



# CHICHESTER

## RACQUETS & FITNESS CLUB

ESTABLISHED 1964

# **Equality, Diversity & Inclusion Policy**

## **1: Statement**

Chichester Racquets and Fitness Club is committed to encouraging equality, diversity and inclusion within the confines of the club, and eliminating unlawful discrimination.

## **2: Aims**

For our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give of their best.

The club to be equally accessible to all.

For members to be treated fairly and with respect.

The club to be committed against unlawful discrimination of staff, members, customers and the public.

## **2: Purpose**

This policy's purpose is to:

- Provide equality, fairness and respect for all staff, whether temporary, part-time or full-time, members and customers.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
  - gender reassignment
  - marriage or civil partnership
  - pregnancy and maternity
  - race (including colour, nationality, and ethnic or national origin)
  - religion or belief
  - sex
  - sexual orientation
  - age
  - disability
- Oppose and avoid all forms of unlawful discrimination including but not limited to;
  - pay and benefits
  - terms and conditions of employment
  - dealing with grievances and discipline
  - dismissal
  - redundancy
  - leave for parents
  - requests for flexible working
  - selection for employment, promotion, training or other developmental opportunities

### **3: Commitments**

Chichester Racquet and Fitness Club commits to:

- Encouraging equality, diversity and inclusion in the workplace.
- Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination.
- Promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Informing all staff of their rights and responsibilities under the equality, diversity and inclusion policy such as, but not limited to, conducting themselves to help the organisation provide equal opportunities in employment, and to help prevent bullying, harassment, victimisation and unlawful discrimination.
- Ensuring all staff understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- Taking seriously any complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
- Dealing with any acts of misconduct under the organisation's grievance and/or disciplinary procedures, and take appropriate action.
- Providing staff with encouragement and opportunities for training and development to realise their full potential.
- Making decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Reviewing employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Continuously reviewing the implementation and working of the equality, diversity and inclusion policy, and undertaking any remedial action to address any identified issues.

### **5: Disciplinary and grievance procedures**

Details of the organisation's grievance and disciplinary policies and procedures can be found in the staff Handbook, or the office.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

**This equality, diversity and inclusion policy is fully supported by CRAFC Senior management and has been reviewed and agreed by the Board of Directors.**

**Signed:**

**Christopher Street Chair Board of Directors:**

**Date:**

**Libby Swain Club Manager:**

**Date:**