

# Equality and Diversity Policy



## LAUNCELLS PARISH COUNCIL

### Policy


Launcells Parish Council will comply with the requirements of the Equality Act 2010 and the Rehabilitation of Offenders Act 1974).

It is the Launcells Parish Council policy to treat job applicants and employees in the same manner, regardless of their sex, sexual orientation, age, race, ethnic origin or disability, nationality, ethnic or national origin, religion or religious belief, pregnancy, gender reassignment, trade union membership less favourably than others.

### Procedure

1. Launcells Parish Council is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Any instance of doubt about the application of the policy, or other questions, should be addressed to the Chairman, as should any requests for special training.
2. The company or staff will not discriminate, harass or victimise on grounds of sex, marital status, ethnic origin, colour, nationality, disability or other grounds of discrimination not prohibited by legislation such as sexual orientation, age, etc.
3. The policy applies to the advertisement of jobs, recruitment and appointment to them, promotion, training, conditions of work, pay and to every other aspect of employment. The policy also applies equally to the treatment of our customers/clients. Those involved in recruitment in particular should request training if they have any doubt about the application of this policy.
4. Employees should note that the imposition of a condition or requirement which has an adverse impact on someone, because his or her sex, race or marital status is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need.
5. Employees who are disabled or become disabled in the course of their employment should inform and may also wish to advise the council of any "reasonable adjustments" to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the company to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.
6. A member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of disability then the grievance may be raised directly with the Chairman. The council is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

### Discipline



7. Any employee who harasses any other employee on the grounds of their sex, sexual orientation, age, race, ethnic origin or disability will be subject to the organisation's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

(It should not be overlooked that an employee who discriminates, harasses may be liable to payment of damages to the person offended, in addition to any damages payable by the Company should it have failed to ensure the practice ceased forthwith. Under the Criminal Justice Act 1994, harassment became a criminal offence punishable by a significant fine, and/or a prison term of up to six months.)

### **Monitoring**

8. All employees will be asked to complete a form denoting their sex, race, ethnic origin and any disabilities. The company guarantees that this form will be used for the purpose of monitoring the effectiveness of its equal opportunities policy only.

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