

Equality, Diversity and Inclusion Policy

Standard Forms

Appended to this section are :

Appendix A Equality and Diversity Policy

Appendix B Lodging a Complaint

Both of these forms are posted on the Clubhouse notice board

Equality, Diversity and Inclusion Policy: Approach

The aim of the Equality and Diversity Policy is to ensure that everyone is treated fairly and with respect and that nobody is denied access to our club because of a discriminatory reason.

The Committee is responsible for setting standards and values to apply throughout the club at every level. Tennis should be enjoyed by everyone who wants to play the game.

Our commitment is to eliminate discrimination by reason of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Committee which is responsible for the implementation and review of this policy.

Lenzie Tennis Club, in all its activities, will not discriminate or in any way treat anyone less favourably, on grounds of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability. Lenzie Tennis Club will ensure that it treats its contractors, members, non-members and visiting clubs and teams fairly and with respect and will ensure that all members of the community have the opportunity to access and take part in, and enjoy, its programmes of activities, competitions and events.

Lenzie Tennis Club will not tolerate harassment, bullying, abuse or victimisation of an individual (which Lenzie Tennis Club regards as forms of discrimination). This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. Lenzie Tennis Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Lenzie Tennis Club commits to the immediate investigation of any complaints of discrimination on the above grounds, once they are brought to its attention. Complaints will be dealt with in accordance with its complaints policy and, where such a complaint is upheld, the LTA may impose such sanction as it considers appropriate and proportionate to discriminatory behaviour.

Lenzie Tennis Club is 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.

Lenzie Tennis Club is committed to a policy of equal treatment of all members and contractors and requires all members and contractors to abide by and adhere to these policies and the requirements of the relevant equalities legislation, including the Race Relations Act 1976, Sex Discrimination Act 1975,

Disability Discrimination Act 1995, Age Discrimination Act 2006, the Equality Act 2010 as well as any amendments to these acts and any new legislation.

3.2.2.3 Equality and Diversity Policy: Complaints Procedure

In the event that any contractor, member, visitor or visiting team feels discrimination or harassment in any way or that the club policies, rules or code of conduct have been broken they should invoke the following procedure.

The Complainant should report the matter in writing to the club secretary or another member of the Committee. The report should include:

- details of what occurred
- details of when and where the occurrence took place
- any witness details and copies of any witness statements
- names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed)
- details of any former complaints made about the incident, including the date and to whom such complaint was made
- an indication as to the desired outcome.

If the person accused of discriminatory behaviour is a contractor to the Club, the Club will regard the incident as a disciplinary issue and will follow any disciplinary procedure set out for contractors or (if none exists) the statutory disciplinary procedure;

otherwise the Committee:

- will request that both parties to the complaint submit written evidence regarding the incident(s)
- may decide (at its sole discretion) to uphold or dismiss the complaint without holding a hearing
- 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
- 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 and Diversity Policy)
 - warn as to future conduct
 - suspend from membership
 - remove from membership
 - exclude a non-member from the Club, either temporarily or permanently
 - reject a non-member's current and / or future membership applications
- will provide both parties with written reasons for its decision to uphold or dismiss the complaint within one calendar month of such decision being made

Either party may appeal a decision of the Committee to Tennis West (including a decision not to hold a hearing) by writing to the Secretary of Tennis West within three months of the Club's decision being notified to that party.

If the nature of the complaint is with regard to the Committee or other body or group in the club, the complainant has the right to report the discrimination or harassment directly to the Tennis West.

3.2.2.4 Equality and Diversity Policy: Terminologies and Descriptors

Types of discrimination

Discrimination can take many guises and may not always be obvious to the perpetrator. People should be aware of the different types of discrimination.

There are three categories of discrimination: direct, indirect, and positive:

- **Direct discrimination:** where a person, in a group of people with the same or similar circumstances, is treated less favourably than the others in the group because of their race, gender, disability or sexuality
- **Indirect discrimination:** where the effect of certain requirements, provision or practices imposed by an organisation has an adverse impact disproportionately on one group or other. Indirect discrimination generally occurs when a rule or condition, which is applied equally to everyone, can be met by a considerably smaller proportion of people from a particular group; the rule is to their advantage and it cannot be justified on other grounds.
- **Positive discrimination:** where those who were formerly discriminated against, are treated favourably as opposed to fairly.

