

HALTON TENNIS CENTRE

Halton Tennis Centre

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Equality, Diversity & Inclusion Policy

This document sets out the way we work with all our people and what they can expect from their involvement with us.

Introduction

The Halton Tennis Centre is here to provide social and competitive tennis opportunities for adults and children of all standards. It is also here to provide social activities for players.

Equal Opportunities Policy

Halton Tennis Centre is committed to welcoming staff, self employed and volunteers from all sections of the community. We understand that any form of unfair discrimination is unacceptable and aim to ensure that none of our people are treated less favourably on grounds of colour, gender, sexual orientation, age, marital status, disability, nationality, ethnic origin, religion or belief.

We at Halton Tennis Centre are committed to ensuring tennis remains an open and accessible sport enjoyed by everyone and is working within the framework set by the Equality Standard for Sport.

It is our aim to ensure our relationships with members, employees, volunteers and job applicants and the provision of all our services do not disadvantage anyone by imposing conditions or requirements that cannot be justified. The aim is to ensure that everyone is treated fairly and with respect, and members, non-members and visitors are not denied access for discriminatory reasons.

We are committed to **taking positive action** where **inequalities exist** and the development of a programme of on-going training and awareness in order to promote the eradication of discrimination and to promote equality and diversity in tennis.

We will carry out an **immediate investigation** of **any complaints** of discrimination on the above grounds, once they are brought to our attention. Complaints will be dealt with in accordance with its complaints policy and, where such a complaint is upheld;

we may impose such sanction as it considers appropriate and proportionate to discriminatory behaviour. We will **not tolerate harassment, bullying, abuse or victimisation** of an individual (which we regard as forms of discrimination). This includes **sexual or racially based harassment** or other **discriminatory behaviour**, whether physical or verbal. We will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Direct discrimination is defined as treating a person less favourably than others are or would be in the same or similar circumstances.

Indirect discrimination is also not acceptable, and is defined as when intentionally or not, a condition or requirement causes one or more groups (by race or sex or age or status - single/married) to be disadvantaged

Our policy underpins the requirements of the legal statutes such as but not restricted to the Race Relations Act 1976, Sex Discrimination Act 1975, Disability Discrimination Act 1995, Age Discrimination Act 2006 as well as any amendments to these acts and any new legislation.

Complaints procedure

In the event that any **employee, member, visitor or visiting team feels** that he, she or it has **suffered discrimination or harassment** in any way or that the **club policies, rules or code of conduct have been broken** they should follow the procedures below.

1. The Complainant should report the matter in writing to the club secretary or another member of the committee. The report should include:
 - (a) **details of what** occurred;
 - (b) **details of when and where** the occurrence took place;
 - (c) any **witness** details and copies of any witness statements;
 - (d) **names** of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);
 - (e) **details of any former complaints** made about the incident, including the date and to whom such complaint was made; and
 - (f) an indication as to the **desired outcome**.
2. If the person accused of discriminatory behaviour is an employee of the Club, the Club will regard the incident as a disciplinary issue and will follow any disciplinary procedure set out for employees or (if none exists) the statutory disciplinary procedure.
3. If the person accused of discriminatory behaviour is a non-employee of the Club, the Club's management committee:
 1. will request that both parties to the complaint **submit written evidence** regarding the incident(s);

2. may decide (at its sole discretion) to uphold or dismiss the complaint without holding a hearing;
 3. may (at its sole discretion) **hold a hearing** (whether or not such a hearing is requested by either party) at which both parties will be entitled to attend and present their case;
 4. **will have the power** to impose any one or more of the following sanctions on any person found to be in breach of any Club policy, (including the Equality Policy):
 - (a) **warn** as to future conduct;
 - (b) **suspend** from membership;
 - (c) **remove** from membership;
 - (d) **exclude** a non-member from the Club, either temporarily or permanently; and
 - (e) **turn down** a non-member's current and/or future membership applications.
- 3.5 will provide both parties with written reasons for its decision to uphold or dismiss the complaint within one (1) calendar month of such decision being made.
- 3.5 Either party may appeal a decision of the committee to the County Association (including a decision not to hold a hearing) by writing to the [County Secretary] within 3 months of the Club's decision being notified to that party.
4. If the nature of the complaint is with regard to the club's management committee or other body or group in the club, the member/visitor has **the right to report the discrimination or harassment** directly to the relevant **County Association**.

Notes

Harassment - Harassment can be described as inappropriate actions, behaviour, comments or physical contact, which may cause offence i.e. mental or physical anxiety or hurt to an individual:

- It may be related to gender, race disability, sexuality, age, religion, nationality or any personal characteristic of an individual.
- Under the terms of the Criminal Justice Act 1994, harassment was made a criminal offence, punishable by a fine of up to £5,000 and/or a prison sentence of up to six months.

Victimisation - Victimisation can be described as treating an individual less favourably than one would treat others because the individual has made a complaint of discrimination, given evidence about such a complaint or raised a concern under the Public Interest (Disclosure) Act 1998.

Positive action - The term 'positive action' refers to a number of methods designed to counteract the effects of discrimination and to help eradicate stereotyping. It can be initiatives or activities that attempt to redress imbalances by providing extra help, doing things in a different way or promoting opportunities in targeted places and to targeted groups. Under this broad meaning, positive action may include actions such as the introduction of discriminatory selection procedures, and training programmes or policies aimed at preventing sexual harassment. An example of positive action being taken is the employment of a female coach to lead a session aimed at women, to specifically encourage uptake and participation by female players.

Prejudice -Prejudice is literally pre-judging someone. It is usually led by negative, irrational feelings, resulting from preconceived attitudes and opinions.

Stereotyping -Stereotyping is grouping or labelling people because they are members of a particular 'visible' group, and assuming that they have particular traits that are considered to be characteristics of that group.

Dignity - Dignity is about respectful, responsible, fair and humane behaviour, something that is reflected in the club's constitution.

Disadvantage - Disadvantage is where, as a result of discrimination, an individual or group is deprived of some or all resources and opportunities. This may affect people directly or indirectly.

Social exclusion - Social exclusion is when people or areas suffer from one or a combination of linked problems such as unemployment, poor skills, low income, high crime environments or lack of facilities.

HTC Board
June 2016