

# Rossendale Golf Club

## Equality and Diversity Policy



## 1. BACKGROUND

- 1.1 Rossendale Golf Club is committed, both as an employer and as a deliverer of services, to ensure that no recipient of services provided by the club receives less favorable treatment on any grounds such of a person's age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, ethnic or national origin, nationality or colour, religion or belief, sex or sexual orientation (known as 'protected characteristics) age, gender, marital status, sexual orientation, language, religion or belief, political or other opinion, national or social origin, association with a national minority, locality, property, birth or other status.
- 1.2 Rossendale Golf Club is committed to ensuring that institutional racism and discrimination in general does not exist within our club.

## 2. POLICY STATEMENT

Rossendale Golf Club is firmly committed to providing and promoting equality for all its employees, members and visitors to its facility. The inclusion of all individuals and the equality of opportunity are key objectives of the Club. The Club has adopted an equalities strategy that will ensure equality influences the way we provide services and the employment of staff. To achieve this we will endeavour to create an environment in which there is respect for every individual and recognition that no employee, potential employee, member or visitor will be discriminated against irrespective of their race, colour, religion, beliefs, ethnicity, gender, marital status, sexual orientation, transgender, disability or age.

## 3. SCOPE

This policy applies to all Rossendale Golf Club services, employees, officials and members

This policy statement will be brought to the attention of all employees, officials, members, partners and contractors and is supported by Council

## 4. PURPOSE OF THE POLICY

- 4.1 Rossendale Golf Club is committed to eliminating discrimination from all its employment practices. Our aim is to positively influence individual behaviour and to create an environment that promotes equality of treatment and of opportunity.
- 4.2 This Policy is both evidence of and clarification of Rossendale Golf Club's commitment not to discriminate in its employment or membership practices and procedures on the grounds of (race, colour, religion, beliefs, ethnicity, gender, marital status, sexual orientation, transgender, disability or age). Many of these areas are covered by Legislation or Codes of Practice, others may not be. However it is intended that no employee, or potential employee, official or member shall receive less favourable treatment because any of the above aspects or be disadvantaged by any other condition or requirement which cannot be justified.
- 4.3 The Policy defines Rossendale Golf Club's understanding of discrimination, group and individual responsibilities for eliminating discrimination, equal opportunities in different areas of discrimination, and the actions to eliminate discrimination as follows:
  - **Forms of Discrimination**
  - **Responsibilities in respect of Equal Opportunity**
  - **Equal opportunities: General Comments**
  - **Gender/Sexual Orientation**
  - **Race/Nationality**
  - **Disabilities**

- **Age**
- **Other areas**
- **Human Rights Act**
- **Complaints**
- **Monitoring of Equal Opportunities**

## 5. FORMS OF DISCRIMINATION

Discriminatory practice can occur to both existing employees, officers, members and visitors.

- 5.1 Direct Discrimination** occurs if a person is treated less favourably than someone else because of a protected characteristic. This definition is broad enough actions where the less favourable action is because of a person's association with someone who has the characteristic (for example, they have a disabled son) or because the victim is wrongly perceived to have it (for example, an Asian man is assumed to be Muslim). If the reason for the treatment is marriage or civil partnership, rather than anybody else, who is married or a civil partner. Direct discrimination cannot be justified except on grounds of age.
- 5.2 Indirect Discrimination** occurs when a neutral provision, criterion or practice is imposed on a group of people which has the effect of putting persons with a protected characteristic at a particular disadvantage when compared to others who do not share it. Unless the organization is able to justify the provision, criterion or practice as being a proportionate means of achieving a legitimate aim, it will be unlawful.
- 5.3 Positive Discrimination** is illegal. For example it is illegal to employ someone purely on the basis of their race, gender etc. However, it is legal to implement positive action strategies to address inequalities in the composition of the workforce.
- 5.4 Harassment** is any unwanted conduct related to one of the protected characteristics, which has the purpose of violating a person's dignity or creating an offensive, degrading, humiliating, intimidating or hostile environment for him/her
- 5.5 Victimisation** when a person is treated less favourably than others because it is known that they are taking proceedings or acting as a witness under a particular Act
- 5.6 Disability Discrimination** is defined as someone with a mental or physical impairment which has a substantial and long term adverse impact on their ability to carry out normal activities
- 5.7 Accessibility.** Rossendale Golf Club will make reasonable adjustments in order to enable a disabled person to undertake their role. It will ensure that where possible people with physical disabilities are able to access its activities and website.

## 6. RESPONSIBILITIES FOR THE DEVELOPMENT AND IMPLEMENTATION OPPORTUNITIES

- 6.1** Ultimate responsibility for the provision of equality and diversity within Rossendale Golf Club lies with Rossendale Golf Club. Each employee, official and member of the Club has the personal responsibilities to comply with the Policy.
- 6.2** Rossendale Golf Club has delegated overall responsibility for ensuring the equality and diversity are developed, implemented effectively, monitored and updated, to the Council
- 6.3** The Council is responsible for ensuring that Rossendale Golf Club's recruitment, training and development and other working practices and procedures are non-discriminatory.
- 6.4** Council are responsible for managing equality and diversity within Rossendale Golf Club, and for ensuring that all employees, officials, members and visitors within the facility are aware of the Policy and where necessary have received training in the implementation of the Policy,.
- 6.5** Employees, officials and members have responsibilities to ensure that they understand and comply with the letter and spirit of the Policy and actively participate in measures introduced by Rossendale Golf Club to ensure that there is equality of opportunity and non-discrimination. They should report to Council any discriminatory practices.

