



EARLEY TOWN COUNCIL

EQUALITY AND DIVERSITY POLICY

Introduction

Earley Town Council is committed to encouraging equality, diversity and inclusion among our employees 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.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. This policy 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.

Whilst specific responsibility for eliminating discrimination and providing equality of opportunity lies with the Town Clerk and Deputy Town 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 Town Council.

Legal Position

Under the Equality Act 2010 it is unlawful to discriminate against an individual on the following grounds (known as “protected characteristics” in section 4 of the 2010 Act):

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

Our Commitment as an Employer

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

All employees, whether full-time, part-time, fixed contract, agency workers or temporary, 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.

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.

The Council will encourage and develop all employees to support and carry out the requirements of the Equality and Diversity Policy.

Employees are entitled to complain about discrimination or harassment or victimisation through the council's Grievance Procedure.

Our Commitment as a Service Provider

We will recognise all protected characteristics as detailed in the Equality Act 2010 and provide services to which all residents and customers are entitled irrespective of their characteristics.

We have clear procedures that enable our customers, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.

Breaches of our Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary proceedings.

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