LUDLOW GOLF CLUB EQUITY AND EQUAL OPPORTUNITIES POLICY

POLICY STATEMENT AND SCOPE

Ludlow Golf Club (LGC) recognises the importance of affording equal opportunity and equal treatment to all present and potential employees, members and volunteers and is committed to promoting equality of opportunity for them.

This policy covers all individuals working at all levels and grades, including managers, officers, directors, employees, consultants, contractors, trainees, part-time and fixed-term employees, volunteers, casual workers and agency staff (collectively referred to as “staff” in this policy).

LGC does not discriminate against staff or third parties on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, age, union activities or union membership / non-membership (“the protected characteristics”).

The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, members, customers, suppliers and former staff members.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

This policy does not form part of any employee's contract of employment or otherwise any contract between LGC and any individual who is expressed to be covered by the policy and it may be amended at any time. This policy should be read in conjunction with the English Golf Union (EGU) Generic Equity And Equal Opportunity Policy, which has been adopted and is promoted by LGC.
1. AIMS AND PURPOSE

LGC’s Equal Opportunities Policy aims to ensure that:

(i) LGC aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

(ii) All people, irrespective of age, gender, disability, marital or civil partnership status, gender reassignment, nationality, race, religion or beliefs, ethnic or national origin, colour, union activities or union membership / non-membership or sexual orientation have a genuine and equal opportunity to participate in golf at relevant levels and in all roles, whether as a spectator, official, or player.

(iii) No-one wishing to work for or on behalf of LGC, or participating in the activities of LGC receives less favourable treatment on the grounds outlined above.

(iv) The format and content of all competitions, regulations and activities provide equality and equal opportunities for all, except where specific situations and conditions prevent this (See exemptions).

2. COMMITMENT TO ACTION

LGC will seek to promote the concepts of equity, equality and equal opportunities by:

Producing, reviewing and maintaining an equity action plan to ensure that the aims and intentions of the LGC Equity and Equal Opportunities Policy and the EGU Generic Equity Statement are delivered at LGC.

Monitoring and reviewing practices, procedures and data relating to the operation of competitions, schemes and initiatives to ensure the equity aims are incorporated into the activities of LGC.
Reviewing existing rules and regulations to ensure the principles of equality of opportunity and equity are implemented.

Providing appropriate training and support to all staff and members to raise awareness of both the collective and individual responsibilities

3. DISCRIMINATION, HARASSMENT AND VICTIMISATION

Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics. For example, rejecting an applicant for a job on the grounds of their race because they would not "fit in" would be direct discrimination.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, a requirement to work full time puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.

Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

Discrimination might occur not only for a reason related to a person having a protected characteristic, but because of their association with someone with a protected characteristic.
For example, if a person is refused a promotion because they care for somebody with a disability, this would be direct discrimination even though the employee in question is not disabled him or herself.

Discrimination might occur because somebody is perceived to have a protected characteristic when, in fact, they do not. For example, an employee might be subjected to harassment because he is thought to be gay when, in fact, he is not gay.

4. RESPONSIBILITIES AND IMPLEMENTATION

The LGC General Committee is responsible for ensuring this policy is followed, and for dealing with any allegations of breaches.

The General Committee Chairperson has responsibility for the implementation of the policy and achieving the aims of the Equity Action Plan.

The Hon Secretary has responsibility for drafting, monitoring and implementing the Equity Action Plan.

All staff and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy.

A copy of this document is available to all staff and members of LGC.

LGC will take measures to ensure that its employment practices are non-discriminatory

No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination

The policy will be available on the LGC website and in hard copy form in the clubhouse.
EXEMPTIONS

LGC reserves the right to limit competitions to specific age, gender or disability groups where this is necessary to ensure equitable, safe and equal competition.

MONITORING AND EVALUATION

This policy will be reviewed and a revised policy adopted by the General Committee within 3 years from the date of this policy. Any interim amendments will be made as necessary. The General Committee Chairperson and the Hon Secretary will review the Equity Action Plan on an annual basis, to establish progress against aims and ensure the Plan remains appropriate and effective.

BREACHES OF THIS POLICY

If you believe that you may have been discriminated against you are encouraged to raise the matter through our Grievance Procedure.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.

Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to serious breaches of this policy.

If you have any questions about the content or application of this policy, you should contact the Hon Secretary to request training or further information.

30 September 2011