

# **CREETING ST PETER PARISH COUNCIL**

## **Equal Opportunities Policy**

Creeting St Peter Parish Council is committed to encouraging equality and diversity and eliminating unlawful discrimination within the Council (including staff, councillors and volunteers) and in the delivery of its service to the public.

We are committed to a policy of equality of opportunity for all our residents, customers, staff and potential staff and will fulfil our legal responsibilities under all legislation concerning equal opportunities.

We will actively develop positive practices which promote equality of opportunity and enable residents and customers to fully participate and staff to realise their full potential.

The aim of this policy is to provide a framework for:

- Providing equality, fairness and respect for all in delivering our services and in our governance and employment practices.
- Not unlawfully discriminating in delivering our services and in our governance and employment practices, in relation to 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.

The Council commits to:

- Create a service-delivery and working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and contributions are recognised and valued. This commitment includes training staff and councillors about their rights and responsibilities under this 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.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by customers, suppliers, the public and any others in the course of the organisation's work activities.
- Make opportunities for training, development and progress available to staff and councillors, 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).
- Review employment practices and procedures when necessary to ensure fairness, and to update them and the policy to take account of changes in the law.
- Monitor 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 this policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

All staff are required to behave in a non-discriminatory manner and to create a culture in which people can feel confident of being treated with fairness, dignity and tolerance. It is the responsibility of all Parish Council Members and employees to adopt and implement this policy as part of their professional activities and conduct.

**Adopted: 7<sup>th</sup> May 2013**

**Reviewed: 20<sup>th</sup> March 2018**

Signed: ..... Chairman

Signed: ..... Clerk to the Council

Dated: .....