

# Communication on Progress

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## Context

The Royal Yachting Association (RYA) is the UK's national body for dinghy, yacht and motor cruising, all forms of sail racing, RIBs and sports boats, windsurfing and personal watercraft, and a leading representative for inland waterways cruising. The RYA's Purpose is to Promote and Protect Safe, Successful and Rewarding British Boating. The scope of our activities can be found in the Appendix. Our core values, outlined in the Strategic Plan, include inclusivity, responsibility, excellence and integrity, which resonate throughout the four issue areas of the UN Global Compact.

The RYA is a membership-based organisation with over 100,000 individual members, 1,500 affiliated clubs and 2,400 affiliated training centres. We have 175 staff, supported by a community of regular volunteers. The RYA headquarters are situated in Hamble, Southampton, and we have three additional premises all based in Portland, Dorset. The scope of this report is based on our direct operations and facilities, areas that the RYA manages and controls. It does not include affiliated clubs and training centres, which are independent organisations.

This is our second Communication on Progress report since joining the UN Global Compact and aims to highlight the policies and procedures currently in place, as well as introducing our future ambitions in aligning our operations with the 10 Principles.

## Human Rights

[Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and

[Principle 2](#): make sure that they are not complicit in human rights abuses.



## Policies

The Royal Yachting Association fully supports the Universal Declaration on Human Rights.

Policies relating to our work on Human Rights include:

- Pandemic Health and Safety Policy (new)
- Health and Safety Policy
- Safety Management Policy
- Flexible Working Policy and Procedure

- Annual Leave Policy
- Disciplinary Policies and Procedure
- Absence Management Policy and Procedure
- Grievance Policy and Procedure
- Whistleblowing Policy and Procedure
- Learning and Development Policy
- Information and Consultation Policy
- Safeguarding and Child Protection Policy
- Safeguarding Adults Policy
- Family-Friendly Policies
  - Maternity Leave Policy
  - Paternity Leave Policy
  - Shared Parental Leave Policy
  - Adoption Leave Policy
  - Parental Leave Policy
  - Parental Bereavement Leave Policy (new)

Key policies can be accessed online. Staff can access the policies online through the Employee Handbook, which is provided to all staff on first joining the RYA.

### **Operations and measures**

Our policies are implemented in our day-to-day operations. We are committed to ensuring that our employees are not exploited, and our work environment is as safe as possible, abiding by all employment, health and safety, and human rights laws. All RYA employees are paid above the UK Living Wage.

We actively promote work-life balance through flexible, family-friendly working practices. We ensure all employees know what is expected of them and provide regular appraisals which measure performance and assist employees in developing their capabilities. We have a grievance procedure which can be initiated by the employee with their line manager or human resources. During the coronavirus pandemic we have provided remote sessions to employees on personal wellbeing, training for managers on how to effectively manage remote teams, and CPD activities relating to Equality, Diversity & Inclusion. All these activities are to continue into the coming year.

The professional development of our employees is actively encouraged by including progression and training needs in the appraisal system, offering a range of training opportunities, and supporting staff to be members of relevant professional bodies.

Furthermore, we have introduced trained mental health champions to support colleagues. These champions form a steering group which meets quarterly to develop positive initiatives regarding employee wellbeing. RYA employees have access to a free confidential helpline

which provides impartial advice and guidance on an array of work related and personal subjects. Additional employment benefits include a 10% salary pension contribution, life assurance, childcare vouchers and other perks, such as work socials, designed to improve employee wellbeing, both at work and in their personal lives. To improve our employee benefits we recently introduced a discount scheme platform designed to help employees make savings in their everyday lives, such as shopping and gym memberships. Regular communication is generated on this to increase the use of the platform.

Communication with our employees during the coronavirus pandemic has been a particular focus and has included:

- Providing clarity on the guidance / rules issued by the government;
- Providing RYA-wide updates on the internal and external work of the RYA, via both email communication and video conferencing;
- More regular departmental and team meetings, as well as informal catch-ups.

A staff survey is undertaken annually to measure employee responses to questions about the working environment, communications, team relationships, management, and similar topics. Anonymised results are shared with the Senior Management Team and the Board, to identify appropriate actions. The results and agreed actions are then circulated to employees.

