

## **Equality and diversity framework - Statement of Principles**

The Ramblers welcomes and supports the diversity of the community we serve, the volunteers and members we support and the people we employ. Our diversity is our strength; our employees and volunteers will reflect the community in which we work and for whom we work; and our policies, practices and procedures will reflect our constant striving for excellence. The Ramblers will do its best to integrate good equality practice in all that we say and do.

As reflected in our [Code of Conduct](#), which reflects our welcoming and inclusive attitude to diverse backgrounds and different communities, the Ramblers believe that equality of opportunity and freedom from discrimination are fundamental in creating an environment in which the talents of individuals can flourish. We will deliver our mission within an equality and diversity framework providing the highest quality to all.

The Ramblers will not discriminate on any grounds and in particular in the spirit of current legislation in either our employment practice, sporting activities or service delivery. The Ramblers will implement its legal obligations under the Equality Act 2010. We will continually review our practices to ensure that they comply with the spirit as well as the letter of the law. Definitions of discrimination and harassment are appended below.

We will ensure that our employees (which for the purpose of this framework include workers, consultants and agency staff), members and volunteers demonstrate equality and diversity awareness through Ramblers values in their language, behaviour and working practices.

We will promote the principles of equality and diversity in our undertakings with all our stakeholders, ensuring as far as possible a common approach on joint undertakings.

### **Responsibility**

The Chief Executive has operational accountability for the implementation and monitoring of our equality and diversity strategy (Regional differences specified under each appendix). It is the duty of all board members, employees, volunteers and members to accept their personal responsibility for the practical application of the policy. The Senior Management Team will receive annual progress reports from Human Resources and provide direction and guidance where appropriate.

Equality and diversity are important to us and we will under no circumstances condone unlawful discriminatory practices. The Ramblers will therefore take action against those who are found to be breaching our policy. All those (board members, employees, volunteers, members or other stakeholders) who believe that our policy is being breached have the right to make a complaint. Such complaints will be investigated seriously and resolved in a timely manner.

### **Commitment to Equality & Diversity:**

The Ramblers is committed to creating an environment in which individual differences and the contributions of all our employees, volunteers and members are recognised and valued.

Our employees, volunteers and members 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 walking or their chosen sport without the threat of intimidation, victimisation, harassment or abuse.

Every employee, volunteer, member and user of our services is entitled to an environment that promotes dignity and respect to all. No form of harassment, intimidation, bullying or harassment will be tolerated.

As part of our commitment, Ramblers will ensure that key staff with a responsibility for service delivery undertake Equality and Diversity training.

*This policy was introduced in May 2017 and will be reviewed every three years (or when necessary due to changes in legislation)*

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

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## **Equality Areas: Protected Characteristics**

The Equality Act 2010 (EA 2010) sets out particular groups that are protected from unlawful discrimination.

### *Age*

*The Ramblers celebrates and values the diversity of employees, volunteers and members of all ages and aims to ensure that all are treated fairly and with dignity and respect.*

### *Disability*

*The Ramblers welcomes and celebrates employees, volunteers and members with ranging levels of abilities and aims to ensure that all are treated fairly, reasonably and with dignity and respect.*

### *Gender reassignment*

*The Ramblers celebrates and values the diversity of its transgender employees, volunteers and members and aims to ensure that all are treated fairly and with dignity and respect.*

### *Marriage and civil partnership*

*The Ramblers aims to ensure that all employees, volunteers and members are treated fairly and with dignity and respect whether they are married, in a civil partnership or single.*

### *Pregnancy and maternity*

*The Ramblers aims to provide an environment where employees, volunteers and members are supported and treated fairly and with dignity and respect during pregnancy and maternity and while breastfeeding.*

### *Race and Ethnicity*

*The Ramblers aims to ensure that all employees, volunteers and members are treated fairly and with dignity and respect regardless of race or ethnicity.*

### *Religion and belief and non-belief*

*The Ramblers celebrates and values the diversity brought by its employees, volunteers and members, and aims to create an environment where those with a religious belief or none are treated fairly and with dignity and respect.*

### *Sex (Gender)*

*The Ramblers celebrates and values the diversity brought by its employees, volunteers and members and aims to create an environment where all are treated fairly and with dignity and respect regardless of gender.*

### *Sexual Orientation*

*The Ramblers celebrates and values the diversity of its lesbian, gay and bisexual employees, volunteers and members and aims to ensure that all are treated fairly and with dignity and respect.*

## **Equality Areas: Other disadvantaged groups**

Ramblers have adopted the groups cited in the EA 2010 and widened the scope to include other disadvantaged groups.

