



**Equality & Diversity Policy 2013
for
Member Associations**

Association Clubs & members

The Scottish Karate Governing Body and the Equality Standard for Karate 2013

FOREWORD

Equality and Diversity is at the heart of everything we do. In the way we organize ourselves, we always strive to ensure we are representing all of our members.

The Scottish Karate Governing Body Board of Directors and our equality officer are committed to work with members to promote equality and tackle potential discrimination within karate.

Equal opportunities is the prevention, elimination or regulation of discrimination between persons on the grounds of Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex and Sexual orientation (Equality law 2010)

The Scottish Karate Governing Body has a legal obligation to promote an environment where all individuals can participate and benefit from Traditional and Sport karate

The Scottish Karate Governing Body are committed to ensuring those members in groups currently under-represented in the SKGB structure are encouraged and supported to play a full and active role.

Mr Paul Giannandrea
Chair SKGB

Scottish Karate Governing Body Equality Statement

The Scottish Karate Governing Body endorses the principle of sports equality and will strive to ensure that everyone who wishes to be involved in Karate, whether as a participants, team members, volunteers, coaches, office-bearers in clubs or those within The Scottish Karate Governing Body :

- 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, disability, marital or civil partnership status, pregnancy or maternity, religion, race, ethnic origin, socioeconomic status or sexual orientation; and
- Can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy Karate without the threat of intimidation, victimisation, harassment or abuse.

Legal obligations

The Scottish Karate Governing Body is committed to avoid and eliminate unfair discrimination of any kind in Karate, and will under no circumstances condone unlawful discriminatory practices. The SKGB takes a zero tolerance approach to harassment. Examples of the relevant legislation and the behaviours in question are given in the Appendix.

Positive action

The principle of Sports Equality goes further than simply complying with legislation. It entails taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully.

The Scottish Karate Governing Body will therefore seek to institute, support or contribute to appropriate measures or initiatives that enable access to Karate and participation in associated activities by people from any group that is under-represented in Karate or has difficulty accessing it.

Implementation

The following steps will be taken to publicise this policy and promote equality in Karate:-

- A copy of this document will be published on The Scottish Karate Governing Body website.
- The Scottish Karate Governing Body Executive Director will take overall responsibility for ensuring that the policy is observed.
- The Board of Directors will take full account of the policy in arriving at all decisions in relation to activities of The Scottish Karate Governing Body.
- The Scottish Karate Governing Body will collaborate fully with any surveys or other initiatives designed to assess the level of participation of different sections of the community in karate and will take account of the findings in developing measures to promote and enhance sports equality in Karate.
- The Scottish Karate Governing Body will provide access to training for all of its Board of Directors and Committee Members to raise awareness of both collective and individual responsibilities. All Scottish Karate Governing Body accredited and licensed coaches will be equality and diversity trained.
- It will be a condition of The Scottish Karate Governing Body membership that member associations /federations and clubs:
 - formally adopt this policy, or produce their own equality and diversity policy in terms that are consistent with it; and
 - take steps to ensure that their Committees, members and volunteers behave in accordance with the policy, including where appropriate taking disciplinary action under the Club's constitution; and
 - ensure that access to membership is open and inclusive
 - support such measures and initiatives that The Scottish Karate Govern Body may institute or take part in to advance the aims of this policy.

- It will be a condition of The Scottish Karate Govern Body membership that individual and corporate members
 - commit to act in accordance with this policy; and
 - support such measures and initiatives that The Scottish Karate Governing Body may institute or take part in to advance the aims of this policy.

Responsibility, Monitoring and Evaluation

The Scottish Karate Governing Body Board will be responsible for ensuring the implementation of this policy.

The Scottish Karate Governing Body Board will review all of the Scottish Karate Governing Body activities and initiatives against the aims of the policy on an annual basis, and the Chairman will report formally on this issue at the AGM.

The Scottish Karate Governing Body Board, or the Executive Director, will review any measures or initiatives that The Scottish Karate Governing Body may institute or take part in to promote and enhance equality in Karate, and will report their findings formally to the AGM.

The Scottish Karate Governing Body Board will review the policy itself at intervals of no more than three years, (or when necessary due to changes in legislation) and will report with recommendations to the AGM.

Complaints and compliance

The Scottish Karate Governing Body regards all of the forms of discriminatory behaviour, including (but not limited to) behaviour described in the Appendix as unacceptable, and is concerned to ensure that individuals feel able to raise any bona fide grievance or complaint related to such behaviour without fear of being penalised for doing so.

Appropriate disciplinary action will be taken against any employee, member or volunteer who violates The Scottish Karate Governing Body Equality and Diversity Policy.

Any person who believes that he or she has been treated in a way that they consider to be in breach of this policy by a member club, individual member or corporate member of The Scottish Karate Governing Body, should first complain to that person or organisation. If this does not resolve the matter, or in the case of allegations of discriminatory behaviour against The Scottish Karate Governing Body itself, the person may raise the matter by writing directly to the Chairman. Contact details are available through the website <http://www.skgb.com>

The Chairman will investigate the complaint personally or appoint a Board member to do so. The investigation will be conducted impartially, confidentially, and without avoidable delay. Any person or organisation against whom a complaint has been made will be informed of what is alleged and given the opportunity to present their side of the matter.

The outcome of the investigation will be notified to the parties in writing and reported to The Scottish Karate Governing Body Board. If the investigation reveals unacceptable discriminatory behaviour on the part of an individual member, corporate member, or member club the Committee may impose sanctions on that person or organisation in line with The Scottish Karate Governing Body Limited Articles of Association. Sanctions may range from a written reminder

concerning future conduct up to and including temporary or permanent expulsion from The Scottish Karate Governing Body membership. In deciding what sanction is appropriate in a particular case the Board of Directors will consider the severity of the matter and take account of any mitigating circumstances.