An additional survey was carried out during 2020 in response to the national lockdown and new ways of working which saw most of our workforce working from home. This survey sought to seek feedback on how our employees were coping with working from home, what lessons could be taken from how we have been working as a result of the coronavirus pandemic, and to understand overall employee wellbeing. Feedback received through the survey is being used to assist in developing increased communication and flexible ways of working, whilst maintaining connections with employees, as the RYA moves forward from the current lockdown arrangements.

## **Future ambitions**

The RYA aims to expand our policies on Human Rights by publishing a modern slavery statement, and we are exploring the introduction of an anonymous forum where all staff can raise concerns freely. We wish to further embed human rights across the RYA's activities and our wider network.

## **Labour**

[Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

[Principle 4](#): the elimination of all forms of forced and compulsory labour;

[Principle 5](#): the effective abolition of child labour; and

[Principle 6](#): the elimination of discrimination in respect of employment and occupation.



## Policies

The RYA adheres to UK laws in relation to labour and discrimination. We respect internationally recognised labour rights standards as set out by the International Labour Organisation and we follow national requirements for labour practices.

The RYA does not use and strongly opposes forced or compulsory labour, and the use of child labour.

Inclusivity is a core value at the RYA. We work to ensure boating is accessible and attractive to the widest audience. We share our expertise, work with partners, and embrace diversity.

The RYA is committed to equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status.

Policies relating to the Labour Principles include:

- Pandemic Health and Safety Policy (new)
- Anti-Discrimination Policy (new)
- Equal Opportunities Policy
- Transgender Equality Policy
- Overtime and Time Off in Lieu Guidance
- Disciplinary Policy and Procedure
- Bullying and Harassment Policy and Procedure
- Recruitment Policy
- Performance Management Policy and Procedure
- Safeguarding and Child Protection Policy
- Safeguarding Adults Policy

Key policies can be accessed online. Staff can access the policies online through the Employee Handbook.

## Operations and measures

The beginning of 2021 will see saw the publication of the RYA's first Diversity Strategy, which once published will be available on the RYA website. This involved the creation of a Diversity Focus Group as well as a temporary Diversity Steering Group, tasked with supporting and guiding the creation of the Diversity Strategy.

The RYA was the first National Governing Body to achieve the Advanced level of the Equality Standard for Sport, established by the Sports Councils as a benchmark for the governing bodies to whom they provide funding. The award of the Advanced Standard in 2016 recognised the RYA's commitment to increasing diversity amongst participants in sailing and boating, its staff and committees, and the progress achieved so far – but we recognise there is still more to do. We have introduced mandatory Disability and Mental Health training, safeguarding training and Equality and Diversity training to all staff.

At the RYA we actively encourage equality and increasing diversity across our wider operations. In January 2021, 140 staff attended an informative Racism in Sport Webinar with Ineke Houtenbos. We work to ensure boating is accessible and attractive to the widest audience. We are proud of our scholarship scheme which supports people under the age of 35 to become Race Officials. The RYA has an Equality and Diversity team which provides expert advice and guidance to our partners on actively supporting diversity. This year the RYA became a member of Sporting Equals who exist to promote ethnic diversity across sport by increasing participation, identifying and showcasing talent, diversifying the sport sector, improving health and lifestyles, and building cohesive communities.

The RYA has a dedicated Human Resources Advisor, based at RYA HQ, who provides support and helps ensure UK legislation is implemented and sustained across the RYA. The RYA is a Disability Confident Committed employer. To facilitate our Equal Opportunities Policy, all job applications are made anonymous and numbered before being shared, to reduce the risk of unconscious bias. All employees have individual contracts which detail their terms and conditions of employment, including the days and hours of work agreed between the employee and the RYA. All interviews and performance assessments are completed using an integrated competency-based framework. Our staff receive Time off in Lieu (TOIL) for working outside of their core hours, including travel time outside of their normal working routine. TOIL is agreed between the employee and their manager, and must be used within a set timeframe to ensure suitable rest time is provided.

The RYA conducts regular equality monitoring of all groups (Board, staff, job applicants, members, coaches, instructors, officials, elite squads) against all nine characteristics protected under the Equality Act 2010, in order to set benchmarks and KPIs and track progress. Key results are presented in Appendix B.

## Future ambitions

Our ambition is to maintain the high standard of labour rights embedded throughout our operations and culture, and to maintain the Advanced level of the Equality Standard for Sport.

In our Strategic Plan 2017-21 we committed to increasing the diversity of volunteers (including Board and Committee members), participants, instructors, staff and our wider workforce. Diversity is set to be included, as one of three core components, in the overarching Interim Strategic Plan, which will be published later this year.

## Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.



## Policies

The RYA recognises that the protection of the environment is an integral part of our business. We believe that environmental damage is avoidable so will do everything reasonably practicable to prevent it to ensure that our members can continue to enjoy the experience of boating in a clean environment.

The RYA's Environmental Policy (Appendix C) highlights the Association's commitment to complying with applicable environmental legislation, preventing pollution, identifying and minimising risks to the environment posed by RYA organised events, and ensuring our continued improvement in performance.

The Environmental Policy can be found online and within the Employee Handbook.

## Operations and measures

Environment and sustainability are high on the agenda at the RYA. The RYA launched its Sustainability Strategy in June 2020. The Strategy seeks to address key international concerns about the environment (such as the climate emergency, biodiversity, procurement, zero waste and pollution, and other matters), along with wider sustainability issues such as

diversity and anti-corruption. It contains an initial action plan for delivery over the next 12-18 months and targets 2030 to achieve our goals.

The Planning and Sustainability team works closely with the Planning and Sustainability Committee, who meet quarterly, to discuss environmental objectives and focus areas. In addition to the UN Global Compact, the RYA is a member of the UNFCCC Sports for Climate Action Framework, Fit for the Future and the British Association for Sustainable Sport.

The Green Blue is a joint environmental programme by the RYA and British Marine, established in 2005, which aims to inspire sustainable recreational boating for cleaner, healthier waters. By working with individuals, clubs, centres and marine businesses The Green Blue raises awareness and promotes good practice. Key focus areas include habitats and wildlife, invasive species, pollution, and antifouling. Through The Green Blue, RYA affiliated clubs and centres can access expert advice and guidance on improving the sustainability of their own events, policies, and facilities. The Green Blue continues to develop new tools and resources such as an environmental facilities map, a marine business environmental legal register and an anchoring and moorings Guide. The Green Blue sponsored the Ocean Recovery Conference 2020. In the last quarter of 2020, The Green Blue website had 12,502 views. In addition, 679 individuals, 97 businesses and 152 organisations downloaded resources.

Communications are recognised as an important aspect of our environmental work, so we regularly post internal and external articles and social media posts, to raise awareness and further promote good practice. The last year has seen a significant increase in the delivery of webinars across virtual events and for member clubs and centres. We have also developed an internal working group of Sustainability Champions spanning the different departments of the RYA. The champions communicate their departments' environmental ambitions and challenges and aid in implementing and embedding sustainability changes.

### **Future ambitions**

The RYA is focused on progressing its environmental effort. Sustainability is set to be included, as one of three core components, in the overarching Interim Strategic Plan, which will be published later this year. We are continuing work on developing an Environmental Management System which will be certified to ISO 14001. Focus areas include collecting suitable baseline data for a range of objectives as well as the implementation of a procurement policy and a policy-making procedure that incorporates sustainability. Our operations do not meet the scale for obligatory SECR reporting, but we intend to voluntarily report our scope 1 and scope 2 emissions and begin to measure components of scope 3.

Using the data available, we have estimated our Scope 1 emissions to be 71.1 Tones CO<sup>2</sup>e and Scope 2 to be 121.2 Tones CO<sup>2</sup>e for the baseline year 2019-2020.



The RYA will continue to resource and promote The Green Blue programme in partnership with British Marine. As a partner to the EU LIFE ReMEDIES Project, we will continue to work towards the Project's aims of saving vital seabed habitats, and we will continue to work in partnership to achieve our environmental goals in our role of secretariat to the European Boating Association, and through our memberships, affiliations, and business partnerships.

## Anti-corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.



### Policies

The RYA works in a transparent and sincere manner, making balanced and impartial decisions.

The RYA is against corruption and supports the UN convention against corruption.

The RYA is committed to upholding the letter and spirit of the Bribery Act 2010.

Our policies relating to Anti-Corruption include:

- Anti-Bribery Policy
- Fraud Policy
- Conflicts of Interest Policy
- Financial Interests Policy

Key policies can be accessed online. Staff can access the policies online through the Employee Handbook.

### Operations and measures

Details of our support to the UN Global Goals and Principle 10 was highlighted in the 2020 'RYA Annual Report & Accounts'.

The RYA takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all its relations and operations. A key aspect of this is the RYA governance via a Board of Directors comprised of a mix of non-executive

and executive directors that meets regularly to conduct its business. It is chaired by the Chair of the RYA.

