



EQUAL OPPORTUNITIES POLICY

KING'S LYNN GOLF CLUB

PURPOSE

The business has designed this Policy to promote Equal Opportunities for all employees or potential employees and to ensure that this is managed in such a way that the business at a minimum complies with Equal Opportunities Legislation and Codes of Practice

OBJECTIVES

- a. The objective of the business is to be an equal opportunities employer. To achieve this the business must ensure that it will recruit, select, train and promote solely on the basis of the individual abilities of each applicant
- b. The business will not discriminate upon the basis of disability, sex, race, colour, nationality, religion or belief, marital status, sexual orientation, ethnic origin or age
- c. The person responsible for equal opportunities is the Club Captain, who shall have the responsibility of ensuring the business's equal opportunities policy is complied with in all respects
- d. You are reminded of the need to ensure that you do not discriminate in any way against clients, suppliers or your fellow employees
- e. The business welcomes any information or advice from any employee on any equal opportunities matter. In particular, you are requested to bring to the attention of your line manager any matters or areas where you believe the business's equal opportunities policy is not being complied with

RECRUITMENT AND SELECTION

- a. Applications from all candidates will be processed in the same way
- b. At interview, questions will only relate to information that will help assess whether the person can do the job
- c. Applications will be assessed and selected on their merits
- d. Asylum & Immigration checks will be applied consistently and in line with current legislation in place at the time
- e. All appointments will be made solely on merit, and in compliance with this Policy

EQUAL OPPORTUNITIES

- a. The business aims to ensure that all employees are employed and rewarded solely on the basis of their ability and will ensure all legislation is complied with
- b. The business aims to ensure that employees are given promotion opportunities solely on the basis of ability
- c. The business aims to ensure there is equality of opportunity in all training and development

DISCIPLINE AND GRIEVANCE

- a. You are reminded that to discriminate is a breach of the business's equal opportunities policy and may be illegal
- b. The business recognises that male employees, as well as female employees, may be subject to sex discrimination
- c. Any alleged breach of the Equal Opportunities Policy will normally be dealt with under the business's Disciplinary and Grievance Policies. If you believe you have been subjected to any act of discrimination at work, you are strongly encouraged to raise the issue under the business's procedures