

EAST LEAKE PARISH COUNCIL

Equal Opportunities Policy

LEGAL POSITION

EAST LEAKE PARISH COUNCIL is committed to eliminating discrimination and encouraging diversity amongst our workforce.

To discriminate against someone means to treat them less favourably, to harass or victimise them or to subject them to a provision, criterion or practice which puts them at a disadvantage. It is unlawful to discriminate against an individual on the grounds of the following 'protected characteristics' (as defined in the Act):

It is unlawful to discriminate against an individual on the following grounds:

- **age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership**
- **pregnancy and maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation**

Under the Equality Act 2010 these are known as "protected characteristics".

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, discrimination by association or perception, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All customers, residents and employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. 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 Council.

OUR COMMITMENT

- Every employee is entitled to a working environment that promotes dignity and respect to all.
- No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy adopted by the Council.

- Responsibility for meeting these aims is shared by everyone associated with the Council.
- The commitment to equal opportunities in the workplace and to our customers and residents is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing society as a whole.
- Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings.
- Employees are entitled to complain about discrimination or harassment or victimisation through the Council's Grievance procedure.
- This policy is fully supported by all Members of the Council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).
- The policy will be monitored and reviewed annually
- Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the Council strives to remain an Equal Opportunities employer.

PUBLICITY

In publicity and information materials, East Leake Parish Council will try to:

- Avoid jargon and use clear, direct language
- Use positive images of a wide range of groups
- Reach all sections of the community by advertising in a wide range of appropriate publications and locations.

EQUAL PAY

The Council recognises requirements for equal pay under which an employee and a comparator of the opposite sex are employed where the two people are employed in equal work. This means that the terms relating to pay or other benefits are amended to ensure the male and female have the same rights and terms.

The National Joint Council has agreed an Equal Opportunities Guide which is intended for use in all local authorities.

Uses of Policy – Staff Handbook, Induction of staff and Council members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to Grievance, Disciplinary and Dignity at Work Policies and Code of Conduct