Where the violation of the Equality Policy by way of harassment, victimisation or discrimination amount to a criminal offence, the appropriate authority will be informed.

In the event that an individual or an association associated with The Scottish Karate Governing Body is subject to allegations of unlawful discrimination in a court or tribunal, the Scottish Karate Governing Body Board of Directors will co-operate fully with any investigation carried out by the relevant lawful authorities and, subject to the outcome, may consider taking action as above in relation to the matter concerned.

Scottish Karate Governing Body Limited Complaints Procedure

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If you are unhappy with the treatment or service you have received from the SKGB you are entitled to make a complaint; have it carefully considered; and receive a written response from the SKGB within 30 working days.

Who Can Complain to the SKGB?

A complaint can be made by a person, club or association affected or likely to be affected by the actions or decisions of the SKGB.

This complaint procedure does not apply to members of the public who are not in membership of the SKGB with the exception of Child protection issues. (Refer to SKGB revised Child Protection Policy 2012)

What is the time limit for making a complaint?

You should normally complain within three months of the event(s) concerned or within three months of becoming aware that you may have something to complain about. The SKGB has discretion to waive this time limit if there are valid reasons why you could not complain earlier.

To whom do I complain?

All complaints should be addressed only to the SKGB office for the attention of the Executive Director / Administrator who is responsible for managing all complaints made to the SKGB.

How do I complain?

Any complaint can be made in writing to:

Executive Director / Administrator
SKGB office
2 Strathdee Road,
Netherlee,
East Renfrewshire
G44 3TJ
0141-633 1116
info@skgb.com

The SKGB requires that for all complaints to be assessed, a written account of the complaint is necessary and should be contained within the letter or email. Complainants are welcome to informally discuss the complaint with an SKGB Director if they wish.

What format should my formal complaint take?

The following are guidelines for making a formal complaint:

Clearly head your complaint "Formal Complaint"

Provide a record of events, with as much information as possible. Please provide a copy of any relevant documents.

If you have informally discussed matters with a member of staff or a Director please give their full name and provide details of the conversation. Write clearly and concisely as to exactly why you are dissatisfied. If you have difficulty expressing yourself in writing, you could ask a friend or relative or outside agency (eg the Citizen's Advice Bureau) to help you.

State clearly what you feel the SKGB should have done differently.

State clearly what you would like to happen as a result of making the complaint.

What will happen after I submit my Formal Complaint?

The Executive Director / Administrator will review your complaint and refer it to the Board of Directors to make an independent judgement as to the merits of your complaint, considering the full terms of the complaint.

This review will involve looking at all relevant factors and assessing the decision(s) made by the SKGB in light of all circumstances. The Board of Directors will assess whether the SKGB has acted reasonably and within the terms of its legal obligations. This assessment will then be passed to the SKGB Executive Director / Administrator to respond to.

When will I receive a response to my Formal Complaint?

You will receive an acknowledgement of your formal Complaint within seven working days (excluding public holidays) of your Formal Complaint being received by the SKGB.

There will be no future correspondence relating to the complaint made if the SKGB have informed you that their decision is final.

We will send you a written response to your Formal Complaint from the SKGBs Chairperson, within 30 working days (excluding public holidays) of your Formal Complaint being received by the SKGB Executive Director / Administrator.

Please be advised that any complaint you submit and / or the response you receive, cannot be disclosed under the Freedom of Information (Scotland) Act 2002. As the SKGB is a private Limited company by guarantee.

The Scottish Karate Governing Body Board of Directors

27th June 201

APPENDIX – Relevant legislation and forms of unacceptable discrimination

Legal rights

Discrimination has been legally defined through a series of legislative acts, including the Race Relations Act, the Sex Discrimination Act, the Disability Discrimination Act and the Equality Act 2006.

In April 2010, the Equality Act 2010 received Royal Assent. The Equality Act 2010 is a new law which harmonises where possible, and in some cases extends, protection from discrimination. It applies throughout the UK and came into force in October 2010.

Discrimination refers to unfavourable treatment on the basis of particular characteristics, which are known as the 'protected characteristics'. Under the Equality Act 2010, the protected characteristics are defined as age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

Under the Equality Act 2010, individuals are protected from discrimination 'on grounds of' a protected characteristic¹. This means that individuals will be protected if they have a characteristic, are assumed to have it, associate with someone who has it or with someone who is assumed to have it.

Forms of discrimination and discriminatory behaviour include the following:

Direct discrimination

Direct discrimination can be described as less favourable treatment on the grounds of one of the protected characteristics.

Indirect discrimination

Indirect discrimination occurs when a provision, criterion or practice is applied to an individual or group that would put persons of a particular characteristic at a particular disadvantage compared with other persons.

Discrimination arising from disability

When a disabled person is treated unfavourably because of something connected with their disability and this unfavourable treatment cannot be justified, this is unlawful. This type of discrimination only relates to disability.

Harassment

Harassment is defined as unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity, or which creates an intimidating or hostile, degrading, humiliating or offensive environment for that person.

Victimisation

It is unlawful to treat a person less favourably because he or she has made allegations or brought proceedings under the anti-discrimination legislation, or because they have helped another person to do so. To do so would constitute victimisation.

Bullying

Bullying is defined as a form of personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate or undermine an individual.

¹ The exception to this is pregnancy and maternity, which does not include protection by association or assumption – a woman is only protected from discrimination on grounds of her own pregnancy.