

HAZELWOOD SPORTS CLUB

DIVERSITY AND INCLUSION POLICY

(Agreed by the Executive Committee on 5th September 2018)

1 INTRODUCTION

- 1.1 This document sets out Hazelwood Sports Club's Diversity and Inclusion Policy. All Committee members, club members, employees and volunteers involved at the Club must be aware of their responsibilities in this area, to ensure that the Club is acting legally and responds appropriately to any diversity or inclusion issues that may arise.
- 1.2 All regular Hirers of the Club's facilities shall be made aware of this Policy and abide by it.
- 1.3 This Policy only relates to circumstances where the Club is clearly responsible for any diversity or inclusion issues that might arise.
- 1.4 This Policy should be read in conjunction with the Club's Safeguarding and Welfare Policies

2 KEY PRINCIPLES

- 2.1 The Club aims to ensure that all of the activities that it directly provides or facilitates are safe, inclusive and provided in a fair manner; regardless of a person's age, disability, gender reassignment status, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, socio-economic status or any other background (the "Protected Characteristics").
- 2.2 The Club will ensure that Memberships and the activities that it directly provides or facilitates are inclusive and equally accessible to any member of the community. The Club will ensure that people have a genuine and equal opportunity to participate, that they feel respected and valued and that they are not singled out or against in relation to any of the Protected Characteristics. Unacceptable language or behaviour that is not consistent with this Policy will not be tolerated by the Club.
- 2.3 The Club will take reasonable steps, within the resources that are available, to increase opportunities for people from any group that is under-represented in the sports and activities that the Club directly provides or facilitates.
- 2.4 The Club will acknowledge and respect the diversity and differences between groups of people and between individuals. The Club will ensure that people can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their activities

without the threat of intimidation, victimisation, harassment or abuse.

- 2.5 The Club will not discriminate against or treat someone in a less favourable way because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- 2.6 The Club will not accept and will seek to prevent any unwanted conduct relating to a relevant Protected Characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
- 2.7 The Club will ensure that employees, coaches and volunteers are employed and managed in line with this Policy.

3 REPORTING AND DEALING WITH COMPLAINTS

- 3.1 If any person believes they have suffered or witnessed any language or behaviour that they believe to be contrary to this Policy, they should write to the Club's Welfare and Safeguarding Officer in the first instance, setting out the details of what has occurred and providing supporting evidence.
- 3.2 Any written complaints received by the Club's Welfare and Safeguarding Officer shall be investigated by a member of the Executive Committee who has no connection with anyone named or connected with the complaint (ie an independent person). The person investigating the complaint shall meet with the complainant, any person who has been named in the complaint and any other relevant person; prior to making a decision about the substance of the complaint and recommending any action that needs to be subsequently taken.
- 3.3 The complainant will be informed about the outcome of the investigation, in writing, as soon as that can be reasonably done (taking account of the complexity of the complaint, the availability of the people who need to be interviewed and the investigation process that had to be followed). The Club will aim to ensure that investigations are carried out as speedily as possible.
- 3.4 The complainant is entitled to submit an appeal, by sending a letter to the Chairman, within 14 days of receiving notification of the outcome of the initial investigation. The only grounds for appeal are if: the complainant can provide new evidence, can provide evidence that the decision was patently unreasonable or show that the process that the Club followed was flawed in some way (eg if the investigation was not carried out in line with this Policy).
- 3.5 In the event that a compliant appeal is submitted, the Chairman will undertake a review of the original decision, which will include interviewing the complainant and any other relevant person. In undertaking the review the Chairman will not rehear all the original evidence and will only focus on the allowable grounds for the appeal (see 3.4 above). The Chairman will subsequently write to the

complainant informing the individual of his decision, which shall be final (ie no further appeals will be allowed).

- 3.6 If any employee, coach or volunteer is found to have contravened this Policy it could lead to the Club taking disciplinary action against the individual.