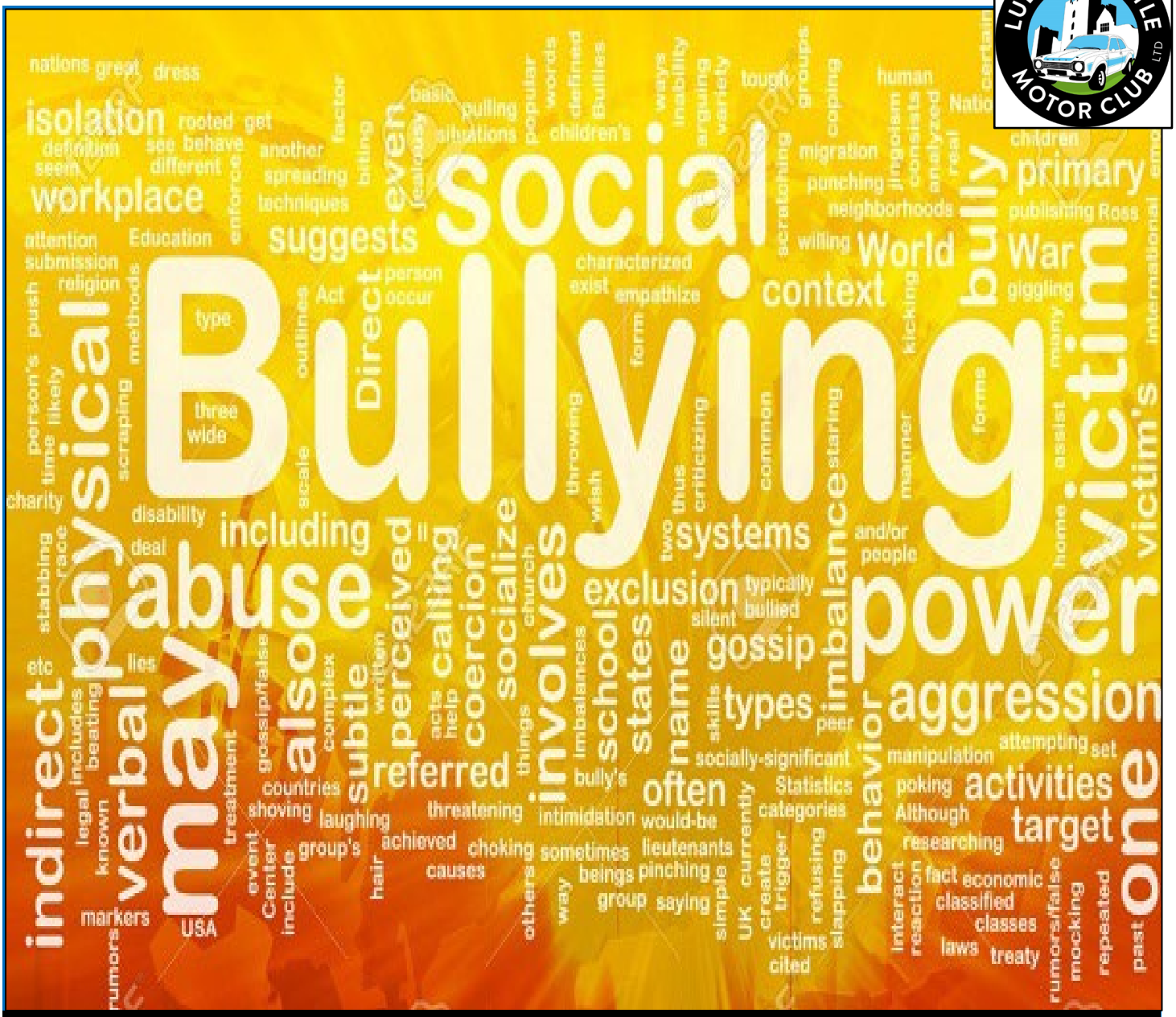

Anti-Discrimination, Harassment & Bullying Policy

This policy will be reviewed annually or when there is a legislative change or review due to lessons learned or best practice guidelines

Objective of the Policy

Ludlow Castle Motor Club Ltd (LCMC Ltd) is committed to providing a safe, respectful and inclusive environment free from all forms of discrimination, harassment and bullying.

The objective of this policy is to ensure that all Club and Committee members and volunteers understand LCMC Ltd's expectations and their legal obligations in relation to discrimination, harassment and bullying. It is a shared responsibility of everyone who joins LCMC Ltd to behave in a way that ensures the safety and wellbeing of others.

LCMC Ltd seeks to:

- create a safe environment which is free from unlawful discrimination, harassment, victimisation and bullying and where each person is treated with courtesy, dignity and respect
- have practices which ensure that individuals or members of a particular group are not discriminated against because of their attributes
- promote appropriate standards of conduct, and
- promptly resolve issues when they occur and resolve complaints in a fair and timely manner

LCMC Ltd has a 'zero tolerance' approach to all forms of discrimination, harassment and bullying. By this we mean we will be proactive in eradicating the behaviour in all its forms. Zero tolerance also means that there will be action and consequences that are appropriate and proportionate considering the offender's behaviour and the impact of their actions, taking into account the wishes of the person subjected to the discrimination, harassment or bullying.

Scope of Policy

This policy applies to LCMC Ltd's Club members, Committee members and volunteers.

Policy Statement

Discrimination

It is against the law for an individual to discriminate against or harass a current or prospective member/volunteer on the basis of the grounds stated below.

