



EQUAL OPPORTUNITIES EMPLOYMENT POLICY

Introduction

- 1 Scottish Swimming recognises the value and importance of promoting equal employment opportunities for its current and future workforce. This organisation accepts that, in addition to fulfilling its moral and legal responsibilities, equality of opportunity in employment will enable Scottish Swimming to make the most effective use of its staff in the provision of high quality services to the Scottish community. This organisation wishes therefore to adopt employment practices which are based on the merits, abilities and potential of individuals and avoid conditions or requirements which cannot be justified by job needs.
- 2 The purpose of this policy is to provide a framework for the provision of equal employment opportunities within Scottish Swimming and the elimination of unlawful, unfair and inappropriate discrimination. The policy will be supported by other associated policies and procedures dealing in detail with specific employment practices.

General Statement of Policy

- 3 Scottish Swimming is committed to achieving equality of opportunity in employment and eliminating discrimination in all its forms including discrimination on the grounds of sex, race, disability, age, gender identity, sexual orientation, marriage and civil partnership, pregnancy and maternity, religion or belief.
- 4 Scottish Swimming recognises that existing and future anti-discrimination legislation provides a statutory framework for the enforcement of equal rights. Scottish Swimming wishes, however, to address all forms of discrimination which prevent equality of opportunity, whether or not they are unlawful.
- 5 To achieve its aims, Scottish Swimming is committed to an ongoing programme of action and will make available resources to implement the policy.
- 6 Where appropriate, positive action measures will be introduced to assist disadvantaged groups as provided for under relevant legislation.

This policy/function will have no impact on people from any of the equality groups and an Equality Impact Assessment is not required

As part of the application process we would be grateful if you could complete the Scottish Swimming Equality form and return in a separate envelope, marked Private and Confidential, directly to Francesca Carlo, Services Manager, Scottish Swimming, National Swimming Academy, University of Stirling, Stirling FK9 4LA. Your name will not appear on the form.



Equal Opportunities Monitoring Form

Confidential

Scottish Swimming is committed to selecting staff solely on the basis of their ability to do the job for which they are being recruited, regardless of their sex, race, disability, age, gender identity, sexual orientation, marriage and civil partnership, pregnancy and maternity, religion or belief.

Please help us monitor the implementation of this policy by completing and returning this form. Your answers will be kept **strictly confidential** and are used for monitoring purposes only. This form will be detached from your application form and will be treated as anonymous. It will **not** be seen by the panel which shortlists or interviews for the job.

Please complete all sections of the questionnaire by placing a tick (or by providing information where appropriate) in the classification box applying to you in each section.

SEX AND GENDER IDENTITY

Male	
Female	
I consider myself to be or have been transgender	

I would prefer not to answer this question	
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AGE

16 - 24		45 - 54	
25 - 34		55 - 64	
35 - 44		65 - 74	
75+			

I would prefer not to answer this question	
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SASA CORPORATE GOVERNANCE POLICES AND PROCEDURES

CARING RESPONSIBILITY

Do you have a caring responsibility (i.e. are you the primary caregiver to a child or children, or other dependants including disabled, elderly or sick adults)?

Yes	
No	

I would prefer not to answer this question	
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DISABILITY

The Equality Act 2010 defines disability as:

“a person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.”

Do you consider yourself to have a disability?

Yes	
No	

I would prefer not to answer this question	
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Please identify the nature of your disability: These categories are in line with the Scottish Census 2011.

Deafness or partial hearing loss	
Blindness or partial sight loss	
Learning disability	
Learning Difficulty	
Developmental disorder	
Physical disability	
Mental health condition	
Long term illness, disease or condition	
Other condition, please write in:	

I would prefer not to answer this question	
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SASA CORPORATE GOVERNANCE POLICES AND PROCEDURES

RELIGION OR BELIEF

Please indicate what religion, religious denomination or body do you belong to by ticking the boxes below. These categories are in line with those from the Scottish Census 2011.

None	
Church of Scotland	
Roman Catholic	
Other Christian, please write in:	
Muslim	
Buddhist	
Sikh	
Jewish	
Hindu	
Another religion or body, please write in:	

I would prefer not to answer this question	
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ETHNIC GROUP

Please indicate your ethnic group by ticking one of the boxes below. These categories are in line with the Scottish Census 2011.

White	
Scottish	
Other British	
Irish	
Gypsy Traveller	
Polish	
Any other white ethnic group, please write in:	
Mixed or multiple ethnic origin, please write in:	
Asian, Asian Scottish or Asian British	
Pakistani, Pakistani Scottish or Pakistani British	
Indian, Indian Scottish or Indian British	
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	
Chinese, Chinese Scottish or Chinese British	
Other, please write in:	
African	
African, African Scottish or African British	
Caribbean or Black	
Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
Other, please write in:	
Other Ethnic Group	
Arab, Arab Scottish or Arab British	
Other, please write in:	

I would prefer not to answer this question	
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SASA CORPORATE GOVERNANCE POLICES AND PROCEDURES

SEXUAL ORIENTATION

In order for Scottish Swimming to comply with the Equality Act 2010, we ask that you indicate your sexual orientation by selecting one of the options detailed below:

Gay Man	
Gay Woman	
Lesbian	
Heterosexual/Straight	
Other	

I would prefer not to answer this question	
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MARITAL STATUS

I consider myself to be single	
I consider myself to be married	

I would prefer not to answer this question	
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Thank you for taking the time to complete this questionnaire