



EQUALITY AND DIVERSITY POLICY

The aim of this policy is to ensure that **everyone is treated fairly and with respect** and that members, non members and visiting clubs and teams are not denied access to Coombe Wood LTC because of a discriminatory reason.

- a) Coombe Wood LTC is responsible for **setting standards and values** to apply throughout the club at every level. Tennis should be enjoyed by everyone who wants to play the game.
- b) Our commitment is to **eliminate discrimination** by reason of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability and to encourage equal opportunities.
- c) This policy is fully supported by the Coombe Wood **committee** which is responsible for the implementation and review of this policy.
- d) Coombe Wood LTC, in all its activities, **will not discriminate** or in any way treat **anyone less favourably**, on grounds of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability. Coombe Wood LTC will ensure that it **treats its employees, members, non-members and visiting clubs and 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) Coombe Wood LTC will **not tolerate harassment, bullying, abuse or victimisation** of an individual (which Coombe Wood LTC regards as forms of discrimination). This includes **sexual or racially based harassment** or other **discriminatory behaviour**, whether physical or verbal. Coombe Wood LTC will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
- f) Coombe Wood LTC commits itself to the **immediate investigation of any complaints** of discrimination on the above grounds, once they are brought to its attention. Complaints will be dealt with in accordance with its **Complaints Policy** (see below) and, where such a complaint is upheld, the LTC may impose such sanction as it considers appropriate and proportionate to discriminatory behaviour.
- g) Coombe Wood LTC is 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 equality and diversity in tennis.
- h) Coombe Wood LTC is 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 Race Relations Act 1976, Sex Discrimination Act 1975, Disability Discrimination Act 1995, Age Discrimination Act 2006 as well as any amendments to these acts and any new legislation.



COMPLAINTS PROCEDURE

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 **club policies, rules or code of conduct have been broken** they should follow the procedures below.

1. The Complainant should report the matter in writing to the club secretary or another member of the 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 of the Club, the Club 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 of the Club, the Club's management committee [*or relevant body please insert*] or representatives of the 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 Club policy, (including the Equality Policy):
 - (a) **warn** as to future conduct;
 - (b) **suspend** from membership;
 - (c) **remove** from membership;
 - (d) **exclude** a non-member from the Club, 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 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 club's 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 relevant **County Association**.