

Equality and Diversity Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect when using TOWER HAMLETS TENNIS LTD ('THT', 'we', 'us') managed facilities or services provided by us. This policy is fully supported by the THT management team, which is responsible for the implementation and review of this policy.

TOWER HAMLETS TENNIS LTD will therefore adhere to the following:

- a) be responsible for setting standards and values to apply throughout the place to play at every level, as tennis should be enjoyed by everyone who wants to play the game
- b) be committed to eliminate discrimination by reason of age, gender, gender reassignment, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability and to encourage equal opportunities
- c) ensure that it treats its employees and all users of the courts, fairly and with respect and will ensure that all members of the community have access to and have opportunities to take part in, and enjoy, its programmes of activities, competitions and events
- d) not tolerate harassment, bullying, abuse or victimisation of an individual (which the place to play/facility regards as forms of discrimination), including sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and work to ensure that such behaviour is met with appropriate action in whatever context it occurs
- e) be committed to the immediate investigation of any complaints of discrimination on the above grounds, once they are brought to its attention. Complaints will be dealt with in accordance with its complaints policy and, where such a complaint is upheld, the management committee may impose such sanction as it considers appropriate and proportionate to discriminatory behaviour
- f) be committed to taking positive action where inequalities exist and the development of a programme of on-going training and awareness in order to promote the eradication of discrimination and to promote equality and diversity in tennis. 'Women', disabled people and those from 'ethnic minority groups' are termed as being under-represented in sport.
- g) be committed to a policy of fair and equitable treatment of all members and employees and requires all members and employees to abide by and adhere to these policies and the requirements of the Equality Act 2010 as well as any amendments to this act and any new legislation.

Reporting

In the event that any employee, member, visitor or visiting team feels that he, she or it has suffered discrimination or harassment in any way or that the policies, rules or code of conduct have been broken they should follow the procedures below.

1. The complainant should report the matter in writing to the Managing Director (admin@towerhamletstennis.org.uk) . The report should include:

- a) details of what occurred;
- b) details of when and where the occurrence took place;
- c) any witness details and copies of any witness statements;
- d) names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);
- e) details of any former complaints made about the incident, including the date and to whom such complaint was made; and
- f) an indication as to the desired outcome.

2. If the person accused of discriminatory behaviour is an employee, the management committee will regard the incident as a disciplinary issue and will follow any disciplinary procedure set out for employees or (if none exists) the statutory disciplinary procedure.

3 If the person accused of discriminatory behaviour is a non-employee, the management team or representatives of the management team :

3.1 will request that both parties to the complaint submit written evidence regarding the incident(s);

3.2 may decide (at its sole discretion) to uphold or dismiss the complaint without holding a hearing;

3.3 may (at its sole discretion) hold a hearing (whether or not such a hearing is requested by either party) at which both parties will be entitled to attend and present their case;

3.4 will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy, (including the Equality Policy):

- a) warn as to future conduct;

Equality and Diversity Policy

b) temporary suspension from use of the courts;

c) ban from accessing the courts;

3.5 will provide both parties with written reasons for its decision to uphold or dismiss the complaint within one (1) calendar month of such decision being made.

3.5 Either party may appeal a decision of the management committee to the County Association (including a decision not to hold a hearing) by writing to the [County Secretary] within 3 months of the THT's decision being notified to that party.

4. If the nature of the complaint is with regard to the management committee or other body or group in the place to play, the member/visitor has the right to report the discrimination or harassment directly to the relevant County Association, in our case Essex Tennis