

- This document sets out Tedburn St Mary Parish Council's approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.
  - Document Number: TSM 019
  - Version Number 02
  - Approved by Resolution Number: Minutes Reference: 2023.03.15. No. 8
  - Frequency of review: Annually at Annual Parish Council Meeting in May.
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## **EQUALITY and DIVERSITY POLICY**

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### **1 POLICY STATEMENT**

We recognise that discrimination and victimisation is unacceptable. It is our aim to ensure that no councillor or employee or job applicant or user of our facilities receives less favourable treatment (either directly or indirectly) on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).

- 1.1 Our aim is that each councillor, employee and facilities user feels respected and able to give of their best.
- 1.2 We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all.
- 1.3 Our councillors, employees and facilities users will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. 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 organisation.
- 1.4 We will not discriminate directly or indirectly, or harass anyone, because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of our facilities and services.
- 1.5 This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

## **2 OUR COMMITMENT**

- 2.1 We will create and sustain an environment in which individual differences of all Councillors, staff and facilities users are recognised and valued. Every councillor and employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- 2.2 We regularly review all our employment practices and procedures to ensure fairness.
- 2.3 Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- 2.4 The policy will be monitored and reviewed annually

## **3 RESPONSIBILITIES OF COUNCILLORS**

- 3.1 Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Parish Council. Councillors will ensure that they and our employees operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each councillor will ensure that grievances concerning discrimination are dealt with properly, fairly and as quickly as possible.

## **4 THIRD PARTIES**

- 4.1 Third-party harassment occurs where an employee is harassed, and the harassment is related to a protected characteristic, by third parties such as Parishioners. We will not tolerate such actions against our staff, and the employee concerned should inform the Chairman at once that this has occurred. We will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## **5 RIGHTS OF DISABLED PEOPLE**

- 5.1 We attach particular importance to the needs of disabled people.
- 5.2 We will:
  - 5.2.1 make reasonable adjustments to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours;
  - 5.2.2 give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job; and
  - 5.2.3 take the needs of disabled people into account when providing facilities or services to the public.



## **6 GRIEVANCES/DISCIPLINE**

- 6.1 Employees have a right to pursue a complaint concerning discrimination or victimisation via a grievance.
- 6.2 Discrimination, harassment and victimisation will be treated as disciplinary offences and they will be dealt with under as a disciplinary issue.