The role of the Board is to supervise the management of the Association's business and to discharge the responsibilities of the directors under the Companies Act and in compliance with the Code of Sports Governance, which sets out the levels of transparency, accountability and financial integrity that are required from bodies that receive Government and National Lottery Funding. RYA Policy Forming Committees report directly to the Board.

The Board will ordinarily be comprised of up to four Nominated Directors appointed by the Members and up to three Independent Directors appointed by the Board who are appointed on the basis of personal competencies, through an open recruitment process. The Chief Executive and Finance Director are ex-officio Board members. Members of the Board serve a four-year term. All Directors are required to sign a Declaration of Good Character and a Code of Conduct, and all staff and Directors are expected to follow our Anti-Bribery, Gifts and Entertainment, and Conflicts of Interest Policies. There is also a Code of Conduct for Employees. We also encourage staff and volunteers to utilise our Whistleblowing Policy where required.

The Board ordinarily delegates the day-to-day running of the Association to the Chief Executive and Finance Director who are accountable to the Board in respect of the same, including matters pertaining to Health and Safety.

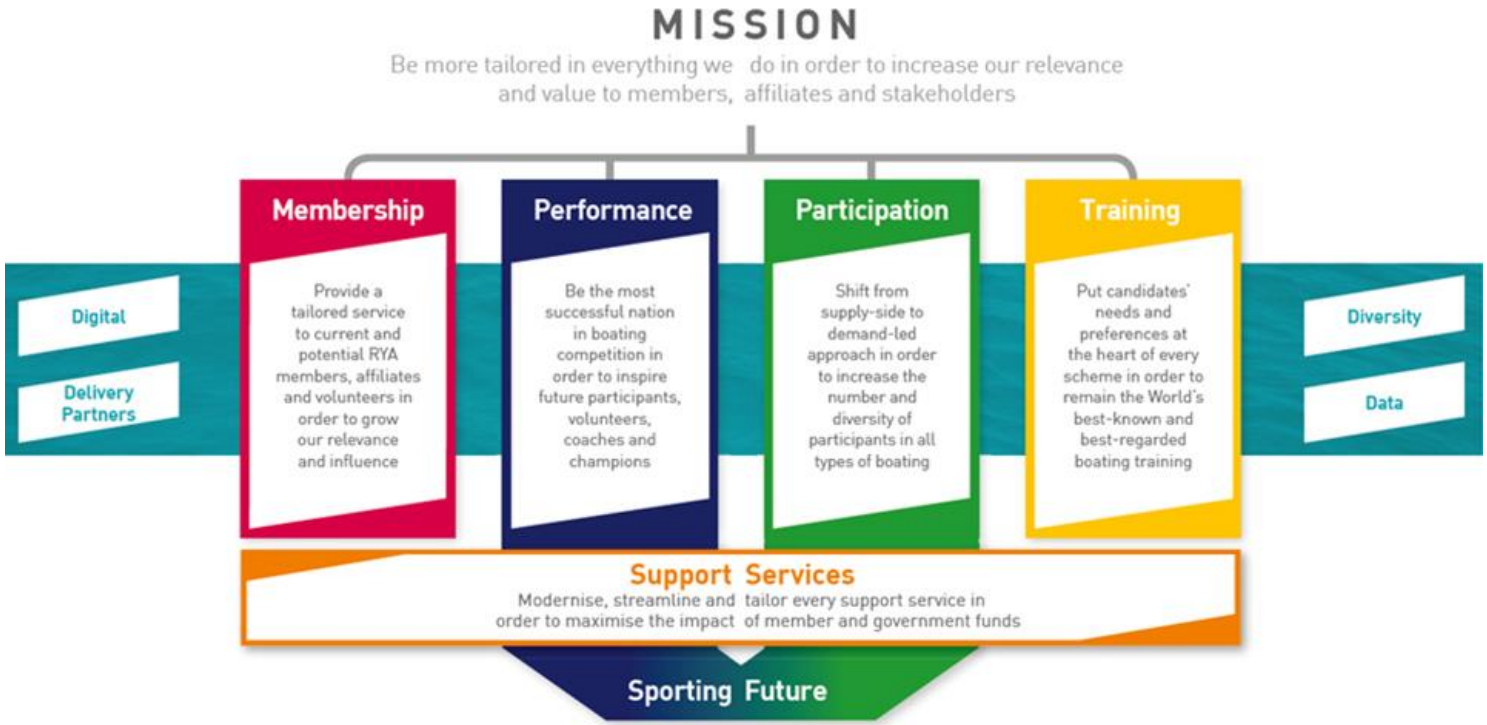
The Audit and Risk Committee acts independently to draw the Board's attention to matters affecting the proper protection of the RYA's interests regarding material risks to the RYA, financial reporting, strategic and operational plans, and Board procedures. It monitors identified risks via the Risk Register. The A&RC Chair is appointed by the RYA Board from amongst the Non-Executive Directors (except the RYA Chair) coterminous with the term of office on the Board. Standing members of the A&RC serve a term of three years, subject to a maximum of two three-year terms.

