



CIMSPA

Standards
Professionalism
Advocacy

CIMSPA Zero Tolerance Policy

Version

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CIMSPA Zero Tolerance Policy

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Introduction

The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) is the professional development body for the UK's Sport and Physical Activity workforce. CIMSPA's role is to support, develop and enable all CIMSPA members and partners to succeed in the sport and physical activity sector, ensuring that members receive excellent education and training to facilitate a fulfilling career in the sector. As the champions of professionalism and integrity, CIMSPA aims to provide high-quality standards in all its activities and services.

In support of this, CIMSPA operates a zero-tolerance policy which promotes engagements in which respect is maintained.

Scope

As the sector's professional development body, CIMSPA provides support to a wide range of individuals and organisations, including but not limited to CIMSPA members, CIMSPA partners, wider sector workforce, the public, customers and any other party that engages with CIMSPA. For the purpose of this policy, these will be referred to as 'Stakeholders'.

This policy is in place to safeguard CIMSPA's people, which includes but is not limited to CIMSPA employees, contractors, and volunteers.

Purpose

The aim of the Zero Tolerance Policy is to protect CIMSPA's people from harm while undertaking their role by outlining CIMSPA's approach to managing situations which this may arise in.

CIMSPA takes a zero-tolerance approach towards behaviour which has the potential to cause harm, including but not limited to discrimination, abuse, harassment and physical harm/injury. By taking this approach CIMSPA aims to foster a working environment in which CIMSPA's people have the right to be treated with dignity and respect at work.

Policy

To successfully provide our services, a mutual respect between CIMSPA's people and Stakeholders has to be in place. All CIMSPA's people aim to be polite, helpful, and sensitive to all Stakeholders needs and circumstances.

Definitions

Harm: Harm is behaviour that involves intended or unintended, legal or illegal, verbal, non-verbal or physical acts, is considered by a person or bystander to be coerced, unwanted or detrimental to a person's wellbeing, and is based on the abuse of power, trust, or neglectful duties.

Abuse: Abuse is an act or behaviour that causes intentional harm to a Stakeholder. This can be within but is not limited to the following areas:

- Physical;
- Domestic;
- Sexual;
- Psychological;
- Financial/material
- Discriminatory abuse;
- Organisational;
- Self-neglect;
- Acts of omission;
- Neglect;
- Modern slavery;
- Psychosocial.

Discrimination: In accordance with the Equality Act (2010) discrimination refers to the unfair or less favourable treatment of an individual because of protected characteristics (age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race, religion or belief, sex and sexual orientation).

Physical harm/injury: Physical harm refers to a trauma, injury or incident that may temporarily or permanently result in partial or total physical disability, incapacity or disfigurement.

Persistent unacceptable behaviour: Behaviour within either one contact or a number of separate contacts over an undefined period of time.

Harassment: behaviour that is unwanted by the person to whom it is directed. It is the impact of the conduct and not the intent of the perpetrator that is the determinant.

Zero tolerance

CIMSPA does not tolerate any behaviour which has the potential to cause harm. Control measures are in place to eliminate the risk of any such act or behaviour. Failure in complying with this policy will be investigated by CIMSPA and may result in disciplinary actions and sanctions.

CIMSPA's people interact with Stakeholders through a vast range of engagement methods, including but not limited to, telephone communication, emails, at conferences and at events. CIMSPA's zero tolerance approach applies to all methods of engagement by stakeholders with CIMSPA's people.

If CIMSPA people or CIMSPA clients and customers use abusive or unacceptable behaviour they will be asked to stop with a warning. If this behaviour persists we have the right to follow the process with zero tolerance sanctions.

If CIMSPA'S People experience any behaviour which has the potential to cause harm through any engagement method, CIMSPA's People are empowered to deploy the following: in the first instance you will be asked to refrain from or cease such behaviours. If the behaviour continues, you will once again be asked to refrain from or cease such behaviours and will be issued a warning regarding the termination of the engagement. If after 2 requests to refrain from or cease the behaviour the conduct continues, the warning will be implemented and the engagement will be terminated immediately.

This also applies where these behaviours are portrayed persistently throughout the period of membership with CIMSPA.

If an engagement has been terminated, as outlined above, CIMSPA reserve the right to raise this through our formal complaints procedure which may result in disciplinary proceedings being taken against you.

Recording

CIMSPA reserves the right to record, monitor and store all channels of communication in line with CIMSPA's Privacy notice and Data Retention Schedule.

Failure to comply

Failure to comply with requests made by CIMSPA's people in line with this zero-tolerance policy may result in CIMSPA proceeding with investigation in accordance with our formal complaints procedure. This may result in disciplinary proceedings being taken against you

Review

This Zero Tolerance Policy will be reviewed in September 2024 unless a change in policy, governance or other circumstance requires a review prior to this date. If you have any further questions regarding this policy, please do not hesitate to contact info@cimspa.co.uk for advice.