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 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.

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

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

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 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.

Bullying may be defined as behaviour which is offensive, intimidating, malicious, insulting or an abuse of power through means intended to undermine, humiliate, denigrate or injure.

The LTA's equality and diversity policy available at www.lta.org.uk/equality sets out a commitment to opposing all forms of discrimination. The LTA will ensure that its employees, members, volunteers, players, officials, affiliated clubs and customers are not discriminated against on the basis of any of the following:

- race, colour, ethnic group or national origin
- gender or marital status
- disability
- sexuality or sexual orientation
- age
- employment status
- actual /suspected HIV / AIDS
- religion and faith
- unrelated criminal offences / ex offenders (subject to any legal or public interest constraints)
- responsibilities for children or dependents

Equality and Diversity Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and ensure members, non-members and visiting teams are not denied access to our tennis venue because of a discriminatory reason. An explanation of the different types of discrimination can be found in the LTA / Tennis Foundation Equality and Diversity Policy – www.lta.org.uk/equality

This policy is fully supported by the management committee who are responsible for the implementation and review of this policy.

Therefore we will adhere to the following:

- a) Take responsibility for setting and upholding standards and values that apply throughout the tennis venue at every level, so tennis can be enjoyed by everyone who wants to participate.
- b) Demonstrate a commitment to eliminating discrimination by reason of age, gender, gender reassignment, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability and to encourage equal opportunities and an inclusive welcoming environment.
- c) Ensure that employees, members, non-members and visiting teams are treated fairly and with respect and ensure that all members of the community regardless of their ability have access to and opportunities to take part in, and enjoy its programmes of activities, competitions and events.
- d) Oppose all forms of harassment, bullying or abuse towards an individual or group whether it is physical, verbal or online that is based on any of the characteristics listed above or for any other reason. Any incidents of this or a similar nature will be treated seriously and subjected to the appropriate disciplinary process.
- e) Ensure there is an immediate investigation of any complaints of discrimination on the above grounds, once they are brought to the attention of the tennis venue. Complaints will be dealt with in accordance with the complaints policy and, where such a complaint is upheld, the management committee may impose such sanctions as it considers appropriate and proportionate to the discriminatory behaviour.
- f) Promote a culture that encourages the learning and development of coaches and volunteers in order to achieve greater diversity and inclusion within tennis. As a minimum the Head Coach and at least two volunteers will undertake the LTA's Equality, Diversity and Inclusion Training.
- g) Support, promote and enforce the LTA/Tennis Foundation [Fair Play values](#) within all tennis activities and environments.
- h) Be committed to and deliver a policy of fair and equitable treatment for all members and employees and require all members, employees and volunteers to abide by and adhere to these policies and the requirements of the Equality Act 2010 as well as any amendments to this Act or any new equality legislation.
- i) Be committed and take action to create an inclusive environment that is welcoming and seeks to improve representation across all groups and participation at all levels within tennis.



Lodging a Complaint

In the event that any employee, member, volunteer, visitor or visiting team feels that he, she or they have suffered discrimination or harassment in any way or that the 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 Welfare Officer or another member of the management 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, the management committee 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, the management committee or representatives of the management committee:
 - 3.1 will request that both parties to the complaint submit written evidence regarding the incident(s);
 - 3.2 may decide (at its sole discretion) after reviewing the complaint and supporting evidence to uphold or dismiss the complaint without holding a hearing;
 - 3.3 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;
 - 3.4 will have the power to impose any one or more of the following sanctions on any person found to be in breach of any 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 facility, 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 management committee to the County Association (including a decision not to hold a hearing) by writing to the [County Secretary] within 3 months of the Place to Play's decision being notified to that party.
4. If the nature of the complaint is with regard to the management committee or other body or group in the Place to Play, the member/visitor has the right to report the discrimination or harassment directly to the relevant County Association.