



## Inclusion and Diversity Policy

### Policies and Procedures

<b>Section:</b>	People Team	<b>Policy Number:</b>	P37
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## Scottish Rugby Inclusion and Diversity Policy

Scottish Rugby is committed to promoting equality of opportunity and maximum inclusion for all employees, job applicants, visitors, suppliers and customers. All employees have a duty to act in accordance with this policy and treat colleagues equally and with dignity at all times, and not to discriminate against or harass other employees, regardless of their status.

At Scottish Rugby we believe that by creating a diverse, inclusive and supportive culture it will ensure all our people will feel a sense of belonging. This is generated by each person feeling **valued**, knowing their **purpose** in the organisation and being **connected** to colleagues and our organisational values.

Inclusion is everyone's responsibility.

Scottish Rugby is fully committed to the elimination of unlawful and unfair discrimination and values the advantages that a diverse workforce brings to the organisation.

The purpose of this policy to create a working environment in which all individuals are able to make best use of their skills, talents and resources, encouraged to realise their full potential, free from discrimination or harassment, and in which all decisions are based on merit.

It is unlawful to discriminate on the basis of "the Protected Characteristics":-

- age
- disability
- gender reassignment
- marital or civil partnership status
- pregnancy or maternity,
- race including colour, nationality, ethnic or national origin,
- religion or belief,
- sex or sexual orientation.

Scottish Rugby recognises that diversity is wider than the Protected Characteristics and it refers to a wide range of differences that exist among people. It is important to recognise the value of diversity and difference in every sense. For the purposes of this Policy, it will apply to the Protected Characteristics.

### **Our Approach**

Our approach (which forms part of our strategic priorities) sets out how Scottish Rugby will become a truly inclusive and diverse organisation both at work and to work with:

1. **Inclusion and Diversity is everyone's responsibility:** Everyone has responsibility to help grow an inclusive culture; culture is made up by what each of us say and do in the every day. Everyone will have an I&D focus in their development plan, it is not all about what work we do, but how we do it.
2. **We promise to keep getting better:** We will continually look at examples of best practice and evaluate our processes – both internally and externally. Every one of our people will understand their responsibility to work inclusively and keep learning. We will be clear about what good behaviour looks like and will not tolerate discrimination, micro-aggressions or bad behaviour of any kind.

3. **Scottish Rugby is a great place to be:** We will make our environment one where excellent people belong, thrive and progress. We will proactively seek opportunities to develop our future leaders and encourage all our people to be open to feedback, peer to peer challenge and change.
4. **We will take a stand:** We will use our reputation and influence to lead and advocate diversity, equity and inclusion in our sporting sector, in the environment and in the wider communities within which we operate.

### **Our Commitments:**

Scottish Rugby commits to:

1. Encourage , inclusion and diversity in the workplace by placing it at the heart of everything Scottish Rugby does.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all people are recognised and valued.

This commitment includes training and developing our leaders, and our approach to leadership, in a way that is diverse and educates our people about their rights and responsibilities under this, Inclusion and Diversity policy.

As part of this education, our people should understand that they, as well as Scottish Rugby as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of Scottish Rugby's work activities.

Scottish Rugby will treat any complaint of bullying, harassment, victimisation and discrimination sensitively and maintain confidentiality to the maximum extent possible.

It is worth noting that if any such acts may be dealt with as misconduct under Scottish Rugby's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all of our people, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning our people being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

**Monitoring and review**

This policy will be monitored periodically by Scottish Rugby to judge its effectiveness and will be updated in accordance with changes in the law. In particular, Scottish Rugby will monitor the composition of the existing workforce and of applicants for jobs (including promotion).

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 the Data Protection Act 2018.

**Complaints**

Scottish Rugby will take breaches of this policy and complaints arising seriously and has a procedure in place to ensure that all breaches will be addressed, even if they are raised informally. An employee will not be penalised for raising a grievance, even if the grievance is not upheld, unless the complaint is both untrue and made in bad faith.

If an employee feels that they have been unlawfully discriminated against they should:

- discuss the situation informally with their Line Manager, or if this is not appropriate contact the People department for advice
- use the formal grievance procedure, set out in the Formal Procedure section of the Grievance Policy

On receipt of a complaint, Scottish Rugby will:

- investigate the complaint
- take any disciplinary action that is appropriate in line with the Disciplinary Policy
- where appropriate, amend out approach in order that we do not have a repeat situation

Employees wishing to make a complaint should do so as soon as possible after the incident occurs, or in the case of repeated incidences within 3 months of the latest occurrence.

**For further advice:**

- Employees to speak to their Line Manager.
- Line Managers to speak to their People Department Business Partner.

Relevant Policies
Grievance Policy
Disciplinary Policy
Dignity at Work Policy (Bullying, Harassment and Victimisation)

This policy is not contractual and does not form part of employee’s contract of employment. Scottish Rugby may vary or amend this policy at its discretion and may apply it as far as practicable in the circumstances.