



Penmaenmawr Golf Club

Equal Opportunities Policy

Penmaenmawr Golf Club is committed to promoting equality of opportunity for all staff, job applicants and members. In order to achieve this goal, and provide a working environment in which all staff are able to realise their full potential, the club is committed to identifying and eliminating any unlawful discriminatory practices.

Penmaenmawr Golf Club do not discriminate against staff or member on the basis of any protected characteristics identified in the Equality Act 2010, namely:-

- (a) Age;
- (b) Disability;
- (c) Gender reassignment;
- (d) Marital or civil partner status;
- (e) Pregnancy or maternity;
- (f) Race or nationality;
- (g) Ethnic or national origin;
- (h) Religion or belief; or
- (i) Sex or sexual orientation.

- These principles of non-discrimination and equality of opportunity apply not only to the way in which the club treats its staff and members, but also to the way staff and members treat other members, visitors, suppliers and former members of staff.
- The club expects all staff to fully support and act in accordance with the principles of equality outlined in this policy. Failure to do so will result in disciplinary action being taken.
- This policy applies to all aspects of the Club's relationship with staff and to relations between staff and club members at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.
- The Club Secretary will be provided with training in relation to the principles of equality outlined in this policy, both in relation to general awareness and recruitments.
- If you have any questions about the content or application of this policy, you should contact the Management Committee.

1. Types of discrimination

- The Equality Act 2010 outlines a number of types of discrimination, which can occur both directly and indirectly. Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption.
- Direct discrimination occurs where someone is treated less favourably directly because of one or more of the protected characteristics outlined in the Equality Act 2010.
- Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, requiring GCSE level English language skills for a cleaning job, or imposing a height requirement for an office role.
- Harassment related to any of the protected characteristics is prohibited. Harassment is defined as being unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

2. Recruitment

- The club is committed to ensuring that job applicants do not suffer discrimination on the basis of any protected characteristic outlined in the Equality Act 2010.
- The Club's recruitment procedures are reviewed regularly to ensure that all applicants are assessed on the basis of their relevant merits and abilities only. Any job selection criteria are regularly reviewed to ensure that they are relevant to the job and are appropriate.
- The Club takes steps to ensure that vacancies are advertised to a diverse labour market.
- Applicants will not be asked about health or disability before a job offer is made. There are limited exceptions to this rule identified in the Equality Act 2010, these will only be used with prior club approval.
- Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants should not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without the prior approval of the club.

3. Termination of employment

- The Club will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- The Club will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

4. Disability discrimination

- If you are disabled or become disabled at any time, the club actively encourages employees to inform us about your condition so that we are able to offer any appropriate or necessary support.
- If you experience difficulties at work because of your disability, you may wish to contact your manager to discuss any reasonable adjustments that would help overcome any substantial disadvantage you may be suffering.
- The Club will monitor the physical features of our premises to consider whether they place disabled workers, job applicants or members at a substantial disadvantage compared to other staff or members. Where reasonable, the Club will take steps to improve access for disabled staff and service users.
- Fixed-term employees, agency workers and part time staff members
- The Club monitors the use of fixed-term and/or part time employees and agency workers, and their conditions of service, to ensure that they are being treated in accordance with any relevant law and offered appropriate access to benefits, training, promotion and permanent employment opportunities. The Club shall ensure that all requests received from staff members are dealt with appropriately.

5. Breaches of the policy

- The Club takes any breaches of this policy very seriously. Any member of staff or club member who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in dismissal or cancellation of membership.
- If you believe that you may have been discriminated against you are encouraged to raise the matter through Club's Grievance Procedure. If you believe that you may have been subject to harassment you are encouraged to raise the matter through our Anti-harassment and Bullying Policy. If you are uncertain which applies or need advice on how to proceed you should speak to the Management Committee.
- Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.