

Equality and diversity policy

Statement

Play Wales believes that everyone has the right to be treated with dignity and respect. It is our aim and commitment to provide all our services on a fair and equitable basis. Play Wales is committed to fair, unbiased and objective employment practices and a work environment free of harassment and victimisation.

Responsibility

The Director has the overall responsibility for the effective operation of this policy however it is the responsibility of every employee to assist Play Wales in meeting this commitment. Acceptance to and adherence to Play Wales' Equality and Diversity policy form part of every employee's contract of employment.

Ethos and principles

- Play Wales is fully committed to equality of opportunity.
- Play Wales will provide all services on a fair and equitable basis and treat people with dignity and respect at all times.
- No job applicant or employee will be discriminated against either directly or indirectly on the grounds of age, disability, language, domestic care responsibilities, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, language, domestic care responsibilities.
- Recruitment and selection procedures will be adopted which provide fair and equitable opportunities for all and similarly Play Wales will promote and train staff in a fair and equitable manner.
- Play Wales will implement the appropriate legislation and codes of practice and ensure they are incorporated into all policies, procedures and working practice.
- The organisation will take appropriate steps to accommodate requirements of religions, cultures, Welsh language and domestic responsibilities when planning activities and timelines.
- All staff will be expected to adopt these ethos and principles when carrying out their duties and conducting business on behalf of Play Wales and training and support will be provided to enable them to achieve this.
- Play Wales expects those who carry out work on behalf of the organisation to similarly adopt and implement their own equality and diversity policy or adopt Play Wales'.

Implementation

Staff and Trustees

- The organisation aims to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed in the policy statement. Recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities and that sufficiently diverse sectors of the community are reached. Job selection criteria are regularly reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. To ensure that this policy is operating effectively the organisation monitors applicants' racial origins, gender, disability, sexual orientation and religion as part of the recruitment procedure. We maintain records of this data in an anonymised format solely for the purposes stated in this policy.
- Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with General Data Protection Regulations and the Data Protection Act 1998.
- Staff training needs will be identified through regular supervision and appraisals. All employees will be given appropriate access to training to enable them to progress within the organisation. All promotion decisions will be made on the basis of merit. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or under represented groups.
- If staff are disabled or become disabled in the course of their employment they are encouraged to tell the organisation about their condition to enable support to be provided and reasonable adjustments to working conditions or duties made. Careful consideration will be given to any such adjustments and they will be accommodated where possible and proportionate to the needs of the job.
- Staff conditions of service, benefits and facilities will be reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them. This includes pay policies and all benefits offered. The organisation will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.
- Any member of staff who feels they may have been subjected to treatment which breaches this policy may raise the matter through the grievance procedure of Play Wales.
- This policy will be publicly displayed within the organisation's website and will be distributed to all employees and affiliates.

Services

- Play Wales will seek to ensure that its services, projects and staff are accessible to all sections of the community. Under-represented sections of the community will be positively encouraged to make use of Play Wales facilities, and we will encourage affiliated organisations and user groups to develop and promote their own equal opportunities strategies.

- Play Wales publicity and materials used will be produced in other languages where appropriate and will seek to include positive images of sections of the community under-represented within the organisation.
- Venues for training, conferences, events etc. will be accessible to disabled people and the necessary facilities and equipment will be made available to accommodate people with sensory disabilities.

Review

The strategy should be reviewed on an annual basis to ensure that it is relevant, up- to-date and active.

Policy version

This policy was reviewed in November 2022.