

Wirksworth Town Council



Equal Opportunities Policy

Policy Adopted: 16/03/2015

Minute No: C135/14

This policy will be reviewed annually
at the Annual Town Council Meeting

Equal Opportunities Policy

Overview

The purpose of this policy is to provide equal opportunities to all in employment and users of Wirksworth Town Council's facilities, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, marital status and social class. The Town Council opposes all forms of unlawful and unfair discrimination.

All employees, whether part time, full time or temporary, will be treated fairly and equally. Selection for employment, promotion, training 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 Town Council.

The Law

This policy will be implemented within the framework of the relevant legislation, which includes:-

- Equality Act 2010 (and associated Codes of Practice)
- The Protection from Harassment Act 1997

This list is not exhaustive.

Statement on Equal Opportunities:

1. **Wirksworth Town Council** is committed to the principle of equal opportunities and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination accorded to the general public including on the grounds of their race, religious beliefs, creed, colour, disability, ethnic origin, nationality, marital/parental status, sex or sexual orientation.
2. **Wirksworth Town Council**, recognises its obligations under the Equality Act 2010 and the spirit and intent of the related Codes of Practice:
 - for the elimination of discrimination on grounds of sex or marital status and the promotion of equality of opportunity in employment;
 - for the elimination of discrimination on grounds of race and the promotion of equality of opportunity in employment;
 - for the elimination of discrimination on the grounds of disability and the promotion of equality of opportunity in employment.

General Practices:

1. **Wirksworth Town Council** states its wholehearted support for the principles and practices of equal opportunity and recognises that it is the duty of all councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principles of equal opportunity and maintaining racial harmony.
2. **Wirksworth Town Council** will actively promote equal opportunities throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities. The Clerk will seek to ensure that all employees comply with these principles.
3. **Wirksworth Town Council** will ensure that individuals are recruited and selected, promoted and trained on objective criteria having regard to the relevant aptitudes, potential, skills, experiences and abilities. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute indirect unfair discrimination. Reasonable adjustments will be taken where a disabled person is put in a detrimental position and such reasonable adjustments remove the detriment.
4. **Wirksworth Town Council** recognises the problems that sexual or racial harassment may cause at work and is committed to ensure that such unacceptable behaviour does not take place. Sexual harassment includes (but is not limited to) unwanted physical contact, suggestive remarks or behaviour, compromising invitations, demands for sexual favours and similar unwanted behaviour. Racial harassment is similarly unwanted treatment but is concerned with derogatory treatment and language on racial grounds. All forms of harassment are abhorrent and will not be tolerated by the Town Council. Sexual and racial harassment are regarded as unlawful discrimination and additionally may also be subject to criminal proceedings. All such cases will be dealt with under the appropriate Grievance and Disciplinary Procedure.
5. **Wirksworth Town Council** recognises that the detriment a disabled person endures as a consequence of their disability can, in many instances, be removed by the adoption of reasonable adjustments. The Town Council is committed to ensure that such adjustments will be effected where reasonably practicable and where the detriment is substantial.

Training and Advertising:

1. Wirksworth Town Council will train, develop and promote on the basis of merit and ability only.
2. When vacancies are advertised both internally and externally, the Town Council will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this policy. To this end, opportunities will be taken through language, images or declarations, as appropriate, to show that the Council is an equal opportunities employer. In practical terms this means that the wording of advertisements will be carefully scrutinised to ensure that any hidden discrimination is avoided or that sexually, racially or disability loaded wording is avoided. Every effort will be made to ensure that the advertisements are placed in newspapers and publications so that as wide a readership as possible has access to the vacancies.
3. To this end, 'word of mouth' advertising, personal contacts and family relationships will be discouraged as the only means of recruiting new staff or promoting existing staff.

Communication:

1. The principles in this Policy will be brought to the attention of all councillors and staff.
2. All councillors and employees are encouraged to bring to the attention of the Town Clerk and/or Chair of the Council any act of discrimination they observe.
3. Councillors and employees who are newly disabled are encouraged to bring this to the attention of the Town Clerk and/or Chair of the Council to enable a review of their treatment to be made. This review will include an assessment of physical features and arrangements to ensure that these do not place the disabled person at a substantial disadvantage. Where they do, then adjustments will be effected where reasonable to do so.

Sexual and Racial Harassment:

1. Preamble

- Sexual and racial harassment are both forms of unlawful sex and racial discrimination and as a consequence is unlawful behaviour. It is also improper and inappropriate behaviour which lowers morale and interferes with the effectiveness of people at work.
- It is the policy of this organisation to make every effort to provide an environment free from sexual or racial harassment and intimidation.
- All councillors and employees are expected to comply with the policy and to ensure that such conduct does not occur. Appropriate disciplinary action including summary dismissal for serious offences will be taken against any employee who violates this policy.

2. Definition

- Sexual and racial harassment means unwanted conduct of a sexual or racial nature or conduct based on sex or racial abuse which is offensive to the recipient.
- Sexual harassment does not refer to behaviour of a socially acceptable nature. It refers to behaviour which is unsolicited, that is personally offensive and that fails to respect the rights of others.

3. Examples

The following are examples of inappropriate behaviour are covered by this policy:

- Physical conduct of a sexual nature: unwanted physical contact including unnecessary touching, patting, pinching or brushing up against another employee's body, assault, coercing sexual intercourse.
- Verbal conduct of a sexual or racial nature: unwelcome sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome, offensive flirtations, suggestive remarks, innuendoes or lewd comments.
- Non-verbal conduct of a sexual nature: the display of pornographic or sexually suggestive pictures, objects or written materials, leering, whistling or making sexually suggestive gestures.
- Sex-based or racially abusive conduct: conduct which denigrates or ridicules or is intimidatory or physically abusive to an employee because of his or her sex or race such as derogatory or degrading abuse or insults which are gender related or of a racial nature and offensive comments about dress or appearance or physique, hygiene etc.