### **Future ambitions**

The RYA will continue to strengthen our actions and operations with integrity, ensuring we remain transparent and honest. The RYA aims to achieve the Fair Tax mark in the near future, and to create and operate an open hospitality register.

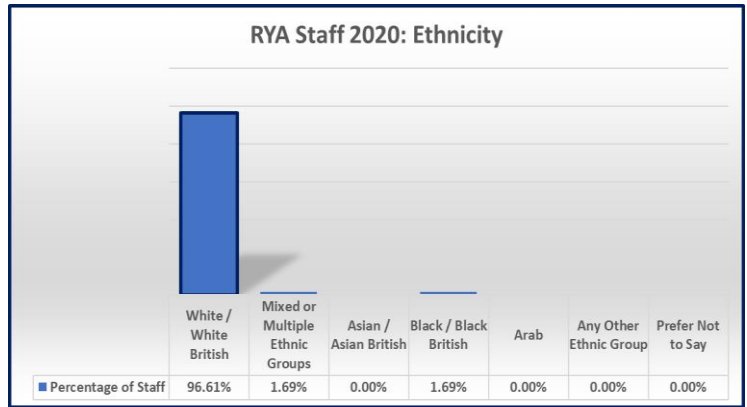
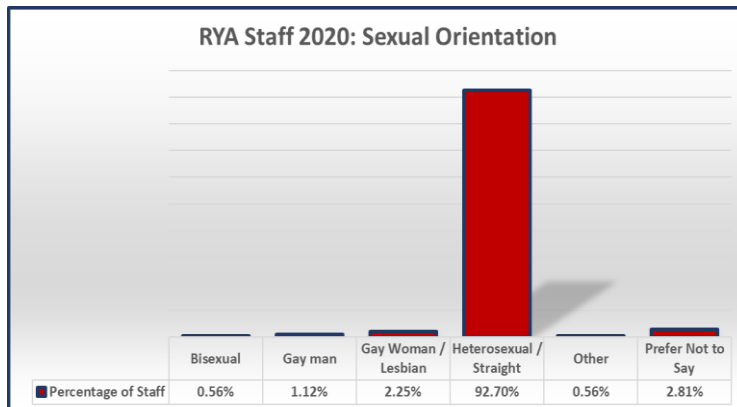
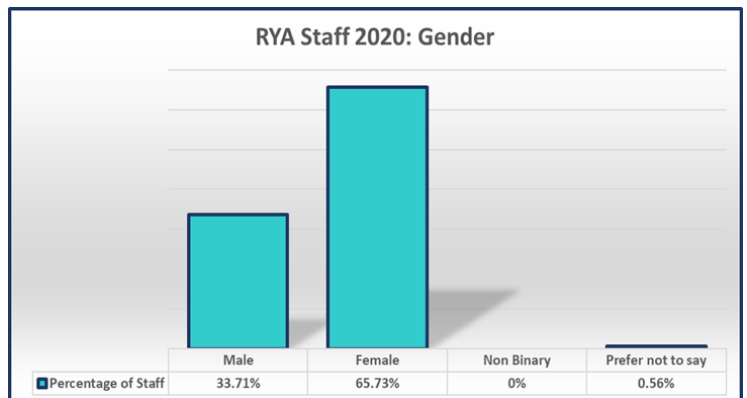
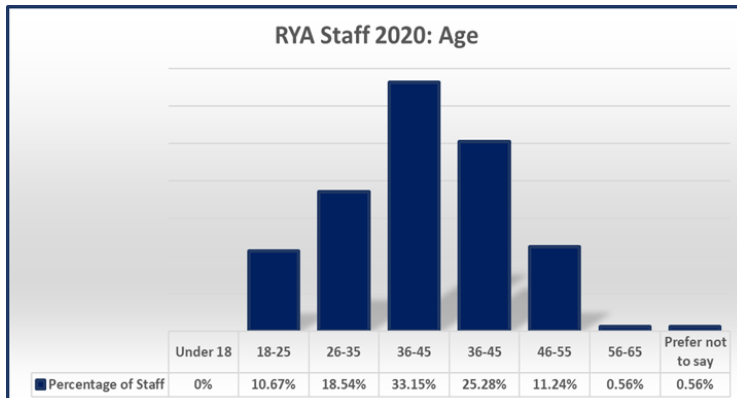
# Appendices

