



The Caesarean Tennis Club observes an equal opportunities policy and supports the principles of diversity and inclusion in the following policy as set out below. If you have any concerns that the Club is not living up to these values then please speak to your coach or the office and we will explore how we can learn from your experience, address the issues and improve. We also use a whistle-blowing policy for more long term ongoing concerns.

## **DIVERSITY AND INCLUSION**

We are committed to promoting diversity, preventing discrimination and creating an inclusive working environment in which everyone: coaches, members, volunteers and staff can fulfil their potential and maximise their contribution. We want an environment in which all employees, job applicants, suppliers, contractors and our members will feel safe, comfortable, valued and respected. We will treat everyone fairly and will respect all of the following protected characteristics:

- Age
- Disability
- Gender
- Gender reassignment status
- Marriage and Civil Partnership status
- Pregnancy, maternity and paternity
- Race/Ethnicity
- Religion or belief or absence of religion or belief
- Sexual orientation

Everyone has a part to play in making this a reality and for the good of all. We will not tolerate any behaviour that constitutes discrimination, harassment or victimisation or that threatens or demeans others. This includes but is not limited to: exclusion; intimidation; use of offensive words or actions; inappropriate or unwanted physical contact; inappropriate gossip, jokes or remarks whether written or spoken; and bullying. **We treat all cases of discrimination seriously.**

If any employee acts in a discriminatory manner towards a colleague, job applicant, contractor, supplier or club member this will result in disciplinary action. We encourage everyone to report any incident of actual or suspected discrimination to the Club Manager or to the Executive Committee. All concerns will be taken seriously and investigated promptly under the appropriate policy.

## **WHISTLE-BLOWING**

We recognise that effective, honest communication is essential if malpractice is to be dealt with properly. This statement is designed to provide guidance to all anyone who may need to raise issues. The aims of the whistle-blowing statement are:

- to enable employees to feel confident in being able to raise concerns and to question and act to address malpractice within the organisation;
- to provide a means by which concerns can be raised in confidence and to receive feedback on any action taken;
- to ensure that employees receive a response to their concerns;
- to reassure employees that they will be protected from possible reprisals or victimisation if they have a reasonable belief that they have made a disclosure in good faith.

Employees who have concerns about fellow colleagues should in the first instance report the facts as they see them to the Club Manager. It is not possible to fairly or robustly investigate anonymous reports and therefore we will require a full statement and the identify of the person raising any concern. If a concern is about the Club Manager you should report to the Executive Committee (usually via the Chair). An investigation will be held and an impartial party may be appointed to look into the concerns. Where appropriate a relevant professional body such as Jersey Sport or the LTA or the Jersey OIC may be involved in the investigation or remedy at the discretion of the Club Executive Committee.

#### **Examples of the types of concerns covered**

- suspicion of a criminal offence;
- failure to comply with legal obligations;
- conduct which is an offence or breach of the law;
- endangering the Health and Safety of an individual;
- damage to the environment;
- financial malpractice, including fraud, theft, corruption or deliberate damage to property;
- breach of regulations or cover up of any issues above;
- sexual, physical or other abuse of an employee or child or vulnerable adult at the club; and
- actions which are unprofessional or inappropriate.

NB: Other procedures are available to employees including the Grievance Procedure that relates to complaints about your own employment as set out in the Handbook.

Next review date: 07/06/2025