



## Viva Gymnastics Club

Companies House: CE020282

Registered Charity: 1187339

*Hilsea*

Unit 8D, Skill Centre

Limberline Spur

PO3 5LF

*Portsmouth*

John Pounds Centre

23 Queen Street

PO1 3HN

[admin@viva-gymnastics.club](mailto:admin@viva-gymnastics.club)

[www.viva-gymnastics.club](http://www.viva-gymnastics.club)

---

## Equal Opportunities Policy VERSION CONTROL

Status	Version	Owner	Date	Changes
Live	v1.2	Viva Gymnastics Club	29 Mar 2026	Document reviewed
Live	v1.1	Viva Gymnastics Club	11 Feb 2025	Document reviewed
Approved	v1.0	Viva Gymnastics Club	15 Mar 2023	



## EQUAL OPPORTUNITIES POLICY

This Viva Gymnastics Club policy covers all aspects of how you are treated by the Company and everybody we employ. It covers (but is not limited) to:

- Recruitment
- Pay and conditions of employment
- Training and continuing professional development
- Appraisals
- Grievances and disciplinary
- Ending employment
- Giving references
- How parents and gymnasts are treated

This policy applies to all employees, apprentices, volunteers, young leaders, job applicants and casual hours workers.

If you are an employee, this policy does not form part of your contract of employment and we may amend it at any time.

You should read this policy in conjunction with our other policy and procedure documents, including our Disciplinary Procedure and our Grievance Procedure.

### Our Equal Opportunities Commitments and Aims

We will not tolerate discrimination or harassment, and are committed to promoting equal opportunities in employment. Those who work for us, and anyone applying for a job with us, will receive fair and equal treatment.

We will never victimise anyone who makes a legitimate complaint to us about harassment or discrimination, or who supports a colleague in their complaint.

Viva Gymnastics Club aims to create an environment of equality by the following commitments:

- A working environment free from all forms of unlawful discrimination, including victimisation and harassment;
- A workplace capable of allowing everyone to achieve their greatest potential, and where individuals are willing to give their best;
- A Club-wide understanding of the message promoted by this policy;
- A commitment to ensuring all staff understand their rights and responsibilities under this policy;
- A policy of ensuring employment opportunities are open to all qualified applicants;
- A commitment to recruiting based on ability to do the job, that also reflects the multicultural nature of our local community;
- A commitment to protecting staff, wherever possible, from being victimised or treated less fairly if they make or support a complaint in good faith under this policy.

### What is Discrimination?

**Direct discrimination:** this is when somebody is treated less favourably because of a protected characteristic than somebody else has been, or would have been, in identical circumstances.



# VIVA GYMNASTICS CLUB

Registered Charity Number: 1187339

[www.viva-gymnastics.club](http://www.viva-gymnastics.club)

**Indirect discrimination:** this is when a group of people with one of the protected characteristics (subject to a couple of exceptions) is put at a disadvantage by a provision, criterion or practice applied to all staff unless the treatment is justified for a good business reason.

**Associative discrimination:** this is where somebody is treated less favourably because of the personal characteristics of somebody else.

**Perceived discrimination:** this occurs where someone is treated less favourably because someone wrongly believes they have a particular protected characteristic.

**Harassment:** this is when a hostile, humiliating, degrading, intimidating or similarly offensive environment is created in relation to a protected characteristic. We also consider it harassment for a worker to be subjected to unwanted conduct related to a protected characteristic that — as an intended or unintended consequence — violates their dignity.

**Victimisation:** in a legal context, 'victimisation' has a much more restricted meaning than in real life. It happens when a worker has complained about harassment or discrimination, or has supported a colleague in their complaint, and is then treated less favourably as a result.

The 'protected characteristics' are:

- Age
- Race (which includes colour and ethnic/national origin)
- Disability
- Religion or similar philosophical belief
- Political opinion
- Sex
- Gender reassignment
- Pregnancy or maternity
- Sexual orientation
- Marital or civil partnership status.

There are other actions which can be unlawful under the equal opportunities legislation. For example,

- Failure to make reasonable adjustments to minimise certain disadvantages suffered by a disabled employee (or job applicant);
- Instructing another person (or applying pressure on them) to discriminate;
- Knowingly assisting somebody else when they carry out a discriminatory act;
- Discriminating against somebody believed to have a protected characteristic, whether or not they actually do, or because they associate with a third party who does.

## How Viva Gymnastics Club will carry out our responsibilities

All coaches are essential to ensuring the success of this policy. We all have a legal responsibility to comply with it, and any of us — however senior or junior we are — may be personally liable for unlawful discrimination if we breach its terms.

Overall responsibility for the effective implementation and operation of the policy lies with all coaches. Everyone working at Level 2 is expected to act in full accordance with this policy, lead by example, and attain and maintain appropriate standards of behaviour within the teams they manage.

**Viva Gymnastics Club**

Unit 8D, Skill Centre, Limberline Spur, Hilsea, PO3 5LF

John Pounds Centre, 23 Queen Street, Portsmouth, PO1 3HN



# VIVA GYMNASTICS CLUB

Registered Charity Number: 1187339

[www.viva-gymnastics.club](http://www.viva-gymnastics.club)

The ethos and standards covered by this policy can only be achieved and maintained if everyone in our club works together fully. It is important to understand that you have a legal responsibility to comply. If you breach this policy, you may also make the charity liable for your actions and we may both have to pay compensation to anyone who claims against us. We expect you to take personal responsibility for adhering to this policy's aims and commitments and for drawing any actual or potential breaches to our attention.

We also encourage everyone who works for us to help promote equal opportunities across the charity, in the gym and outside and any time you are representing Viva Gymnastics Club.

## **How we recruit, promote, and make other selections**

We carry out all recruitment, promotion and other types of selection procedures, such as redundancy selection processes, on the basis of merit, using non-discriminatory and, as far as possible, objective criteria.

Nobody applying for a job with the Club may be asked about their health, attendance record, or whether they have a disability, before a job offer is made - except in very limited situations. It may, for example, be justifiable to ask whether the applicant needs any disability-related measures put in place for the interview, or to check that they are capable of carrying out a physical coaching of the job. It is acceptable to make some job offers dependent on a medical examination.

It is unlawful to ask job applicants anything that might suggest an intention to discriminate on the grounds of a protected characteristic. Asking an applicant about their religion when they are applying for a job that involves weekend working would not, for example, be allowed. Nor would asking an applicant whether they have childcare responsibilities be allowed, as that suggests you might be intending to indirectly discriminate on grounds of sex or marital status.

It is fine to include certain health or disability questions in equal opportunities monitoring exercises, but the data gathered must not be used for selecting someone for a role, or in making other employment-related decisions.

## **How we enforce this policy and handle breaches**

We will investigate any complaint or allegation you raise regarding a potential breach of this policy. If you believe you have been harassed or discriminated against you should contact your Head Coach (**Charlotte Vella**) or a trustee as soon as possible. If you want to take formal action, you will need to follow our Grievance Procedure.

You will face disciplinary action if we find you have harassed or discriminated against anyone else in breach of this policy. Sometimes this type of behaviour may amount to gross misconduct, in which case you may be dismissed without notice.

Occasionally, people make complaints knowing they're not true. They might do this to avoid or deflect disciplinary action. We view any complaint made in bad faith as an act of misconduct and this will normally lead to disciplinary action. In some cases, bad faith complaints may lead to summary dismissal for gross misconduct.

**Viva Gymnastics Club**

Unit 8D, Skill Centre, Limberline Spur, Hilsea, PO3 5LF

John Pounds Centre, 23 Queen Street, Portsmouth, PO1 3HN