



# Caerphilly Tennis Club

## Anti-Harassment

### Policy

Created: 11<sup>th</sup> December 2022

Last Updated: 11<sup>th</sup> December 2022

Next Review: December 2024 (or earlier if legislation/guidance changes)



# Caerphilly Tennis Club Anti-Harassment Policy

The aim of this policy is to prevent harassment at Caerphilly Tennis Club (CTC), to communicate the rights and responsibilities to those involved in a harassment claim and to alleviate effects in the event harassment does occur. This policy is fully supported by the management committee who are responsible for its implementation and review.

CTC is committed to the prevention and eradication of harassment at the Club in all its forms. Harassment is against the law and will not be tolerated under any circumstances. CTC is committed to building and preserving a safe environment for its users, coaches, volunteers and guests. In pursuit of this goal, CTC does not condone and will not tolerate acts of harassment and/or violence.

## **Definitions**

Harassment is defined as unwanted conduct related to a relevant protected characteristic (such as: such as age, sex, sexual orientation, race, colour, nationality, ethnic or national origin, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, religion or belief, or any personal characteristic), which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual or creates an intimidating, hostile, degrading, humiliating or offensive environment.

A person may be harassed even if they were not the intended target, where the behaviour is not directed at them personally. This can include harassment related to someone with whom you have an association. For example, a person may be harassed by racist jokes about a different ethnic group if that creates an offensive environment for them. The way you behave may amount to harassment even if you did not intend it to.

Harassment can be carried out by one individual against another individual or a group, or vice versa. It may take place over a period of time or it could be an isolated incident.

Examples of harassment:

- Inappropriate physical conduct
- Creating an intimidating or offensive environment
- Creating a degrading, humiliating or hostile environment

Violence is defined as any interaction or acts of aggression or hostility between individuals that involve:

- Causing physical injury to another person
- The utterance of threatening remarks
- Creation of a reasonable fear of injury
- Subjecting another individual to emotional distress
- Damaging club or an individual's property
- The possession of a firearm or other dangerous weapon while on Club premises
- Harassing surveillance, such as stalking

This policy prohibits physical or verbal threats, intimidation, or violence in the Club to minimise risk of injury, or harm resulting from violence to CTC users, coaches, volunteers and guests.

- The CTC Management Committee is responsible for receiving, mediating and investigating harassment complaints. This includes having a thorough knowledge of the procedure, the extent of limits of their decision-making and action-taking authority and how to support those involved.
- The CTC Management Committee will take immediate action to resolve any situation that involves harassment or violent behaviour. This includes, but is not limited to, engaging local police for assistance.
- Incidents that constitute criminal acts will be referred to local police immediately.
- Any person making a claim of harassment will be expected to follow the stated procedure for filing a claim.
- All claims are to be directed to the CTC Management Committee for review and assessment.
- Complainants are encouraged to file a complaint immediately after an alleged incident of harassment or violent act.
- The CTC Management Committee will review the claim and do their due diligence in rendering a decision on how to proceed.
- The individuals involved in a harassment claim will be informed of the nature of the investigation to take place (if any), by the CTC Management Committee.
- Disciplinary or corrective action may be taken up and include a formal warning, suspension of membership or the termination of any contractual obligations for any violations of this policy.