


## Andrew Simpson Group Equality, Diversity and Inclusion (EDI) Policy

Policy last reviewed:	February 2025	
Next review date:	January 2026	
Policy last updated:	February 2025	
Signed:		28 <sup>th</sup> February 2025
Name	Sally Turner	Head of Communications and Development

### Equal Opportunities for Employees

#### 1. Our Commitment

ASF is committed to promoting equal opportunities in employment and creating a workplace culture in which diversity and inclusion is valued and everyone is treated with dignity and respect. As part of our zero-tolerance approach to discrimination in any form, you and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**). We are also committed to providing equitable treatment to all those we deal with as an organisation, including customers and suppliers.

#### 2. About this policy

This policy sets out our approach to equality, diversity and inclusion (EDI). Our aim is to encourage and support EDI and actively promote a culture that values difference and eliminates discrimination in our workplace. It applies to all aspects of employment with us including retirement, pay, benefits and conditions, flexible working and leave, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

The Head of Development and Communications is responsible for this policy. If you require any further information on EDI, please contact your line manager.

This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

#### 3. Diversity and inclusion training

Managers will be given appropriate training on recognising and avoiding discrimination, harassment and victimisation, and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion. The Head of Development and Communications has overall responsibility for equality training, for staff and managers as appropriate.

We will provide you with regular training to ensure that everyone is aware of and understands the contents of this policy and the Anti-Harassment and Bullying Policy. Following the training, you will be required to confirm that you have read, understand and will comply with this policy and the Anti-Harassment and Bullying Policy. We will also provide equality and diversity training annually.

#### 4. Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or sexual orientation.
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

#### 5. Recruitment and Selection

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted based on merit, against objective criteria that avoid discrimination. When recruiting or promoting, we will aim to take steps to improve the diversity of our workforce and provide equality of opportunity. Shortlisting should be done by more than one person if possible. Our recruitment procedures will be reviewed regularly to ensure that individuals are objectively assessed on the basis of their relevant merits and abilities.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage groups from applying. They should include a short policy statement on equal opportunities and the employer's commitment to diversity, equity and inclusion in the workplace and state that a copy of this policy will be made available on request.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments

might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the Operations Manager or UK Visas and Immigration

## **6. Disabilities**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

## **7. Part-time and fixed-term work**

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

## **8. Breaches of this policy**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered harassment, bullying or discrimination, or witnessed it happening to someone else in the workplace, you can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about or report discrimination. If you believe you have been victimised for making a complaint or report of discrimination or have witnessed it happening to someone else in the workplace, you should raise this through our Grievance Procedure or through our Anti-harassment and Bullying Policy as appropriate.

We encourage the reporting of all types of potential discrimination, as this assists us in ensuring that diversity, equity and inclusion principles are adhered to in the workplace. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

## **Equal Opportunities for all**

The Andrew Simpson Foundation and Andrew Simpson Centres are committed to equality of opportunity and aims to ensure that sailing, watersports and adventurous activities are accessible and attractive to all.

We aim to increase the diversity of our instructors and identify and promote more role models at all levels from under-represented groups including women and girls, people with disabilities, people from black, Asian and Minority ethnic backgrounds and LGBT+ people. We are committed to developing our targeted charitable programmes to attract new participants from under-represented groups.

## **Multi-Activity Not-for-Profit Watersports and Adventurous Training Centres**

### **1. Purpose**

The purpose of this section of the EDI policy is to ensure that our multi-activity not-for-profit watersports and adventurous training centres are welcoming and accessible to all. We are committed to fostering an environment where every individual, regardless of background or ability, feels valued, supported, and empowered. Serving over 40,000 individuals of all ages and abilities, we provide a range of activities and training experiences, from watersports to more adventurous outdoor pursuits. This policy outlines how we promote equality, diversity, and inclusion across all aspects of our services.

### **2. Scope**

This policy applies to all staff, volunteers, customers, and stakeholders engaged with our watersports and adventurous training activities. These activities include, but are not limited to, sailing, watersports, climbing, and outdoor leadership training. We aim to ensure that all individuals, irrespective of any Protected Characteristics, have equal access to opportunities and are treated with respect and dignity.

