

Equal Opportunities Policy

Introduction

Glen Gorse Golf Club ("the Company") is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. This Policy aims to remove unfair and discriminatory practices within the Company and to encourage full contribution from its diverse community. The Company is committed to actively opposing all forms of discrimination.

The Company also aims to provide a service that does not discriminate against its customers in the means by which they can access the services and goods supplied by the Company. The Company believes that all employees and customers are entitled to be treated with respect and dignity.

Objectives of this Policy

To prevent, reduce and stop all forms of unlawful discrimination in line with the Equality Act 2010.

To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity.

Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Discrimination may be direct or indirect.

Types of Discrimination

Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

Indirect Discrimination

This is the application of a policy, criterion or practice which the employer applies to all employees but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- The employer cannot justify the need for the application of the policy on a neutral basis; and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

Example: A requirement that all employees must be 6ft tall if that requirement is not justified by the position would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement.

Responsibilities

The Directors have overall responsibility for ensuring that this policy is implemented and that it is clearly communicated to all employees. The policy will be reviewed regularly.

Managers

It is the responsibility of every Manager to actively promote equality of opportunity. Managers have a personal duty not to discriminate against other employees and should also make it clear to all employees that the Company will not tolerate discrimination and that any discrimination will be treated as a disciplinary matter. Managers are responsible for ensuring that employees are aware of this policy and that it is adhered to in their department. Failure to

meet the responsibilities under this policy will be regarded as a disciplinary offence.

Employees

Employees have a duty not to discriminate against other employees. Discrimination by an employee will be regarded as a disciplinary offence and will be dealt with under the Company's Disciplinary Procedures.

Recruitment

Recruitment literature, including but not limited to, advertisements, job descriptions and application forms will include a statement that the Company is an equal opportunities employer.

Training

Training opportunities will not be restricted to exclude certain groups of people. Selection for training will be made on objective criteria and shall be provided to enable employees to perform their jobs effectively.

Employees involved in management, recruitment and interviewing will be given appropriate training by the Company.

Promotion

All employees will be encouraged to discuss their career prospects with their line manager. Selection criteria for promotion will be objective and relate to the job requirements.

Terms of Employment, Benefits, Facilities and Services

The Company will not discriminate on the basis of sex, marital status, sexual orientation, colour, race, nationality, ethnic or national origin, religion, disability or age in the provision of benefits, facilities and services for an employee.

Victimisation

This occurs when a person is treated less favourably because they have brought or intend to bring proceedings or they have given or intend to give evidence. If you make a complaint or assist in an investigation of discrimination of any kind you should not be victimised or discriminated against for so doing. An employee

who retaliates against another for complaining about discrimination or assisting in dealing with a complaint will be disciplined.

Unlawful Reasons for Discrimination

Sex

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment. Sexual harassment of men and women can be found to constitute sex discrimination.

Example: Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

Disability

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to any services and ability to be employed, trained, or promoted as a non-disabled person.

Race

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.

Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, heterosexual or bisexual.

Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

Reasonable Adjustments

The Company has a duty to make reasonable adjustments to facilitate the employment of a disabled person.

These may include:

- Making adjustments to premises;
- Re-allocating some or all of a disabled employee's duties;
- Transferring a disabled employee to a role better suited to their disability;
- Relocating a disabled employee to a more suitable office;
- Giving a disabled employee time off work for medical treatment or rehabilitation;
- Providing training or mentoring for a disabled employee;
- Supplying or modifying equipment, instruction and training manuals for disabled employees; or
- Any other adjustments that the Company considers reasonable and necessary provided such adjustments are within the financial means of the Company.

If an employee has a disability and feels that any such adjustments could be made by the Company, they should contact their Manager.

Responsibility for the Implementation of this Policy

All employees, subcontractors and agents of the Company are required to act in a way that does not subject any other employees or customers to direct or indirect discrimination, harassment or victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

The co-operation of all employees is essential for the success of this Policy. Senior management are expected to follow this Policy and to try to ensure that all employees, subcontractors and agents do the same.

Employees may be held independently and individually liable for their discriminatory acts by the Company and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered as

a result of discriminatory acts.

The Company takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant legislation and codes of practice.

Monitoring

The Company will monitor this policy and personnel procedures on a regular basis to assess their effectiveness and to ensure that there is no unlawful discrimination.

Complaints Procedure

All allegations of discrimination and harassment will be treated seriously, promptly and confidentially. Any complaints should be made through the Company's Grievance Procedure.

Discrimination and harassment by any employee will be regarded as a disciplinary offence and will be dealt with under the Company's Disciplinary Procedures. The range of disciplinary action available to the Company extends from a verbal warning to summary dismissal, depending on the seriousness of the offence. Serious discrimination will constitute gross misconduct.

Interpretation

Reference to the singular shall include the plural and vice versa and reference to the masculine shall include the feminine and vice versa.

Status of Policy

The Company seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees. The Company offers goods and services in a fashion that complies with the spirit of this Policy.

This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Company.

The Company reserves the right to amend and update this Policy at any time.