



Paddles Swim School

Equality and Diversity Policy

Paddles believes that sound policies in the following areas will significantly benefit the overall efficiency of the organisation, and promote the best interests of its employees, members and voluntary officers.

1.0 Range

Paddles is committed to eliminating discrimination and encouraging diversity amongst its workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee and volunteer feels respected and able to give their best.

2.0 Policy

Paddles intends that no member, volunteer, employee shall receive less favourable treatment because of gender, marital or family status, age, gender, disability, ethnic origin, creed, sexual orientation, trade union membership or by any other condition or requirement which cannot be shown to be justifiable.

All employees will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.



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3.0 Procedures

Paddles will have effective systems in place to monitor the operation of its equal opportunities policy and identify how effectively this policy is achieving its objective. Paddles Welfare Team will annually review, monitor and evaluate the policies, practices, procedures and operations on an ongoing basis and inform employees, of their impact.

The Paddles Welfare Team will have overall responsibility for ensuring the implementation of equal opportunities and for dealing with any actual or potential breaches.

Paddles will endeavour to ensure that:

1. All its members, volunteers and staff and especially those in key decision-making areas, receive training or guidance to implement this policy effectively
2. All decisions are based upon objective considerations
3. Its personnel policies and practices reflect the organisation's commitment to the development of equal opportunities
4. Positive action programmes are pursued wherever it is necessary to remedy inequalities within the provision of existing legislation
5. All employees, voluntary officers and members are made aware of this policy
6. All employees, voluntary officers and members have a shared responsibility to co-operate with measures introduced to ensure there is equality of opportunity and all breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.



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7. All employees, members and volunteers have the right to invoke the grievance procedure if they consider there has been unfair discrimination against them. Paddles regards unlawful discrimination as gross misconduct. Employees, members and volunteers who discriminate unlawfully are subject to the relevant provisions of the disciplinary procedures

8. Training, development and progression opportunities are available to all staff

9. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

-Anna Lavan-

