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# HADDINGTON TENNIS CLUB

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## EQUALITY AND DIVERSITY POLICY

January 2023

- Promoting Equality
- Championing Diversity
- Including Everyone

### 1. Statement of Intent

Haddington Tennis Club (HTC) as a registered organization affiliated to Tennis Scotland (National Governing Body for tennis in Scotland) adopts their goal to grow and sustain the sport so it is inclusive and accessible to every community.

HTC will continue to work to develop and implement practices that proactively grow the sport by welcoming difference and accepting diversity in order to reach new and lapsed participants.

We will continue to build an environment that celebrates diversity and is unapologetic in tackling all forms of discrimination. We will promote equality of opportunity across all equality groups, working to be considered a leader in and role model on equality issues. We will embed the Fair Play values within all sections of the club to promote equality, diversity and inclusion.

The commitment outlined in this Policy covers all aspects of the club's activities and it is expected that all employees, players, parents, coaches, officials and volunteers who work on behalf of, represent or engage with HTC will adhere to the principles of this Policy.

Everyone involved in the club plays a part in making the sport inclusive and welcoming of diversity. HTC aim to ensure that all people irrespective of their Protected Characteristics either age, disability, ethnicity, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, religion or sexual orientation have a genuine and equal opportunity to participate in tennis at all levels and in all roles.

It is the aim of HTC in its relationships with its members, employees, and in the provision of its activities, not to disadvantage any individual by imposing any conditions or requirements which cannot be justified.

### 2. Legal Requirements

The commitments outlined within this Policy are underpinned by the club's legal obligations under the Equality Act 2010, Rehabilitation of Offenders Act 1974, Prevention from Harassment Act 1997, the Employment Act 2002, Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees

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(Prevention of Less Favourable Treatment) Regulations 2002 and the Human Rights Act 1998.

HTC takes all claims of inappropriate behaviour, bullying, harassment and/or discrimination, whether direct or indirect by anyone involved with HTC, seriously.

These claims will be dealt with through the appropriate disciplinary procedures. Discrimination can take many guises including verbal, physical, and online abuse. It may not always be obvious to the perpetrator or intended, and therefore it is necessary for people to be aware of the different types of discrimination and the impact their actions have on others.

(i) Direct discrimination is where someone is treated less favourably than another person because of a protected characteristic.

(ii) Discrimination by association is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.

(iii) Discrimination by perception is direct discrimination against someone because the other person thinks they possess a particular protected characteristic.

(iv) Indirect Discrimination occurs 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.

(v) Harassment is defined as unwanted conduct that violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. In determining whether conduct can reasonably be considered as having such effect, the perception of the Complainant will be taken into account.

Employees can now complain of behaviour they find offensive even if it is not directed at them.

(vi) 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. Bullying is not limited to but can include racist, sexist and homophobic language and/or abuse.

(vii) Victimisation is illegal and considered to take place when someone is treated badly because they have made/supported a complaint or grievance.

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## 3. EXPECTATIONS

3.1 When HTC acts as an Employer the club will:

- Operate an open and fair recruitment and selection process and encourage applications from all groups in the community
- Embed the ethos of this Policy within the culture and activities of the club
- Require all employees to undergo equality and diversity training and provide additional appropriate training and guidance to employees and lead volunteers in fulfilling their individual responsibilities under this Policy
- Deter discrimination by making it clear that discrimination is unacceptable and will be treated as a serious disciplinary offence
- Investigate any complaint of discrimination on any grounds in line with Tennis Scotland's complaints procedure, and
- Regularly review the HR policies and practices to ensure they are in line with best practice and all legal requirements.

3.2 HTC expects everyone involved with the club to:

- Fully adopt and embrace the ethos of equality and diversity as outlined in this Policy
- Fully adopt, embrace and promote the Fair Play values
- Be respectful of all others involved within the club and not discriminate, bully, harass or victimise anyone
- Be an ambassador for the club and its players, volunteers and the diversity that they bring to the game
- Respect individual difference based on any characteristic
- Actively encourage and welcome others interested in participating
- Where necessary explain the Policy and its implications to children
- Report all forms of discrimination, bullying, harassment and victimisation to HTC by emailing [htctreasurer@aol.com](mailto:htctreasurer@aol.com), and
- Assist HTC in any investigation and provide accurate unbiased information.

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3.3 Coaches, officials, volunteers and tennis venues are crucial in the development, running and organisation of Haddington Tennis Club. Therefore it is expected that they not only adhere to this policy and the principles outlined above, but also

- Proactively seek opportunities to be more inclusive through the development and delivery of their activities and the environment they create
- Support positive action schemes that seek to make tennis more diverse
- Be role models for everyone involved in Haddington Tennis Club.

## 4 Reporting, Recording and Action

As stated throughout this policy, the club takes seriously any cases of harassment, bullying, discrimination and victimization.

Any person can raise a complaint and this should be done with the club Chairman, Secretary, Membership Secretary or Welfare Officer.

All complaints so raised must be recorded by the club Secretary along with the record of the investigation that follows, and the outcome of that investigation.

The officers of the club should assess the seriousness of the complaint, and if they are in doubt they must seek guidance as to whether this should be raised at a higher level.

If appropriate the complaint must be brought formally to the attention of the appropriate public authorities.

Any person who is found to have acted contrary to this Policy or its intent will be subject to the appropriate disciplinary procedure.

No person who raises a complaint will be penalized unless it is without foundation and not made in good faith.

Ewen Macpherson	Chairman HTC
Brian A East	Treasurer Welfare Officer
David Tomlinson	Secretary Welfare Officer
Bruce Clark	Membership Secretary

**January 2023**