

NORMANTON GOLF CLUB

EQUAL OPPORTUNITY and DIVERSITY POLICY

Normanton Golf Club (hereinafter referred to as "the Club") is committed to the principle of equal opportunity in all matters and declares its opposition to any form of less favourable treatment to any member, employee, volunteers, parent, coach, visitor or guest. The Club recognises that it is the duty of it and all its members, coaches, parents, volunteers and employees to accept their personal responsibility for fostering a fully integrated community spirit by adhering to the principles of equal opportunity and diversity to strive to maintain a harmonious golfing and social environment which is inclusive to all.

Types of Discrimination

There are four types of discrimination:

Direct discrimination – which is treating a person less favourably than others are or would be treated in the same or similar circumstances relating to age, disability, social status, gender reassignment, race (colour, nationality, creed, ethnic or national origin), religion or belief, sex, sexual orientation, marriage & civil partnerships, pregnancy and maternity.

Indirect discrimination – which occurs when a provision, criterion or practice, operates to the detriment of people relating to a particular characteristic, (age, disability, gender reassignment, race (colour, nationality, ethnic or national origin), religion or belief, sex, sexual orientation, marriage & civil partnerships), which cannot be shown to be a proportionate means of achieving a legitimate aim.

Responsibility

All members, guests, visitors, volunteers and employees have a responsibility for their own actions and should ensure that by commission or omission they do not infringe this policy. Specifically the Club will strive to ensure that:

- There will be no discrimination in its decision-making processes and will endeavour to ensure that no individual or group will be discriminated against in pursuit of inclusion into the game of golf.
- There will be no participation in discriminatory behaviour or behaviour permitted in a way that is capable of being interpreted as harassment or bullying
- To monitor the diversity of its members and evaluate policy, practices and procedures on an ongoing basis and inform Club members, coaches, employees and volunteers of their impact. Collection of personal data will be undertaken in compliance with Data Protection legislation
- Discourage members, parents, coaches, visitors, guests, volunteers and employees under their control from participating in any form of discriminatory behaviour.
- Bring to members, coaches, parents and employees' attention that any participation in any form of discriminatory behaviour will be treated as a disciplinary offence which in its most serious form is considered to be Gross-misconduct.
- To fulfil their social responsibility towards the members, coaches, parents, guests, visitors, volunteers and employees and ensure that appropriate personal support is provided as required
- The Board will seek to review this Policy every three years and update the provisions as considered necessary.

Members, Coaches, Parents, Visitors, Guests, Volunteers and Employees will:-

- Assist the Club management to uphold the Equal Opportunities and Diversity Policy.
- Not behave towards their fellow members, employees, visitors, guests or any other person in a discriminatory, harassing or bullying manner.
- Not encourage others to behave in a discriminatory, harassing or bullying manner.
- Report any discrimination, harassment or bullying to the Club Welfare Officer

Membership Standards

The Club will actively promote equal opportunities throughout its activities through the application of policies which will ensure that individuals will receive treatment that is fair, equitable and consistent with their relevant aptitudes, potential skills, experience and abilities. All Managers will seek to ensure that all members, coaches, parents, visitors, guests and employees comply with these principles.

The Club recognises that the detriment a disabled person may endure as a consequence of their disability can, in many cases, be removed by the adoption of reasonable adjustments. The Club is committed to ensure that such adjustments will be effected where reasonably practicable and where the detriment is substantial.

In pursuance of this Policy the Club reserves the right to discipline any member, coach, parent, guest, visitor, volunteer or employee who is observed or alleged, to have practised any form of discrimination on the grounds of the types of discrimination listed above.

In the event that any person (or persons) wish to pursue a complaint about any alleged discrimination by another member, coach, parent, guest, visitor, volunteer or employee of the Club then representations, detailing the circumstances, should be made to the Club Welfare Officer as soon as practicable following the occurrence

Confidentiality

Confidentiality is vitally important to provide all parties concerned with a degree of security and to ensure all procedural aspects are dealt with sympathetically, impartially and objectively.

Notwithstanding the right to confidentiality relating to the specific detail of a case, in order to resolve, revise and develop procedures and practices, key information from any cases dealt with under this Policy may be used to assist this process. Only those staff required to know the details of a case will have access to information.

Anonymity cannot be guaranteed, particularly where there may have been a breach of the law or where criminal proceedings may be initiated.

How Complaints are Handled

Where an individual considers that they have been treated unfairly or detrimentally or believe they have been subjected to any form of discrimination, they have the right to raise the issue with the Club Welfare Officer and have it fully investigated.

In some circumstances it may be appropriate for the individual to raise the issue directly with the perpetrator and if possible, request the person responsible for the discrimination to stop.

The Club recognises that this may not always be possible or appropriate. If it is not possible for the affected person to make such a request or the behaviour directed towards them continues the individual should pursue a complaint to the Club Welfare Officer

A full investigation of the complaint will take place. This may involve a meeting with the person concerned to obtain further details of the nature of the complaint and the desired outcome of the grievance. A meeting will also be held with the individual against whom the allegation has been made to ascertain their comments on the matter. The investigation may also require the taking of witness statements where these are deemed necessary. Ultimately, a decision will be taken as to what measures, if any, should be actioned.

If the complaint is found to be valid, the Club will use whatever means are appropriate to put a stop to the behaviour immediately. This may include use of the formal disciplinary procedure. At its most wilful and serious levels, discriminatory behaviour is a gross-misconduct offence.

Depending on the seriousness of the complaint it may be necessary to suspend either or both of parties involved in the complaint.

Throughout the process and afterwards the person raising the complaint will be protected from any victimisation as a consequence of having brought the complaint.

Claims of discrimination, will always be treated seriously and dealt with in the utmost confidence wherever this is possible. All breaches of confidentiality will be addressed and may result in disciplinary action.

Support for those Involved in a Complaint

The Club recognises that all individuals involved in matters (complainant, the person against whom an allegation is made, and any witnesses) of this nature may require support. Management will ensure that all individuals involved will receive a sympathetic and supportive response.

Malicious or Unfounded Allegations

Any individual who makes unfounded or malicious allegations of discrimination, may be subject to disciplinary procedures.

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