

# ***Downend and Frenchay Tennis Club***

## **Equality, Diversity and Inclusion Policy**

**March 2018**

## **Introduction and aims of the policy**

Downend and Frenchay Tennis Club recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation. This policy is designed to ensure that Downend and Frenchay Tennis Club complies with its obligations under equality legislation and demonstrates its commitment to treating people equally and fairly.

Downend and Frenchay Tennis Club is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics as in the Equalities Act 2010).

Using fair and objective employment practices, the organisation aims to ensure that

- all employees and potential employees are treated fairly and with respect at all stages of their employment
- all employees, coaches, volunteers and club members have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of Downend and Frenchay Tennis Club such as visitors or members of other clubs.
- all employees coaches, volunteers and club members have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination
- all employees coaches, volunteers and club members have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

## **Scope of the policy**

The policy applies to all employees, coaches and volunteers and club members.

The policy applies to all stages of employment including recruitment and selection, promotion and training.

## **Responsibilities**

It is the responsibility of The Welfare Officer to develop and lead the implementation of the equality and diversity policy.

Responsibility for approving the policy and monitoring that it is being followed rests with the Downend and Frenchay Tennis Club Committee

Employees, coaches, volunteers and members of Downend and Frenchay Tennis Club have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

## **Implementation of the policy**

All staff, coaches, volunteers and club members will be involved in creating an equality environment and one that values diversity.

## **Communications**

Communication of the policy to job applicants, employees, coaches, volunteers and club members will be disseminated through providing all appropriate information on the Downend and Frenchay Tennis Club Equality and Diversity and Inclusion Policies, and directives and ensuring that each person has signed to say that they have read and accepted the policies.

## **Working with partners**

In selecting our partners we will consider their commitment to Equality and Diversity by: obtaining copies of their policies to ensure that their standards are as robust as ours. If they are not, we will ask that they change their policies or we will not be able to work in partnership.

## **Club Members**

Both inside and outside of club **DFTC** actively sees to encourage new members who have a disability to join the club and to engage in coaching sessions tailored to their specific needs.

In carrying out the policy, the club will carry out the following actions:

Champion positive behaviours and promote the Club's Code of Conduct.

Ensure that all members are aware of the policies and what to do in the event of a breach of policy.

Ensure that Diversity, Equality and Inclusion are on the agenda at committee meetings and at the AGM.

Tennis Coaches travel to other venues to enable people with a disability to play tennis.

## **Reporting discrimination/potential discrimination**

**Employees, Coaches and volunteers** who feel that they have suffered any form of discrimination should contact the Welfare Officer as soon as possible and action will be taken immediately.

**Club members** who feel that they have suffered any form of discrimination should contact the Welfare Officer as soon as possible and action will be taken immediately.

**Employees, Coaches, volunteers and club members** should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of Downend and Frenchay Tennis Club. Downend and Frenchay Tennis Club will not tolerate any harassment from third parties towards its employees, coaches, volunteers or club members and will take appropriate action to prevent it happening again.

If an employee, coach, volunteer or any club member witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex or sexual orientation, even if it is not directed at them, should also use this procedure.

## **Monitoring and review**

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to coaches, employees, volunteer and to club members and methods used will include: reviewing any complaints or breaches of the safeguarding, diversity and inclusion policies. Asking coaches volunteers and club members if they are satisfied that the policy is reliable and working and asking if they have any suggestions as to how it might be improved.

This policy will be reviewed annually by the designated Welfare Officer to ensure that it remains up to date and reflects the needs and practices of the club.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

**Date of adoption of policy 9<sup>th</sup> March 2018**

**Date of next review 8<sup>th</sup> March 2019**