Kimberley and Carleton Forehoe Parish Council

EQUAL OPPORTUNITIES POLICY

1. STATEMENT ON EQUAL OPPORTUNITIES

Kimberley and Carleton Forehoe Parish Council is committed to the principle of equal opportunities and declares its opposition to any form of less favourable treatment, whether through direct of indirect discrimination accorded to the general public on the grounds of their race, religious beliefs, creed, colour, disability, ethnic origin , nationality, marital/parental status, sex or sexual orientation.

Kimberley and Carleton Forehoe Parish Council recognises its obligations under the Sex Discrimination Acts, Race Relations Acts and Disability Discrimination Act and the spirit and intent of the related codes of practice.

2. GENERAL PRACTICES

Kimberley and Carleton Forehoe Parish Council states its wholehearted commitment for the principle and practice of equal opportunities 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.

Kimberley and Carleton Forehoe Parish 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.

Kimberley and Carleton Forehoe Parish Council will ensure that individuals are recruited and selected, on objective criteria having regard to the relevant aptitudes, potential skills, experience and abilities. No applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitutes 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.

Kimberley and Carleton Forehoe Parish Council recognises the problems of sexual or racial harassment may cause at work and is committed to ensure such unacceptable behaviour does not take place. Sexual harassment includes (but is not limited to) unwanted physical contact, suggestive remarks or 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 Parish 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 or Disciplinary Procedure.

Kimberley and Carleton Forehoe Parish Council recognises that the detriment a disabled person endures as a consequence of their disability can, in many instances, be removed by the adoption f reasonable adjustments. Kimberley and Carleton Forehoe Parish Council is committed to ensure that such adjustments will be effected where reasonably practicable and where detriment is substantial.

3. TRAINING AND ADVERTISING

Kimberley and Carleton Forehoe Parish Council will train, develop and promote on the basis of merit and ability only.

When vacancies are advertised both internally and externally, the Parish Council will continue to ensure such advertising, both in placement and content, is compatible with the terms of this policy. Opportunities will be taken through language, images or declarations, as appropriate, to show that the Parish Council is an equal opportunities employer. This means that the wording of advertisements will

be carefully scrutinised to ensure any hidden discrimination is avoided or that sexually, racially, or disability loaded wording is avoided.

4. COMMUNICATION

The principles of this policy will be brought to the attention of all Councillors and staff.

All Councillors and employees are encouraged to bring to the attention of the clerk any act of discrimination they observe.

Councillors and employees who are newly disabled are encouraged to bring this to the attention of the clerk, 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.

5. SEXUAL AND RACIAL HARASSMENT

Sexual and Racial harassment are both forms of unlawful sexual and racial discrimination and as a consequence 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 Council to make every effort to provide and environment free from sexual and racial harassment and intimidation.

All Councillors and employees are expected to comply with this policy and to ensure such conduct does not occur. Appropriate disciplinary action including summary dismissal for serious offences will be then against any employee who violates this policy.

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.

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