

## PATCHWAY TOWN COUNCIL

### **EQUALITY & DIVERSITY POLICY**

Patchway Town Council (herein referred to as the Council) has adopted an equality and diversity policy.

This policy is designed to ensure that the Council complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly. This means the Council recognises and values people's differences and will assist them to use their talents to reach their full potential.

The Council will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

The Council is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of the Council, such as customers or clients.
- All employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

#### **SCOPE OF THE POLICY**

The policy applies to all staff and Councillors.

The policy applies to all stages of employment including recruitment and selection, promotion and training.

## **RESPONSIBILITIES**

It is the responsibility of the Town Clerk to develop and lead the implementation of the equality and diversity policy.

Responsibility for approving the policy and monitoring that it is being followed rests with the Town Councillors.

The Council's employees and Councillors have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

## **IMPLEMENTATION OF THE POLICY**

All staff and Councillors will be involved in creating an equality environment and one that values diversity.

### **Communications**

Communication of the policy to job applicants and employees will be through the Staff Handbook.

### **Working with partners**

In selecting our partners we will consider their commitment to Equality and Diversity.

## **REPORTING DISCRIMINATION / POTENTIAL DISCRIMINATION**

Employees who feel that they have suffered any form of discrimination should raise the issue through the following means: speaking to their line manager or following the grievance procedure.

Employees should also use this approach if they feel that they have been the subject of harassment from someone who is not an employee of the Council. The Council will not tolerate any harassment from third parties towards its employees and will take appropriate action to prevent it happening again.

If an employee witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

## **MONITORING AND REVIEW**

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to both employees and Councillors. The Council will take positive action to ensure that this policy is adhered to. The policy will be reviewed every two years by the Council to ensure that it remains up to date and reflects the needs and practices of the Council.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered

Adopted in 2002

Revised wording adopted 3.11.15.