## Appendix A: RYA Mission and scope



## Appendix B: Equality Data 2020

Data has been extracted from the RYA Diversity Strategy.



Area	Age	Gender	Sexual Orientation	Ethnicity
<b>Governance</b>	60% of Board members are <55	40% of Board are female  21.3% of committee members are female	10% Board members identify as LGBTQ+  2% of committee members identify as LGBTQ+	100% White British Board members
<b>Membership</b>	50% of members are >55  22% of members are <40	20.3% of membership are female	3.4% of members responding to the 2017-18 survey identified as lesbian, gay, bisexual, or other	2% of members stated another ethnicity than white
<b>Performance</b>	66.6% sailors aged <26	48% of BST are female	4.3% of Race Officials	1 BME Sailor in BST

		<p>25.3% L2 Coaches are female</p> <p>10.3% Race Officials are female</p>	<p>responding to the 2019 survey identified as LGBTQ+ or Other</p> <p>2.4% of Podium squad sailors identified as LGBTQ+ or Other</p>	<p>Small numbers across BYS</p>
<b>Participation</b>	<p>Participation possible at any age</p>	<p>45.9% of participants are female</p> <p>37.6% Club members are female</p>	<p><i>No data available</i></p>	<p>9.19% of participants are from ethnic minority groups</p>

## Appendix C: Environmental Policy Statement



### Environmental Policy Statement

The RYA recognises that the protection of the environment is an integral part of our business and a prime responsibility of management at every level. Our members enjoy the experience of boating in a clean environment and we want to ensure that they continue to be able to do so. We believe that environmental damage is avoidable so will do everything that is reasonably practicable to prevent it.

All RYA employees are responsible for managing the organisation's impact on the environment and minimising the resulting effects whenever possible.

The Directors and Managers of the RYA will provide necessary resources including finance, personnel, training and equipment, to ensure that our environmental management arrangements are implemented effectively.

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*We will comply with applicable environmental legislation, prevent pollution, identify and minimise risks to the environment posed by our operations, and ensure continuous improvement in our performance*

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In order to manage and improve our environmental performance we will:

#### **Control our own impacts**

- maintain a register of relevant legislation in order to ensure legal compliance
- work towards implementing an Environmental Management System which conforms to ISO14001
- manage our use of chemicals and ensure effective storage to reduce the risk to the environment
- minimise our use of fossil fuels, and hence our climate impact, through effective use and maintenance of our vehicle and boat fleet and through energy efficiency measures in our buildings
- follow the Waste Hierarchy: reducing, re-using and recycling our waste where reasonably practicable through a variety of onsite and offsite recycling facilities, minimising the impact of residual waste through responsible disposal
- include environmental and ethical considerations in purchasing decisions wherever practicable
- set realistic objectives and targets for environmental performance, and monitor and review our environmental performance annually to demonstrate our commitment to continual improvement
- review this policy statement on an annual basis

#### **Manage the impact of events and activities that we organise**

- ensure effective working practices are in place to reduce the risk of pollution and control risks from environmental hazards during events organised by the RYA

#### **Influence others**

- engage with and communicate the importance of environmental good practice to our employees, members, suppliers and other stakeholders and support them where practicable in improving their own environmental performance
- annually report on progress to our stakeholders and to the wider public

Signed:



Sarah Treseder, CEO

Date:

26<sup>th</sup> August 2020

Version 1 Original Approval July 2019



UN GLOBAL COMPACT

COMMUNICATION ON PROGRESS

This is our **Communication on Progress** in implementing the principles of the **United Nations Global Compact** and supporting broader UN goals.

We welcome feedback on its contents.

To provide feedback on the COP please contact the Planning and Sustainability Team on [environment@rya.org.uk](mailto:environment@rya.org.uk).



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