### *Socioeconomic Status*

*The Ramblers celebrates and values the diversity brought by its individual employees, volunteers and members and aims to create an environment where all are treated fairly and with dignity and respect regardless of socioeconomic status.*

## **Equality of Access: Employment**

The Ramblers welcome all sections of the community to work with us to achieve our vision as set out in our Business Plans. All applicants will have fair and equal access to recruitment and selection opportunities based solely on their abilities. Ramblers are committed to engaging employees who are reflective of the wider community we serve.

To ensure equality of access to employees, Ramblers will:

- Ensure that all employee role profiles reflect our commitment to equality and diversity.
- Provide induction to ensure that they are aware of Ramblers commitment to equality & diversity.
- Ensure that everyone involved in recruitment processes is briefed about the Ramblers Equality and Diversity framework and how it relates to the Recruitment Policy.
- Ensure that our commitment to Equality and Diversity is reflected in the Recruitment Policy.
- Ensure that communications encourage ways to support candidates prior to and during the recruitment process.
- Regularly review role profiles so that they do not discriminate against potential employees on the grounds of race, gender, marital/civil partnership status, sexuality, gender reassignment, age, religion and beliefs, maternity and pregnancy, disability, responsibility for dependants, trade union activity or socioeconomic status.
- Find out about diverse needs and provide information in different ways (e.g. audio tapes, different languages or different formats with the use of technology) to those who need it.
- Ensure, where reasonably possible, that all external vacancies are promoted in specialist publications for disabled people and/or social media platforms.
- Ensure all adverts reflect the Ramblers' commitment to equality and diversity and that all sections of the community are welcome to apply.

## **Equality of Access: Employee training & Development**

All employees will have equal access, based solely on their abilities, to training and development opportunities. Ramblers are committed to continuous development and we will produce an annual employee training plan linked to our vision as set out in our Business Plan.

To ensure equality of access to training and development, Ramblers will:

- Ensure that key employees will undertake appropriate Equality Awareness training.
- Ensure that specialist training is available so that key employees effectively understand and apply reasonable adjustments as appropriate (e.g. computer equipment).
- Ensure that all in-house training takes into account the needs of disabled employees.
- Ensure that all employee training is delivered in a flexible way.
- Ensure that reasonable adjustments are made to ensure maximum attendance from all employees.
- Work in partnership with other external training providers to ensure employees' disabilities have been considered and reasonably addressed, prior to attendance.
- Ensure that our commitment to equality and diversity is reflected in the Training & Development Policy.
- Find out about diverse needs and provide training materials in different ways (e.g. audio tapes, different languages or different formats with the use of technology) to those who need it.

## **Equality of Access: Career Development**

All employees will have equal access, based solely on their abilities, to opportunities for promotion and other aspects of career development.

In particular, each element of the promotion procedure and all training will be made accessible to disabled employees by such adjustments as are reasonable.

To ensure equality of access for all vacancies, secondments, acting up roles and promotions, the Ramblers will:

- Ensure all vacancies are promoted with additional guidance or support for disabled employees in a range of formats e.g. large font.
- Ensure that everyone involved in the process of career development are briefed about the equality and diversity framework and how it relates to career development.
- Ensure that communications encourage ways to support candidates prior to and during the recruitment process.
- Regularly review role profiles so that they do not discriminate against potential employees on the grounds of race, gender, marital/civil partnership status, sexuality, gender reassignment, age, religion and beliefs, maternity and pregnancy, disability, responsibility for dependants, trade union activity or socio economic status.
- Consider knowledge, experience and skills alongside qualifications for all career development opportunities.
- Ensure that reasonable adjustments are made to support attendance at interviews.
- Review flexible working arrangements where reasonably possible.

## **Removing Barriers**

The Ramblers recognises the importance of taking proactive measures to remove barriers from the working environment for disabled people. It is recognised that this will benefit not only disabled employees and prospective employees but also in many cases customers and visitors. It will ensure that the organisation is able to recruit and retain the best employees on the basis of their abilities and individual merit.

Where, during the course of employment, a disabled employee recognises the need for a reasonable adjustment to working arrangements or to a feature of the premises, the employee should discuss this requirement with their line manager. The line manager in conjunction with a member of the HR team will then determine the appropriate action.

Ramblers will consider flexible working to improve disabled employees' working environment where reasonably possible and may seek outside specialist help.

