provide the overall framework for this to happen.

### **Statement of Commitment**

Bowls Scotland is fully committed to the principles of Equality and equal opportunities and is responsible for ensuring that no job applicant, employee, or member receives less favourable treatment on the grounds of a protected characteristic.

Bowls Scotland Staff; Board; Presidents and Vice Presidents; District Coordinators, and Working Group / Committee members are required to sign relevant code of conduct and ethics, committing them to act equitably.

Bowls Scotland will work towards the various levels of the Equality Standard for Sport in a manner, and at a pace, that will ensure Equality is embedded within the organisation itself and all services it provides.

### **Actions**

Bowls Scotland will produce and maintain an action plan to ensure the commitments made within this policy are delivered. All areas of the organisation will be affected by this action plan, which will be incorporated into the overall corporate plan and annual business delivery plans, reviewed, and updated on an annual basis.

Bowls Scotland recognises that, in some cases, to achieve the principles of equality, unequal effort is required and, if appropriate, will consider positive action to tackle underrepresentation.

## **Recruitment and Selection**

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person where possible.

In line with the policy, the following statements will be adhered to in practice:

- We adopt a consistent, non-discriminatory approach to the advertising of vacancies
- All applicants who apply for jobs with us receive fair treatment and will be considered solely on their ability to do the job.
- They will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature
- Selection decisions for employment or promotion are not influenced by any perceived prejudices of other employees
- As required by law, we will ensure that all employees are entitled to work in the UK.
- Assumptions about immigration should not be made based on appearance or apparent nationality.

## **Responsibility, Implementation and Communication**

The following responsibilities will apply:

- The Board and CEO are publicly accountable for Equality and will receive regular updates on the Equality Standard and the implementation of the Equality Policy from a member of staff. It is their role to deal with any actual or potential breaches of the policy.
- Bowls Scotland will ensure that it has a staff member responsible for Equality within the organisation. The staff member will be responsible for monitoring the implementation of the Equality Policy. They will have overall responsibility for overseeing the delivery of an Equality action plan and the overall progress and status of Equality within Bowls Scotland reporting regularly to the CEO and Board.
- All employees and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy and, where appropriate, individual work programmes will be amended to include Equality related tasks.
- Bowls Scotland will take measures to ensure that its employment practices continue to be non-discriminatory.
- A planned approach will be adopted to eliminate existing barriers which prevent anyone accessing Bowls Scotland information, services, and professional or voluntary positions.
- Consultants and advisers used by Bowls Scotland will need to demonstrate their commitment to the principles and practice of Equality and that they abide by this policy.

The policy will be communicated in the following ways:

- It will be part of staff policies and reference will be made to it in all Codes of Conducts.
- It will be covered in all staff and volunteer induction training.
- All clubs will be made aware of the policy's existence and will be encouraged to implement their own internal policy.
- It will be available as a download on the Bowls Scotland website.
- Bowls Scotland will make sure all partners understand the commitment to Equality, via this policy, and the commitment to working toward the Equality Standard.

## **Monitoring and Evaluation**

The policy will be updated in line with any changes to legislation and will be reviewed as part of Bowls Scotland's policy review process.

The implementation of the Equality Policy will be monitored by the Equality and Diversity group, Bowls Scotland's Board Director of Governance and Bowls Scotland's Business Operation Manager who can be contacted at [info@bowlsscotland.com](mailto:info@bowlsscotland.com)

Quarterly progress reports on the Equality Action Plan will be produced by the Equality and Diversity Group for the CEO and Board.

## **Complaints and Disciplinary Procedures**

An employee, who believes that they have suffered inequitable treatment within the scope of the policy, may raise the matter through their line manager. If they feel the matter has not been resolved to their satisfaction, they should raise a formal complaint in line with Bowls Scotland disciplinary procedure: <https://www.bowlsscotland.com/downloads> Disciplinary action may be taken against any employee who is deemed to have violated Bowls Scotland's Equality Policy.

Bowls Scotland would encourage all clubs to adopt a similar equality policy within their governance documents and ensure they have appropriate disciplinary procedures in place to deal with any complaints from volunteers, members and/or visitors, should they arise. For guidance and support clubs should contact their National Development Officer.

Questions about this policy should be directed to:  
**Business Operations Manager, Bowls Scotland**