



## Welsh Target Shooting Federation

### Equality and Inclusion Policy

#### 1. Policy Objectives

1.1 Welsh Target Shooting Federation is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicants, employees, consultants, Directors, volunteers or participants (referred to in this document as "Stakeholders") are unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (referred to in this document as "Protected Characteristics").

1.2 In addition Welsh Target Shooting Federation recognises that we live in a diverse society and will endeavour to ensure that all Stakeholders are given the same opportunities regardless of their socio-economic backgrounds.

1.3 Welsh Target Shooting Federation will encourage partner organisations, including member National Associations, suppliers, sponsors and customers, to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Equality Policy.

1.4 Welsh Target Shooting Federation recognises that, in some cases, to further the principle of equality, an unequal distribution of resources may be required. If appropriate and proportionate, Welsh Target Shooting Federation will consider positive action or may introduce special measures to assist any group with a Protected Characteristic which is currently underrepresented within any group of Stakeholders.

#### 2. Purpose of the Policy

2.1 Welsh Target Shooting Federation 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 sports related activities or the management and organisation of sport.

2.2 This Policy has been produced to try to prevent and address any unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against Stakeholders that may preclude them from participating fully in sports related activities or the management and organisation of sport.

#### 3. Legal Requirements

3.1 Welsh Target Shooting Federation is required by law not to unlawfully discriminate against its 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 any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent equality related legislation that may be relevant to Welsh Target Shooting Federation.

3.2 Welsh Target Shooting Federation will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice.

#### **4. Discrimination, harassment, bullying and victimisation**

Welsh Target Shooting Federation recognises the following as being unacceptable:

4.1 Unlawful discrimination which can take the following forms:

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

4.1.2 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.

4.2 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. Welsh Target Shooting Federation is committed to ensuring that its Stakeholders are able to conduct their activities free from harassment.

4.3 Bullying: the misuse of power or position to criticise persistently or to humiliate and undermine an individual's confidence.

4.4 Victimisation: subjecting someone to a detriment because he or she has in good faith taken action under the Equality Act 2010 (or equivalent legislation) by bringing proceedings, giving evidence or information in relation to proceedings, making an allegation that a person has contravened the Equality Act 2010 (or equivalent legislation) or doing any other thing for the purpose of or in connection with the Equality Act 2010 (or any equivalent legislation).

4.5 Welsh Target Shooting Federation regards discrimination, harassment, bullying or victimisation, as described above, as serious misconduct. All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any Stakeholder who unlawfully discriminates against, harasses, bullies or victimises any other person.

#### **5. Reasonable Adjustments**

5.1 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.

5.2 Welsh Target Shooting Federation recognises that it has a duty to make reasonable adjustments for disabled persons. Welsh Target Shooting Federation will consider all requests for adjustments and where possible will accommodate reasonable requests and will work with disabled Stakeholders to implement any adjustments that will enable them to participate more fully in sports related activities or in the management and organisation of sport.

#### **6. Transgender Athletes**

The Welsh Target Shooting Federation has a separate Gender Reassignment Policy which should be referred to if required.

## **7. Disability Inclusion**

The Welsh Target Shooting Federation is committed to ensuring that target shooting in Wales is inclusive and welcoming for people with disabilities.

7.1 The Board of the Welsh Target Shooting Federation has ratified an inclusive philosophy; *“To disseminate an inclusive philosophy throughout the Welsh target shooting network by providing information & opportunities for disabled people, and to be public with our inclusive attitude & initiatives.”*

7.2 The Board of the Welsh Target Shooting federation has ratified the following company statement on being an inclusive sport; *“The WTSF is committed to ensuring that there are opportunities for disabled people to try, participate, and compete in target shooting.”*

## **8. Responsibility, implementation and communication**

8.1 The following responsibilities will apply:

8.1.1 The Board of Welsh Target Shooting Federation is responsible for ensuring that this Equality Policy is implemented, followed, and reviewed when appropriate. The Welsh Target Shooting Federation Board is also responsible for ensuring that this Equality Policy is enforced and any breaches are dealt with appropriately.

