

# Dignity at LLTC policy

Date effective from	August 2024
Date last amended	
Review date	August 2026

## **Introduction**

- This policy applies equally to all members, irrespective of age, disability, caring responsibilities, pregnancy, marital status, race, colour, ethnic or national origin, sex, sexual orientation, and gender reassignment.
- All members have the right to be treated with consideration, dignity, and respect, and we all have a responsibility to set a positive example by treating others with respect.
- LLTC are committed towards a more inclusive and supportive environment for all our members. This includes providing an environment free from harassment, bullying or discrimination.
- LLTC will not tolerate bullying, harassment, or discrimination in any form.
- Please see our Diversity and Inclusion and Anti-bullying policies.

### **Unacceptable behaviour**

- LLTC defines unacceptable behaviour as any form of conduct or behaviour of a physical, verbal, or non-verbal kind which has some or all the following elements:
  - Is unwanted, unsolicited, unreasonable, and personally offensive to the recipient(s) (irrespective of the intentions).
  - Creates an intimidating, hostile or humiliating environment for the recipient(s) affecting their dignity.
  - Fails to both respect the rights and recognise the impact that such behaviour may have on others.

## **Responsibilities**

### **All Members**

- Each member is responsible for their own behaviour and for ensuring their conduct is in line with the standards set out in this policy. We are expected to:

- Set a positive example by treating others with respect.
  - Not accept behaviour that may be offensive to us or to others and take positive action to make sure that we speak up about unacceptable behaviour and take appropriate action.
  - Be supportive of colleagues who may be subject to bullying or harassment, such as colleagues with protected characteristics.
  - Be aware of this policy
- All members are encouraged to report incidents of bullying, harassment and discrimination to a member of the LLTC committee, even if they are not the victim.

### **Committee members**

- All committee members have a responsibility to implement this policy and to bring it to the attention to members to establish and maintain an environment which protects and promotes dignity and is free from bullying, harassment, and discrimination. They are expected to:
  - Set a positive example by treating others with respect and setting standards of acceptable behaviour.
  - Promote an environment where harassment or bullying is unacceptable and not tolerated.
  - Tackle and, where possible, resolve incidents of harassment or bullying.
  - Treat each complaint seriously and sympathetically and with an open mind, and deal with it promptly and confidentially, giving all parties full support during the whole process.

## Seeking resolution

- Informal methods of dealing with unacceptable behaviour are often the quickest and most effective. Early communication with the other person/s can often help to resolve the difference or concern and therefore we encourage all to:
  - speak to one another allowing each of you to raise any concerns or impact of the identified behaviour.
  - consider involving a third party or neutral person to support both parties in having a discussion.
  - consider asking for a facilitated discussion meeting or mediation to seek a resolution if it remains unresolved.

## Facilitated Meeting

- This is a meeting between the person who feels they have been the subject of unacceptable behaviour and the person they are complaining about, with an appropriate person there to facilitate a discussion.
- At this meeting, the issues should be discussed and, if possible, resolution reached. If necessary, more than one facilitated meeting can take place to resolve the issue.
- Where at all possible this would be the preferred way of resolving the matter in the timeliest way and with the least distress and disruption to those involved.

## Confidentiality

- All conversations, be it informal or formal, meetings, witness statements, investigations etc; must be kept confidential, in so far as possible, by all parties involved.

## **Infringement of the Dignity Policy**

- The Complainant is to complete an Incident Form (available to print from the website or collect from the Notice Board).
- The completed form is to be posted in the Incident Box in the Club House and the Welfare Officer informed by email.
- The Incident will be fully investigated. The parties involved will be spoken with by the Welfare Officer and an additional member of the Committee.
- The Committee will review and decide what if any action will be taken. For minor infringements it is hoped that the members concerned can discuss and resolve amicably between themselves.

However, if it is thought appropriate and helpful, the Welfare Officer, with an additional Committee member, may facilitate a meeting between the parties involved.

For more serious breaches of the Policy the Committee have the authority to use any of the sanctions below as they deem appropriate:

- i) verbal warning
- ii) written warning
- iii) temporary ban from the club
- iv) immediate termination of membership

# LLTC - Complaints Form

## Type of Complaint

Facilities  Behaviour  Committee

For minor infringements it is hoped that the members concerned can discuss and resolve amicably between themselves.

## Members Information

Name -

Date of Incident -

Mobile No.

Details of Incident

Witnesses.

Witness Statement

**Committee Welfare Officer Review.**

**Following discussions with affected parties and/or committee the following action is recommended.**

No further action required  Meeting Required.

Disciplinary action required

Purchase required for Facilities Improvement

**Post Meeting Recommendations.**

No further action required  Verbal Warning

Written Warning

Temporary ban from the club  Immediate termination of membership

Equipment/Services Purchased.