

Cwmbran Tennis Club

Anti-Harassment Policy

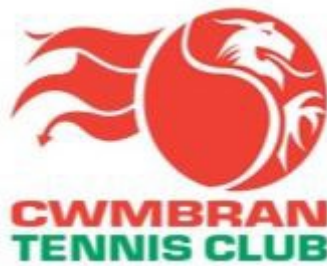


Table of Contents

INTRODUCTION	3
ANTI-HARASSMENT POLICY	3
Definitions:	3
Policy and Procedures	4

INTRODUCTION

This policy is one of a suite of policies produced by Cwmbran Tennis Club to ensure that the club has a set of well-defined and comprehensive policies that safeguard the safety, wellbeing and management of the club. The policies also give members who have concerns of any kind to understand how the club will manage and approach any issues and give members easy access to club management staff who can help them. This policy should be read in conjunction with other related club policies all of which can be found [here](#).

Each of the policies will give the designation of members of the club management team and committee who can help them. The comprehensive list of club management committee and those with other specified roles in the club including their contact details can be found on the website [here](#). The list also includes key contacts in Tennis Wales or the LTA should this be an appropriate course of action which can be found [here](#).

ANTI-HARASSMENT POLICY

Cwmbran Tennis Club (CTC) is committed to the prevention and eradication of harassment at the Club in all its forms. Harassment is against the law and will not be tolerated under any circumstances.

The Club is committed to building and preserving a safe environment for its Club Members, Contracted Personnel, Volunteers and Guests the Club. In pursuit of this goal, the Club does not condone and will not tolerate acts of harassment and / or violence.

The purpose of this policy is to prevent harassment at the Club, to communicate the rights and responsibilities to those involved in a harassment claim and to alleviate effects in the event harassment does occur.

Definitions:

Harassment is defined as any interaction(s) between individuals that can be characterised as unwelcome intimidation, bullying, violence or misconduct. The Club rejects and entirely disapproves of all harassment based on the grounds of race, sex, marital status, age, sexual orientation, gender history, religious beliefs, political convictions, disability, or medical conditions. Such acts include:

- Inappropriate physical conduct
- Creating an intimidating or offensive environment
- Creating a degrading, humiliating or hostile environment

Violence is defined as any interaction or acts of aggression or hostility between individuals that involve:

- Causing physical injury to another person
- The utterance of threatening remarks
- Creation of a reasonable fear of injury
- Subjecting another individual to emotional distress

- Damaging club or member property
- The possession of a firearm or other dangerous weapon while on Club premises
- Harassing surveillance, such as stalking

Policy and Procedures

This policy prohibits physical or verbal threats, intimidation, or violence in the Club to minimise risk of injury, or harm resulting from violence to CTC Members, Contracted Personnel and guests of the Club.

The purpose of this policy is to communicate the rights and responsibilities of those involved in a harassment claim and to alleviate the effects if harassment does occur.

- The Committee is responsible for receiving, mediating and investigating harassment complaints. This includes having a thorough knowledge of the procedure, the extent of limits of their decision-making and action-taking authority and how to support those involved.
- The Committee will take immediate action to resolve any situation that involves harassment or violent behaviour. This includes, but is not limited to, engaging local police for assistance.
- Incidents that constitute criminal acts will be referred to local police immediately.
- Any person making a claim of harassment will be expected to follow the stated procedure for filing a claim.
- All claims are to be directed to the CTC Committee for review and assessment.
- Complainants are encouraged to file a complaint immediately after an alleged incident of harassment or violent act (Please refer to CTC Complaints Procedure).
- The Club Committee will review the claim and do their due diligence in rendering a decision on how to proceed.
- The individuals involved in a harassment claim will be informed of the nature of the investigation to take place (if any), by the CTC Chair, based on CTC Committees' input.
- Disciplinary or corrective action may be taken up and include a formal warning, suspension of membership or the termination of any contractual obligations for any violations of this policy.