8.1.2 Welsh Target Shooting Federation 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.

8.1.3 The Chairman has the overall responsibility for the implementation of this Equality Policy.

8.1.4 A member of staff will be designated as the Equality Officer by the Chairman, and will have the overall day-to-day responsibility for the implementation of this Equality Policy and for achieving any equality related actions resulting from it. The Equality Officer's work programme will be amended to reflect this. If required, an internal and/or external equality group will be created to provide additional support.

8.1.5 All Stakeholders have the responsibility to respect, follow and promote the spirit and intentions of this Equality Policy. Individual work programmes for Welsh Target Shooting Federation staff will be amended to include equality related tasks where appropriate.

8.2 This Equality Policy will be implemented immediately following Board approval. Implementation requires the following actions:

8.2.1 Job applicants and employees will be required to abide by this Equality Statement and the Welsh Target Shooting Federation Equal Opportunities and Bullying and Harassment Policies which are contained in the Employee Handbook and which will be regularly reviewed by Welsh Target Shooting Federation together with employment practices to ensure continuing compliance

with relevant legislation, and where possible good practice. All job packs sent out by Welsh Target Shooting Federation will contain a policy statement similar to the following: "Welsh Target Shooting Federation is committed to providing equal opportunities for all [and is committed to following best practice in the welfare of young people and vulnerable adults]. For further information please consult [www.wtsf.org.uk](http://www.wtsf.org.uk)

8.2.2 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 unlawful discrimination.

8.2.3 Directors and consultants (including contractors, advisers and where appropriate suppliers) to Welsh Target Shooting Federation will be required to abide by this Equality Policy and it will be referred to in any agreements or contracts issued by Welsh Target Shooting Federation which will be regularly reviewed by Welsh Target Shooting Federation.

8.2.4 Volunteers will be required to abide by this Equality Policy and the, Equal Opportunities section of the Welsh Target Shooting Federation Volunteer Agreement and Handbook which will be regularly reviewed by Welsh Target Shooting Federation.

8.2.5 Participants will be required to abide by this Equality Policy which will be regularly reviewed by Welsh Target Shooting Federation.

8.3 This Equality Policy will be communicated in the following ways:

8.3.1 The Policy will be referenced in: - The Welsh Target Shooting Federation Employee Handbook. (Note: This Equality Policy is for guidance only and will not form part of any contract of employment with any employees of Welsh Target Shooting Federation) - The Welsh Target Shooting Federation Director's Agreement and Handbook - The Welsh Target Shooting Federation Consultancy Agreement - The Welsh Target Shooting Federation Volunteer Agreement and Handbook

8.3.2 The Policy will be highlighted in all employee and volunteer inductions;

8.3.3 A copy of this Equality Policy will be publicly available for participants and all Stakeholders on the Welsh Target Shooting Federation website and copies in other formats will also be available from the Welsh Target Shooting Federation office ([secretary@wtsf.org.uk](mailto:secretary@wtsf.org.uk)).

8.3.4 Each time this Policy is reviewed, Welsh Target Shooting Federation Stakeholders will be consulted. Following consultation, a notice of the changes being made will be publicly available and a direct communication will be sent to all those who contributed to the consultation process (subject to Data Protection provisions).

## **9. Monitoring and Evaluation**

9.1 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 three years.

## 10. Complaints Procedures

10.1 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.

10.2 Appropriate disciplinary action may be taken against any Welsh Target Shooting Federation Stakeholder who violates this Equality Policy under the relevant Welsh Target Shooting Federation disciplinary procedures.

10.3 An individual raising a grievance or complaint will not be penalised for doing so unless it is untrue and not made in good faith.

10.4 As with all grievance, complaints and disciplinary procedures, there will be the right of appeal as set out in the relevant procedure.