## **Core Principles**

### **Equality**

We are committed to providing equal access to all our services, activities, and training opportunities. No individual will be excluded or treated unfairly based on any Protected Characteristic. We are dedicated to breaking down barriers to participation, especially for underrepresented groups.

### **Diversity**

Our services and activities are shaped by the diversity of the individuals we serve. From watersports to adventurous outdoor training, we celebrate and welcome the wide range of experiences, skills, and perspectives that people of all backgrounds bring to our community. Our inclusive approach encourages active participation from individuals with diverse identities and experiences.

### **Inclusion**

We strive to create an inclusive environment where all individuals feel they belong and are supported in their personal and professional development. Our centres, programs, and activities are designed to accommodate participants with various levels of experience, physical ability, and background, ensuring they feel comfortable and respected in every setting.

## Key Areas of Focus

### Access and Participation

- **Inclusive Watersports:** For watersport activities (e.g., sailing, kayaking, paddleboarding), we will ensure that adaptive equipment and tailored support are available for people with disabilities. We will also aim to address geographical, financial, or social barriers to participation.
- We will continue to assess the accessibility of our facilities, including entrances, pathways, activity spaces, and support services, to ensure they accommodate individuals with varying needs.
- **Adventurous Training:** We will ensure that our adventurous training programs—such as outdoor leadership—are accessible to all individuals, regardless of physical ability, age, or experience. We will provide necessary equipment, training modifications, and support for people with disabilities or specific needs to ensure full participation.

### Training and Development

- **Adventurous Training Leadership:** We will offer leadership and training opportunities within our adventurous activities that encourage underrepresented groups to take on leadership roles. This includes creating pathways for women, minority ethnic groups, and individuals with disabilities to pursue training, certifications, and roles within adventurous pursuits.
- **Staff Training:** All staff and volunteers will receive regular EDI training, with a focus on delivering inclusive and accessible activities. We will ensure that staff are equipped to support diverse groups of participants, especially in high-risk, physically demanding environments.

### Safety and Support in Adventurous Activities

- Safety is of utmost importance in adventurous training activities. We will ensure that all safety measures, including equipment and instruction, are adaptable to the needs of all participants.
- **Risk Assessment:** Activities, especially those in challenging outdoor environments, will be assessed for any potential risks to participants based on their diverse needs (e.g., physical, cognitive, or emotional). Adjustments will be made to ensure that every participant's safety is prioritized while offering a challenging and enjoyable experience.

## 4. Anti-Discrimination

- We will not tolerate any form of discrimination, harassment, or exclusion based on any Protected Characteristics, whether within our watersports programs, adventurous training sessions, or any other aspect of the organisation.
- A clear and accessible procedure will be in place for individuals to report discriminatory behaviour, which will be treated seriously and confidentially. Appropriate action will be taken to address concerns and ensure that those affected feel supported.

## 5. Promotion and Engagement

- We will actively engage with a diverse range of communities to encourage participation in both our watersports and adventurous training programs.
- Our promotional materials will reflect our commitment to diversity and inclusion, showing that both watersports and adventurous training activities are open to all, regardless of background or experience.



- Outreach programs will be developed to ensure underrepresented groups are aware of and able to access these activities, including specific outreach to schools, youth groups, and community organisations.

## **6. Monitoring and Review**

- We will monitor participation across all our activities to assess the diversity of participants and identify any potential gaps in access or representation.
- Feedback from participants, staff, and volunteers will be regularly sought and analysed to evaluate the effectiveness of our EDI initiatives. This will help us identify areas for improvement, ensuring that our services continue to meet the needs of all individuals.
- This policy will be reviewed annually to ensure it remains up-to-date, effective, and responsive to the changing needs of the people we serve.

## **Conclusion**

This EDI policy ensures that our multi-activity not-for-profit watersports and adventurous training centres provide an inclusive environment where individuals of all backgrounds, abilities, and experiences can thrive. By embracing and promoting equality, diversity, and inclusion, we aim to break down barriers and foster a positive, supportive community where everyone feels empowered to engage in watersports and adventurous training.