## **7. EQUALITY AND DIVERSITY: GENERAL POINTS**

- 7.1 Good employment practices are essential to ensure the elimination of discrimination not only as they relate to the employment of staff, but also to the way those staff deliver services.
- 7.2 Unless there is a valid reason for not doing so all recruitment advertisements (employment or membership) will be publicly advertised in media readily available to everybody. All advertisements will make it clear that Rossendale Golf Club conforms to an Equality and Diversity Policy and there will be no discrimination whatsoever.
- 7.3 In terms of skill knowledge and experience required for job performance, no criteria will be classed as 'essential' unless this can be justified. Person specifications will be produced for all jobs.
- 7.4 All vacant posts will be advertised under Rossendale Golf Club's agreed recruitment procedures and selection will always be made on the basis of the best person for the job.
- 7.5 Any practical tests used in the selection process must be justifiable and not lead to indirect discrimination.
- 7.6 All staff will have equal access to training and development (subject to the availability of resources), career development and promotion opportunities
- 7.7 All terms and conditions of employment will apply equally to employees, officials and members within the scope of those terms and conditions
- 7.10 Before entering into contracts with Agencies providing temporary staff, Rossendale Golf Club must be satisfied that the Agency has a robust Equal Opportunities Policy in place. In addition we will establish a common standard for assessing contractors compliance with the various discrimination acts.

### **8.0 Assisting Employees who are disabled or who become disabled**

Where possible advantage will be taken of external support in introducing reasonable adjustments to equipment, furniture etc. to assist employees who are disabled or who, in the course of their employment, become disabled.

Employees who become disabled will be given opportunities to train within their present job to continue with that job or to re-train and be re-deployed to a job more suitable to their level of abilities.

### **8.1 Pre-Retirement**

- Until such time as the legislation changes, the formal retirement age for Rossendale Golf Club employees will be 65. However, employees over 65 may continue in employment subject to a Medical check and annual review.
- In order to retain experienced employees consideration will be given to the amendments to working arrangements. However, employees should be encouraged to receive advice from the pensions section.

### **8.2 Employment of young people**

- Rossendale Golf Club can employ staff via apprenticeships to attract young people as well as the other groups, to jobs and to the provision of training and development focused on their personal skills and knowledge requirements.

## **9 COMPLAINTS**

- 9.2 Employees, officials or members who feel that they are victims of discrimination which they feel have not been resolved without resort to Council, should write a letter to draw the issue to the Council.
- 9.3 Rossendale Golf Club requires that everyone should be treated with dignity and respect and will not tolerate any form of discrimination. It will take seriously any complaints by staff, officials or members in relation to other colleagues and will investigate these complaints.

- 9.4 If the complaints are substantiated, appropriate action will be taken in respect of employees and this may include disciplinary action. If the complaint is in respect of
- 9.5

## **10. EQUAL OPPORTUNITIES MONITORING**

- 10.1 Rossendale Golf Club will ensure that its Equal Opportunities policies and practices are regularly monitored so that the success of our aims and objectives can be measured and continuous improvements made.
- 10.2 The Equal Opportunities Policy will be reviewed in the light of new legislation and in any event will be reviewed once every three years and re-affirmed by Rossendale Golf Club..

## **11. SERVICE PROVISION**

- 11.1 Rossendale Golf Club will ensure that all services are equally accessible to all people free from prejudice and discrimination
- 11.2 Rossendale Golf Club aims to make sure that all employees, officials, members and contractors have the information they need in order to provide equality of opportunity and that this is reflected in their conduct. Rossendale Golf Club will require, where legally possible, partners and contractors to have equal opportunity policies, and will seek sufficient information and evidence that compliance with race, sex, and disability legislation is genuine.
- 11.3 Rossendale Golf Club will fully investigate and monitor all complaints of discrimination, victimisation and harassment and take appropriate action.
- 11.4 Rossendale Golf Club will assess performance against the Department of the Environment, Transport and Regions and Audit Commission's Best Value Performance indicators and take appropriate action where Rossendale Golf Club falls short of these targets.

## **12. RESPONSIBILITIES OF MANAGERS AND STAFF**

Management and supervisors at all levels will be expected to set an example in non Discriminatory behaviour and to ensure, as far as reasonably possible, that subordinates are aware of Rossendale Golf Club's policy and act in accordance with it. All new and existing staff will be notified of their personal obligations as part of Rossendale Golf Club's induction training under the policy. The notification will include reference to the serious disciplinary consequences that could result if they:

- a) discriminate, in the course of their employment, against fellow employees, job applicants or members of the public, or harass them;
- b) induce, or attempt to induce, other employees to practise unlawful discrimination;
- c) victimise individuals who have made allegations or complaints of discrimination, or provided information about such discrimination.

The Management Team is responsible for approving the service action plans emanating from service reviews. They will ensure equality objectives are included **within service action plans.**

## **13. REVIEW OF THIS POLICY**

This policy will be annually reviewed through Council.