



## Yatton Parish Council

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*OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham*

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## EQUALITY POLICY

**Adopted by Yatton Parish Council, 14 September 2015, re-adopted April 2019.**

Yatton Parish Council is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The Parish Council commits itself not to discriminate unlawfully in the provision of goods, services or facilities.

The Parish Council is also conscious that it is subject to the Public Sector Equality Duty, that is to say, the Parish Council must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimization and any other conduct that is prohibited by or under the Equality Act 2010;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it

This Policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- prevent unlawful discrimination because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality,

and ethnic or national origin), religion or belief, sex (gender) and sexual orientation

- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The Parish Council commits to:

- encouraging equality and diversity in the workplace as they are good practice and make business sense
- creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

- taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

- making opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation

- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- reviewing employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- monitoring the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the Equality Policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

This Equality Policy is fully supported by councillors and by senior management.

Employees can obtain details of the Parish Council's grievance and disciplinary policies and procedures from the Clerk to the Parish Council.

Use of the Parish Council's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

**REVIEW: SEPTEMBER 2019**