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**CLWB GOLFF ABERSOCH**

**EQUAL OPPORTUNITIES POLICY**

**Purpose and scope**

The purpose of this Equal Opportunities Policy is to communicate our commitment to equality with the aims of ensuring that everyone associated with the Club is treated fairly and equally, and supporting the Club’s objective of providing an environment that is free from all forms of discrimination.

The policy applies to all staff, members, guests and visitors to the Club. All staff and Officers are expected to put this policy into practice.

A copy of this policy will be made available generally on the Club’s website and printed copies are available on request

Any questions about the policy should be directed to the Club Management.

The policy is regularly reviewed and may be amended at any time.

**Policy statement**

The Club is fully committed to providing equality and opportunities for all, and individuals will be treated fairly, irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief or sexual orientation -the protected characteristics as defined in law. The Club’s aim is to create an environment that is free from discrimination and harassment in any form, in which all members, customers, guests, visitors, suppliers and everyone associated with the Club, are treated with dignity and respect.

The Club will not unlawfully discriminate in the arrangements we make for recruitment and selection or in the opportunities afforded for employment, training or any other benefit. All decisions will be made fairly and objectively. We aim, as far as reasonably practicable, to ensure that all our working practices are applied fairly and consistently and, where necessary, we will take reasonable steps to avoid or overcome any particular disadvantage these may cause and to promote equality.

**Specific Responsibilities**

The Club has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010 and associated legislation and for observing relevant Codes of Practice.

The Executive Committee is responsible for monitoring and reviewing the policy and for ensuring that all employment- related policies, procedures and practices adhere to this policy.

All staff have a responsibility not to discriminate or harass other staff, customers, guests, visitors and suppliers and to report any such behaviour of which they become aware to the Club Management.

All members and staff have a responsibility to uphold this policy and the Executive Committee has responsibility to ensure that its principles are upheld at all times.

**Forms of discrimination**

The following are forms of discrimination that this policy aims to avoid:

*Direct Discrimination* occurs when a person is treated less favourably because of a protected characteristic that they either have or are thought to have. Direct discrimination can also occur by way of association, which is when a person is treated less favourably because, for example, their spouse or partner or other relative has the protected characteristic.

*Indirect Discrimination* occurs when a provision, criterion or practice is applied equally to everyone, but has a disproportionately adverse effect on people who share a particular protected characteristic. A person with the protected characteristic who is disadvantaged in that way has the right to complain.

To be justified the provision, criterion, or practice must be necessary for legitimate business reasons in circumstances where less discriminatory alternatives are not reasonably available.

*Victimisation* occurs where someone is treated unfavourably because he/she has raised a complaint under this policy or taken legal action, in relation to any alleged act of unlawful discrimination, against the Club or because he/she has supported someone else in doing this.

*Harassment* is unwanted conduct that violates an individual’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can take many different forms and may involve inappropriate actions, behaviour, comments, emails or physical contact that causes offence or are objectionable.

Harassment may involve a single incident or persistent behaviour that extends over a period of time and can occur even if someone did not mean to cause offence. It also means that a person can be subjected to harassment by behaviour that is not aimed at them directly but which they nonetheless find unpleasant. Harassment is always unacceptable and where it relates to a protected characteristic it will amount to an unlawful act of discrimination.

*Discrimination arising from Disability* - In addition to the above, it is unlawful to treat a person unfavourably because of something that is the result, effect or outcome of their disability, unless the treatment is necessary and can be objectively justified. Furthermore, the Club has a duty to make reasonable adjustments to ensure that disabled members, employees, guests visitors and suppliers or anyone associated with the Club are not substantially disadvantaged.

**Creating equal opportunities in the workplace**

There are a number of ways in which the Club aims to ensure equal opportunities in the workplace, including:

**Recruitment and selection**

Recruitment and selection procedures will be free from bias or discrimination. Recruitment procedures will be conducted objectively and will be based upon specific and reasonable job-related criteria. Decisions regarding an individual’s suitability for a particular role will be based on aptitude and ability.

The Club will consider making appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not substantially disadvantaged.

**Career development and training**

All staff will be given an appropriate induction to enable them to fulfill the responsibilities of their role.

All employees will be encouraged to develop their full potential and we will not unreasonably deny an employee access to training or other career development opportunities. These will be identified as part of an ongoing performance management process and will be determined objectively, taking into account the needs of the business and available resources.

Selection for promotion will be based on objective criteria and decisions will be made on the basis of merit.

**Terms and conditions**

Our terms and conditions of service will be applied fairly and benefits and facilities will be made available to all staff that should have access to them, as appropriate.

Terms and conditions of employment for part-time employees will be provided on a pro-rata basis to full-time employees. Similarly the terms and conditions for fixed term employees will be comparable with those given to permanent employees, except when different treatment can be objectively justified.

**Employment policies and practices**

The Club aims to ensure that employment policies and practices, including rules or requirements, do not directly or indirectly discriminate and are applied in a non-discriminatory manner. In particular we will ensure that all disciplinary decisions are fair and consistent and that selection for redundancy is based on objective criteria.

The Club will consider making appropriate reasonable adjustments to the working environment or any work arrangements that would alleviate any substantial disadvantage these cause disabled staff.

**Working environment**

All individuals have a right to be treated with dignity and respect and the Club takes reasonable steps to protect from discrimination, bullying or harassment and, in the event of a complaint, will take appropriate action to prevent, as far as possible, a further occurrence.

All staff and members are encouraged to report any incidents of inappropriate or unacceptable behaviour at the Club.

**Raising a complaint of discrimination**

If you believe you have been discriminated against, you should raise the matter in accordance with the Club’s Rules. A copy of the Rules are on the website or can be obtained from the Club Management.

If you believe that you may have been subject to harassment you are encouraged to raise the matter immediately.

Anyone who is found to have committed an act of discrimination, or breached this policy in any other way, will be subject to action under the Club’s disciplinary procedure

The Club will also take seriously any malicious or, in its opinion, unwarranted allegations of discrimination and will take appropriate action, disciplinary or otherwise, where necessary.

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