## **Induction**

On starting work the employee's line manager will be responsible, in consultation with a disabled employee, for ensuring such reasonable adjustments are made as are required to enable the employee to work safely and effectively and to secure equal access to the benefits of employment.

Where the line manager does not have the relevant knowledge or experience to make the reasonable adjustments the line manager will consult the HR team for further support and guidance.

Where necessary an outside specialist may be consulted.

## **Consultation & Communication**

The Ramblers believe that the smallest individual effort can have a big impact on our outcomes. We will consult with our employees, and other stakeholders to ensure that any review of current business practices and the introduction of new ones is actively owned by all of us and pursued and implemented with a collective will to win.

## **Monitoring & Management Information**

The Ramblers will monitor delivery of our services and employment practices for many reasons. We exist because we want to change people's lives and we want the best for our stakeholders. We have limited resources and we must use them effectively and fairly, exploring new options to achieve our outcomes.

Monitoring will also identify difficulties so that we are able to plan and target resources at resolving them. The decision-making process, planning and use of resources will be guided by using monitoring information effectively.

The HR team will monitor employee recruitment, retention, access to learning and development and promotion, and the outcomes of the probation, disciplinary & grievance, absence and leavers.

Divisional Directors will monitor data from membership, areas and groups and other user data to inform future decision making and planning.

The Ramblers will monitor publicity materials for the promotion of equality and diversity. We will ensure that our publicity materials are free from stereotypes and are positive about diversity and differences.

Equality and diversity targets will be included in the Human Resources Framework and progress will be reviewed annually.

## **Complaints**

Employees, volunteers and members have the right to expect the highest standards of customer and employee care. Anybody who wishes to make a complaint about service standards, unfair treatment, discrimination, harassment or bullying should use the procedure in appendix 2 (pending).

No employee, member, volunteer or board member will be victimized for bringing a complaint under this policy. However, where a complaint is made maliciously and/or on knowingly false information, the complainant may be subject to appropriate formal proceedings. **The Ramblers will act against those breaching our strategy and policies.**

It is intended that this policy forms part of the contract of employment of all employees. Breach of this policy may result in disciplinary action and, if appropriate, dismissal.

Policy Owner: Human Resources

Policy Update: July 2017

## **Appendix 1**

Under the Equality Act 2010, individuals are protected from discrimination 'on grounds of' a protected characteristic<sup>1</sup>. 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.

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<sup>1</sup> 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.

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### **Appendix 3**

Appendix 3 outlines policy guidelines we will introduce and/or review current policies to support our Equality & Diversity Strategy.

- 1 Training & Development
- 2 Recruitment & Selection
- 3 Harassment & Bullying
- 4 Health & Well being
- 5 Redundancy & Redeployment
- 6 Organisational Change
- 7 Delivery – Ramblers Scotland
- 8 Delivery – Volunteer & Members
- 9 Code of Conduct

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## Appendix 3.7: Ramblers Scotland

### Ramblers Scotland Equality Statement

The [vision and strategic framework](#) of Ramblers Scotland make it clear that we aim to support **everyone** to enjoy the benefits of walking and to promote social justice through our work. Our commitment to equality is therefore fundamental to who we are. We strive to ensure that people can participate in all our activities to the full extent of their own ambitions and abilities, and we will always respect everyone's rights and dignity. When we say 'everyone' we mean all people 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. We warmly welcome everyone - whether as employees, volunteers, members or supporters – to participate in our charitable activities and we will actively seek to promote diversity at every level of the organisation. We are working towards achieving the [Foundation Level of the Equality Standard for Sport](#) as a first step towards formalising these commitments.

### Equality leadership in Scotland

Overall responsibility for the delivery of our equality and diversity commitments in Scotland will sit with the Convenor of the Scottish Council Executive Committee. This will be reflected in the role description of the Convenor. The Convenor will ensure that the Ramblers GB Equality and Diversity Framework reflects Scottish requirements, and that both GB wide policies and Scottish requirements are properly implemented in Scotland. The policy will be communicated to all our groups. They are bound by it and will be expected to uphold both its letter and its spirit.

### 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.

Ramblers Scotland will therefore seek to institute, support or contribute to appropriate measures or initiatives that enable access to walking and participation in associated activities by people from any group that is under-represented in the sport or has difficulty accessing it.

### Public Commitment and Accountability

The Ramblers GB Equality and Diversity Framework, including this appendix, will be published on our website along with the latest version of the Ramblers Scotland Equality statement above. Ramblers Scotland will also comply wherever practical with any reasonable requests for information or participation in research regarding equality and diversity.