Protected attributes include, but are not limited to, a person's:

- race
- colour
- sex
- sexual orientation
- social origin
- religion
- family or carer's responsibilities
- age
- physical or mental disability
- marital status
- political opinion
- pregnancy

It is also unlawful to discriminate against a person because that person is personally associated with someone who has, or is assumed to have, one of the above characteristics.

Unlawful discrimination includes both direct and indirect discrimination:

Direct discrimination	Any action whereby someone is treated, or it is proposed they be treated, unfavourably because of the above characteristics protected by law. An example of direct discrimination would be refusing membership to an individual because of their race.
Indirect discrimination	When an unreasonable condition is imposed that disadvantages a person with a personal characteristic listed above and protected by law. For example, if the club would only allow membership to people over 5 ft 8 ins tall and there was no good reason for that policy, then that would indirectly discriminate against women who are less likely to meet the height requirement.

Harassment

Harassment occurs where a person engages in uninvited or unwelcome behaviour that a reasonable person would expect would cause another person to be offended, humiliated or intimidated. It does not matter if the person who committed the act intended, or did not intend, to upset or cause offense to the other person.

Harassment is any form of behaviour that:

- is not wanted
- offends, humiliates or intimidates, or
- targets a protected attribute

Harassment can be physical, verbal or written. It can include words, pictures or statements.

Racial vilification involves conduct that might vilify or incite hatred against individuals or groups because of their race or religion.

Sexual Harassment

Sexual harassment is defined as any unwanted sexual behaviour that makes someone feel upset, scared, offended or humiliated, or is meant to make them feel that way.

What can be considered harassment or sexual harassment?

There are many forms of harassment including but definitely not limited to:

- material that is based on the grounds listed above that is displayed or circulated in even on a person's belongings
- verbal abuse or comments that put down or stereotype people on the grounds listed
- sexually suggestive or offensive jokes or gestures based on the grounds listed

- ignoring, isolating or segregating a person or group on the grounds listed

- staring, leering or non-physical (whistling etc.) attention of a sexual nature
- sexual or physical contact, such as slapping, kissing touching or hugging
- intrusive questions about sexual activity or requests for sex
- displaying offensive screen savers, photos, calendars or objects

A person sexually harasses another if they:

- make an unwelcome sexual advance or an unwelcome request for sexual favours to the other person
- engage in any other unwelcome conduct of a sexual nature in relation to the other person
- a reasonable person would anticipate that the other person would be offended, humiliated or intimidated

Sexual harassment can include, but is not limited to:

- unwelcome physical contact
- requests for sexual favours or persistent requests for social activities
- making, orally or in writing, any offensive or demeaning comments, questions, jokes and innuendo with sexual connotations
- making, orally or in writing, any unwelcome or uncalled for remarks or insinuations about a person's sexual activities or private life
- sending an inappropriate or sexually explicit email
- possession and/or display of sexually explicit material including posters, photographs, reading matter, objects, pictures, screen savers

All forms of harassment are unlawful.

Cyber bulling

Cyber bullying includes, but is not limited to, the following misuses of technology - harassing, teasing, intimidating or threatening another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, phone messages, digital pictures or images or web site postings (including social network sites e.g., Facebook or blogs) and is irrespective of whether the page could be viewed by the wider public or not. It can also include the sending, receiving and/or possession of naked or sexually explicit images of a person.

Individuals must also be aware that postings, comments and/or messages from individual accounts and mobile phones, whether done by the Individual or another person will remain the responsibility of the account owner.

Individuals must be aware that in certain circumstances where a crime has been committed, the individual may also be subjected to a criminal investigation by Police. This particularly applies to ‘sexting’ where the image is of a person under the age of 18 years and the Police will be informed immediately.

Responsibilities of All

Behaviour

Individuals have the obligation to foster a harassment, discrimination and bullying free environment and ensure their behaviour:

- meets an acceptable standard
- contributes to a productive environment
- does not victimise any person who makes a harassment or discrimination complaint

- does not breach confidentiality by talking with other members or volunteers about any complaint of discrimination or harassment
- supports investigation surrounding a complaint

Individuals will be liable for the outcome of any action in breach of this policy.

The Individual's Responsibility

LCMC Ltd strongly encourages individuals who believe they have been discriminated against, bullied, harassed or victimised to take appropriate action.

Individuals should seek advice and support from a member of the Committee or the designated Club Safeguarding Officer if they are concerned about whether or not observed behaviour is in breach of this policy.

They also have the obligation to report any improper behaviour under this policy experienced or observed to a member of Motorsport UK.

An individual can take the following actions:

- tell the person concerned to stop the offending behaviour
- lodge a formal complaint in writing to the Club
- making a complaint under anti-discrimination legislation to Motorsport UK

The individual is responsible for deciding whether to move any complaint to the next stage of the process and may choose not to act. However, enquirers/complainants should be made aware that in some very serious cases, in compliance with obligations under anti-discrimination legislation, LCMC Ltd may be obliged to take further action.

All forms of bullying, including assisting or encouraging others to engage in such conduct, are prohibited and will not be condoned. This includes conduct that takes place at social functions.

False Accusations

Any allegation of harassment, discrimination and/or bullying will be viewed very seriously and subject to thorough and fair scrutiny LCMC Ltd's investigation process to establish whether or not they can be substantiated. Complainants should be aware that if another person can demonstrate an allegation was made maliciously this may expose them to the risk of disciplinary proceedings.

Implications for Non-Adherence

Any breach of this policy may result in disciplinary action being taken by LCMC Ltd. Disciplinary action may include but not be limited to suspension of membership.

Related Policies & Procedures

- Social Media Policy
- Code of Conduct
- Race with Respect