

Hurstbourne Tarrant Parish Council

Equality in Employment Policy

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Hurstbourne Tarrant Parish Council

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Purpose

- 1.1. The purpose of this policy is to set out Hurstbourne Tarrant Parish Council's approach to diversity and equality in employment.
- 1.2. The Parish Council has approved the Equality in Employment Policy.

2. Applicability

- 2.1. This policy applies to: All employees of Hurstbourne Tarrant Parish Council and all casual and volunteer workers.

3. Policy

- 3.1. Hurstbourne Tarrant Parish Council is committed to promoting equality and diversity.
- 3.2. The Equality in Employment policy supports the Parish Council's wider equality agenda through encouraging the development of diversity which reflects the parish community it services, where councilors and employees understand and promote equality, and where equality is mainstreamed into the Parish Council's thinking.
- 3.3. The Parish Council recognises the unique contribution each employee can make and will promote a climate of respect for all, requiring all employees to treat each other with fairness, dignity and respect.
- 3.4. The Parish Council will oppose any form of discrimination against job applicants or employees on the grounds of gender or gender reassignment, disability, age, ethnic or national origin, marital status, religion or belief, sexual orientation, trade union activity or responsibility for dependents. In addition, the Parish Council will ensure all employment policies and practices, including recruitment and selection, learning and development, promotion and pay, are nondiscriminatory, in line with relevant employment legislation and best practice.

Roles & Responsibilities

- 4.1. The Parish Council has overall responsibility for ensuring that Equality in Employment is managed appropriately in accordance with this agreed policy.
- 4.2. Councillors and the Parish Clerk are responsible for ensuring compliance with the policy and will ensure employment decisions are based on job related, objective criteria, particularly when:
 - recruiting staff
 - making decisions about work-related opportunities, promotion and pay issues
 - managing employee performance and appraisals
 - allocating training opportunities to staff managing pregnant employees and employees with dependent care responsibilities
 - managing change, including reorganisations and restructures
 - managing requests for flexible working and paid or unpaid leave.
 - managing attendance and/or absence issues

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- 4.3. Employees are responsible for ensuring compliance with this policy and must not:
- unfairly discriminate against other colleagues, or job applicants
 - encourage colleagues to treat others unfairly or to practice discrimination
 - victimise people who have made allegations or complaints of discrimination or who have been witnesses in cases of discrimination.
- 4.4. The Parish Council is responsible for:
- ensuring employment policies, procedures and practices reflect relevant employment legislation and best practice.
 - Monitoring equality in employment statistics.
- 4.5. Employees have the right not to be victimised or treated less favourably because they have made a complaint about discrimination during either present or previous employment, or have assisted someone else's complaint by giving evidence. For example, if an employee advises he/she has previously brought a claim for discrimination at an Employment Tribunal, this information should not be used to treat the person less favourably.

5. Failure to comply with the Parish Council's Equality in Employment Policy

- 5.1. Job applicants who feel they have been subject to unfair discrimination can make a complaint under the Parish Council's Complaints Procedure.
- 5.2. An employee who feels he/she has been subject to unfair discrimination can raise the issue informally with the chairman of the Parish Council, or formally under the terms of the Parish Council's Grievance Procedure.
- 5.3. Employees who are alleged to have committed an act of unfair discrimination may be liable to disciplinary action in accordance with the Parish Council's Disciplinary procedure.
- 5.4. Employees who commit an act of unjustified or unlawful discrimination, or allow discrimination to occur without taking appropriate action, may also be liable to a claim being brought against them by the victim in the Civil Court.

6. Review

- 6.1. This policy will be reviewed every three years or whenever a change in employment legislation necessitates a review, whichever is sooner.

Signed:.....

Chairman of the Parish Council

Dated:

Signed:.....

Parish Clerk

Dated:

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For enquiries relating to this policy, contact:

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