



# HLTC Diversity and Inclusion Policy

## Purpose and Introduction

The aim of this policy is to ensure that everyone is treated fairly and with respect and that members, non members and visiting teams are not denied access to HORLEY LAWN TENNIS CLUB (HLTC, "the Club") for a discriminatory reason.

This policy is fully supported by the HORLEY LAWN TENNIS CLUB management committee ("the management committee"), which is responsible for the implementation and review of this policy.

Reference to 'personal characteristics' is to the list of characteristics defined in Appendix 1 Terminologies and descriptors

HLTC has adopted a separate Code of Conduct for Members and Users ('Code of Conduct') which requires that, among other things, all HLTC members, visitors and guests treat everybody equally and fairly and do not discriminate on any of the grounds in this Policy.

This policy replaces that formerly known as HLTC Equality and Diversity policy.

## Policy Statement

HORLEY LAWN TENNIS CLUB will:

- a) be responsible for setting standards and values for diversity and inclusion to apply throughout the Club at every level, as tennis should be enjoyed by everyone who wants to play the game
- b) be committed to eliminate discrimination by reason of their personal characteristics, or any other protected characteristic defined in law, and to encourage equal opportunities
- c) not discriminate or in any way treat anyone less favourably, on grounds of their personal characteristics, or any other protected characteristic defined in law
- d) ensure that it treats its employees, members, non-members and visiting teams fairly and with respect and will ensure that all members of the community have access to and have opportunities to take part in, and enjoy, its programmes of activities, competitions and events
- e) not tolerate harassment, bullying, abuse or victimisation of an individual, whether physical or verbal, and work to ensure that such behaviour is met with appropriate action in whatever context it occurs
- f) be committed to the immediate investigation of any complaints of discrimination, 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 management committee may impose such sanction as it considers appropriate and proportionate to discriminatory behaviour
- g) be 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 diversity and inclusion in tennis
- h) be committed to a policy of equal treatment of all members and employees and requires all members and employees to abide by and adhere to these policies and the requirements of the relevant equalities legislation, including the Equality Act 2010 and any amendment to it, and any new legislation.

## Breaches of the Policy

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 policies, rules or HLTC's Code of Conduct have been broken they should follow the procedures below.

1. The complainant should report the matter in writing to the Club's Welfare Officer in the first instance (contact details are provided on a poster in the Clubhouse), or, if unwilling to report to the Welfare Officer, to any 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) 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 this Equality and Diversity 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 Club'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 Club, the member/visitor has the right to report the discrimination or harassment directly to the County Association.

## Approval

This policy update was approved by the HLTC Committee on 20<sup>th</sup> Feb 2020

## **Appendix 1 Terminologies and descriptors**

### **Characteristics**

HLTC's Diversity and Inclusion Policy sets out HLTC's commitment to opposing all forms of discrimination. HLTC will ensure that its employees, members, volunteers, players, officials, visitors and guests are not discriminated against on the basis of any of the following characteristics:

- race, colour, ethnic group or national origin
- sex, gender, gender identity (including none, non-binary, polygender and others)
- marital status
- being or becoming transexual
- ability or disability
- sexuality, sexual orientation or asexuality
- age
- employment status
- religion or faith or lack of one
- unrelated criminal offences/ex-offenders (subject to any legal or public interest constraints)
- being pregnant or on maternity leave or having responsibilities for children or dependents

### **Types of discrimination**

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

- Direct discrimination is 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 particular characteristics.
- 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.
- Positive discrimination is in favour of those who were formerly discriminated against, especially in the provision of social and educational facilities and employment opportunities. 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, for example, 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.

### **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.

### **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.

## 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.

## Legislation

The **Equality Act 2010** legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

It is against the law to discriminate against anyone because of:

- age
- being or becoming a transsexual person
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion, belief or lack of religion/belief
- sex
- sexual orientation

These are called 'protected characteristics'.