

# EAST GOSCOTE PARISH COUNCIL

## **EQUALITY AND DIVERSITY POLICY**



**Approved by:**

Full Council

**Date:** 14/09/2022

**Last reviewed:**

**Next review due:**

## **Equality and Diversity Policy**

### **1) Introduction**

- i) East Goscote Parish Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- ii) We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
- iii) The Chair and Clerk have particular responsibility for implementing and monitoring the Equality and Diversity Policy.
- iv) Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Parish Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the Clerk, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Parish Council.

### **2) Our Commitment as an Employer**

- i) To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- ii) Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- iii) All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.
- iv) All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Parish Council.
- v) All personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination. We will review all our employment practices and procedures to ensure fairness.
- vi) Equality in the workplace is good management practice and makes sound business sense.
- vii) Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

### **3) Our Commitment as a Service Provider**

- i) We aim to provide services to which all parishioners are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- ii) We will make sure that our services are delivered equitably and meet the diverse needs of our parishioners by assessing and meeting their diverse needs.
- iii) This policy is fully supported by Members of the Parish Council.
- iv) This policy will be monitored and reviewed annually.
- v) We have clear procedures that enable our parishioners, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.

### **4) Equal Opportunity Policy Statements**

#### **AGE**

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

#### **DISABILITY**

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- endeavour to improve access to information by ensuring availability of: loop systems; Braille facilities; alternative formatting; and sign language interpretation.

#### **RACE**

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racist incidents; and
- actively promote race equality in the Town Council.

#### **GENDER**

We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

#### **SEXUAL ORIENTATION**

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

## **RELIGION OR BELIEF**

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

## **PREGNANCY OR MATERNITY**

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

## **MARRIAGE OR CIVIL PARTNERSHIP**

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

## **EX-OFFENDERS**

We will:

- prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

## **EQUAL PAY**

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

## **5) Harassment**

- i) Under the Equality Act 2010, bullying or harassment may be considered unlawful discrimination and the legal definition of "Third Party Harassment" has been introduced which makes the employer vicariously liable for harassment from other parties such as parishioners, contractors etc. and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or Member of the council.
- ii) East Goscote Parish Council recognises the problems that all forms of harassment and intimidation may cause at work and is committed to ensure that such unacceptable behaviour does not take place.
- iii) Harassment is improper and inappropriate behaviour which lowers morale and interferes with the effectiveness of people at work. It is the policy of this Parish Council to make every effort to provide an environment free from harassment and intimidation.
- iv) All Councillors and employees are expected to comply with the policy and to ensure that such conduct does not occur. Appropriate disciplinary action including summary dismissal for serious offences will be taken against any employee who violates this policy. It should also be read in

conjunction with the Council's policy on Grievance and Disciplinary.

v) There are 2 ways of dealing with any complaints; informally or formally. In the first instance, it is best to try and resolve the problem informally. If this does not work, then a more formal approach is taken thereby invoking the Grievance Procedure. Please see the Dignity at Work policy for further details. Members of the Public should use the official Complaints Procedure.

**6) Further Information**

- [Equality Advisory and Support Service \(equalityadvisoryservice.com\)](http://equalityadvisoryservice.com)
- [Acas | Making working life better for everyone in Britain](https://www.acas.org/)

Signed.....

**(Chair)**

Date.....