



# Elsham Golf Club

## Equality and Diversity Policy

### Purpose of the Policy

The purpose of this policy is to set out the club's commitment to the promotion of equality in all of its employment practices and the creation of an empowered and productive work environment where all people can feel they are valued and treated with dignity.

### Scope of the Policy

This policy applies to all employment practices involved in the leadership, management and operation of the club. These areas include:

- Job advertising, recruitment and selection;
- Terms and conditions of employment;
- Pay and benefits;
- Promotion, transfer and training;
- Disciplinary and grievance procedures;
- Dismissal or other form of detriment; and
- Selection for redundancy or lay-off.

The policy has been prepared to reflect the statutory framework for equality and anti-discrimination in the United Kingdom that is now primarily provided by the Equality Act 2010. The policy applies equally to all employees and members who have responsibility for areas of employment practice at the club. All employees have a duty to act in accordance with this policy in their daily work and interactions, treating colleagues and others with dignity at all times.

### Characteristics Protected by Law

The Equality Act sets out nine diverse characteristics whereby it is unlawful for individuals to be subjected to discrimination simply because they have them. These are referred to as 'protected characteristics' and they are:

- Age;
- Disability;
- Gender reassignment;
- Marital or civil partnership status;
- Pregnancy or maternity;
- Race including colour, nationality, ethnic or national origin;



- Religion or belief;
- Sex; and
- Sexual orientation

## Different Forms of Discrimination

Individuals who have any of these characteristics are protected by the law against several forms of discrimination. These forms of discrimination may be described as follows:

**Direct discrimination** - treating someone with a protected characteristic less favourably than others;

**Indirect discrimination** - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage;

**Harassment** - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them; and

**Victimisation** - treating someone unfairly because they have complained about discrimination or harassment.

## The Club's Equality and Diversity Aims

The club is committed to applying its employment policies and practices in both the spirit and the letter of the equality legislation. This commitment is guided by the following general aims. These are based on both fairness and the effective delivery of the club's business. These aims are:

- To achieve a diverse and well-balanced workforce that is able to meet the needs of all the communities that the club serves;
- To have employment practices that are fair, inclusive and open to all employees whatever their characteristics, background or circumstances;
- To maintain a work environment and culture whereby all employees irrespective of individual characteristics are dealt with on an equitable basis and in a fair and consistent manner in all aspects of their employment;
- To ensure that all employees are judged on merit and ability in terms of assessment of performance, entitlement to reward or benefit, and promotion or training opportunities;
- To remove or minimise any barriers that inhibit the club from maximising the full potential of all of its employees; and
- To eliminate and prevent all forms of unlawful discrimination.

## Positive Actions

In working towards these aims, the club will continually seek to develop and implement positive actions and improvements in its practices and procedures. Examples of this include:



- Monitoring the diversity of people making applications for jobs to establish whether advertisements for vacancies are reaching under-represented groups;
- Removing from recruitment documentation any qualification or experience requirements that are no longer justified in terms of the job to be done and might indirectly discriminate against individuals with one or more of the protected characteristics;
- Reviewing traditional qualification and experience requirements for promotion, transfer and training, such as length of service, and age, to establish whether they unjustifiably discriminate against certain groups of workers;
- Reviewing the terms of employment, benefits, facilities and services available to employees to continually ensure that they are provided in a way which is free from discrimination;
- Monitoring the conditions of service and progression of part time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities, including agreeing reasonable requests to alter working hours;
- Examining the club's redundancy selection criteria and procedures to ensure that they do not operate in a discriminatory manner, including establishing whether the availability of voluntary redundancy benefits is equitable and equally accessible to all groups of employees;
- Seeking upon request to accommodate at the workplace the requirements of different religions, cultures, and domestic responsibilities; and
- Discussing with affected employees any reasonable adjustments at work that would overcome or help with difficulties being experienced because of an existing or new disability.

## Raising a Concern

Where an employee feels they have been subject to any form of discrimination, direct or indirect, including harassment or victimisation, they should immediately raise the issue with their line manager or, where this is not possible, another person in a position of responsibility at the club. They may wish to raise the issue informally at first or, if they feel this is not appropriate, then at a formal level. The correct way of formally raising issues covered by this policy is through the club's grievance procedure.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Employees who make such allegations in good faith will in no way be treated less favourably as a result, as provided for by this policy and the legislation that lies behind it. False allegations which are found to have been made in bad faith, however, may be dealt with under the club's disciplinary procedure.

## Implications of the Policy

Any employee who is found to have committed an act of discrimination as described in this policy will be subject to disciplinary action. Such behaviour may be considered to constitute



gross misconduct. Any employee who believes that they have been the victim of discrimination by either a colleague or the club has the right to submit their concern through the club's grievance procedure. Employees should consult their line manager in the first instance in the case of any doubt or concern about the application of this policy in a particular instance.

The club will review the policy where changes are made to the legislative framework, and will revise the relevant provisions as required.

**July 2020**