



Equal Opportunities

GENERAL POLICY

Greenways Aces are committed to the promotion of equal opportunities for all Club Members and our policy on equal opportunities reflects this. Greenways Aces are committed to ensuring that all Club Members are treated (so far as is reasonably practical) equally and are protected from unlawful discrimination on the grounds of:-

- Age
- Ethnic origin
- Gender re-assignment
- Nationality
- Political opinions
- Religious belief
- Disability
- Gender
- Marital status
- Parental status
- Race
- Sexual orientation

POLICY FOR THOSE WITH DISABILITIES

Greenways Aces are committed to giving full and fair consideration to Club Members with disabilities and to those with disabilities who apply for membership. In order to do this, full account will be taken of any reasonable adjustment which it is appropriate to make, to provide membership opportunities and then to provide training opportunities on the same basis for those with disabilities as for those without. This means Greenways Aces will:-

- Interview all membership applicants with a disability and consider them on their abilities
- Ensure there is a mechanism in place to discuss at any time and at least once a year with disabled members what both parties can do to make sure they can develop and use their abilities
- Take action to ensure that all members develop the appropriate level of disability awareness
- Each year, review these commitments, identify what has been achieved, plan ways to improve on them and let members know about progress and future plans.

Any conduct which breaches this policy will not be tolerated and action may be taken under Greenways Aces' Disciplinary Procedure.

Greenways Aces believe that it is the right of every member to be able to enjoy an environment free from harassment, discrimination, victimisation and intimidation and every effort is made to provide such an environment where members are treated with dignity and respect.

Discrimination occurs where a person is treated less favourably because of his or her race or because of his or her gender. It does not matter whether the less favourable treatment was intended or not or whether it was conscious or unconscious.

Indirect discrimination occurs where a condition, requirement, provision, practice or procedure is imposed, which applies equally to everyone, but which a particular racial group or gender is less likely to be able to meet.

Victimisation occurs if a person is treated less favourably because he or she made a complaint about discrimination or gave assistance to someone else who complained about discrimination.

Harassment occurs where the behaviour of a person causes another person to feel that his or her dignity is violated, or where the behaviour of a person creates an intimidating or hostile environment, or makes a person feel degraded, humiliated or offended.

Allegations of harassment, discrimination and victimisation will be treated seriously and confidentially and may result in disciplinary action being taken against the perpetrator.

Greenways Aces also consider harassment to include (but not be limited to):-

- Bullying of members (especially junior members)
- Unfavourable, unwanted or other conduct, whether verbal or non-verbal, towards someone based on any of the above grounds which affects a person's dignity at work.

A single incident can amount to harassment if sufficiently serious.

Examples of harassment or bullying would include over demanding requirements, sarcastic personal remarks about members, sexual or racial banter, the display of material with racial or sexual overtones (even if not directed at the complainant) and unwelcome touching.

PREVENTION OF HARASSMENT

Informal Stage

If you are the recipient of unwanted conduct amounting to harassment, it is entirely in order for you to try to resolve the problem, if you prefer, by explaining to the individual concerned that the behaviour is not welcome, that it offends or makes you uncomfortable and that it interferes with your enjoyment.

If you have been subjected to harassing or bullying behaviour you may seek confidential assistance from the Club Welfare Officer who will assist and advise you in devising means of preventing a

recurrence of the unwanted behaviour. An informal approach to the Club Welfare Officer will be treated as confidential and will not result in any report to anyone within Greenways Aces unless there is a health and safety risk to other members or a criminal offence is involved.

If you prefer, where you find it too difficult or embarrassing to take up the matter yourself, the Club Welfare Officer will participate in an informal meeting between you and the individual concerned or will, at your request, approach the individual on your behalf.

The informal stage will not result in any formal internal investigation or disciplinary action but is intended to enable you to resolve the matter yourself without it going any further.

If you consider that you may have been subjected to conduct amounting to a criminal offence (such as sexual assault) you are entitled to seek the assistance of the Club Welfare Officer to accompany you to make a formal complaint to a police officer or to provide you with any other assistance you may require.

Formal Stage

Where informal resolution is not appropriate, is not requested or where the outcome has been unsatisfactory then you may bring a formal written complaint to the next level of management, which will be confirmed by the Club Welfare. If possible you should keep notes of the harassment so that the complaint can include dates, times, content etc.

If so desired, the Club Welfare will help you to prepare your complaint as well as to accompany you to any meetings. All complaints will be thoroughly and expeditiously investigated. They will be conducted in an independent and objective manner by someone unconnected with the allegations and at least of equal grade or status with the alleged harasser. Wherever possible, investigations will be completed within two weeks of the complaint being made. Investigations will be carried out sensitively with due respect for the rights of both the complainant and the alleged harasser.

The importance of confidentiality will be stressed to all those interviewed and everyone will be strictly required not to discuss the complaint with colleagues or friends. Breach of confidentiality may give rise to disciplinary action.

The investigation will focus on the facts of the complaint. Notes will be kept of all stages of the investigation and those interviewed will receive notes of the interview to agree. Parties will not be required to repeat distressing or embarrassing details any more than is necessary.

The complainant will be kept informed of the general progress of the investigation process and will be informed whether the complaint has been upheld and is to result in disciplinary action. The rights of the alleged harasser as to the confidentiality of the details of any disciplinary action will be respected unless there is a health and safety risk to other members or a criminal offence is involved.

Where a complaint has been upheld, consideration will be given, wherever possible, to permitting the complainant to choose whether they wish to remain a member or not. Greenways Aces will seek to ensure that the complainant is not in any way penalised (whether directly or indirectly) for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped.

Even where a complaint is not upheld, for example where the evidence is inconclusive, consideration will be given to effecting arrangements which will enable the parties not to continue to work together against the wishes of the either party. Any complaint that is unfounded and not made in good faith (for example a malicious complaint) may be treated as such.

RESPONSIBILITIES

Management

- Should ensure that this policy is effectively implemented
- Should ensure that policy guidelines become part of our normal practices
- Should promote a positive equal opportunities environment
- Should treat allegations of discrimination, including harassment, seriously and take appropriate action which could involve use of Greenways Aces' disciplinary procedure, where required

Members

- Are expected to respond in ways which support the policy, ensuring there is no discrimination or harassment against other members

Club Welfare Officer

- Is responsible for ensuring that equal opportunities are integrated into procedures and practices
- The policy, and its application, will be reviewed by the Club Welfare Officer on a regular basis. The Club Welfare Officer will also provide guidance and advice to management and employees as required