



PUCKLECHURCH PARISH COUNCIL

EQUALITY AND DIVERSITY POLICY

INTRODUCTION AND AIMS OF THE POLICY

Pucklechurch Parish Council recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that Pucklechurch Parish Council complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Pucklechurch Parish Council is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees (volunteers/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of Pucklechurch Parish Council, such as customers or clients.
- All employees (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees (volunteers/service users) have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

SCOPE OF THE POLICY

The policy applies to all Councillors and Employees of the Council

The policy applies to all stages of employment including recruitment and selection, promotion and training.

RESPONSIBILITIES

It is the responsibility of Clerk of the Parish to develop and lead the implementation of the equality and diversity policy.



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Responsibility for approving the policy and monitoring that it is being followed rests with Pucklechurch Parish Council

Employees, Councillors and volunteers of Pucklechurch Parish Council have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

IMPLEMENTATION OF THE POLICY

All staff, Councillors and volunteers will be involved in creating an equality environment and one that values diversity.

Communications

Communication of the policy to job applicants and employees/ volunteers through Pucklechurch Parish Council website

Working with partners

In selecting our partners we will consider their commitment to Equality and Diversity by: Reviewing their policies

Users of our service

We will make our services accessible by the Parish Council and community websites

In carrying out the policy, the organisation will carry out the following actions: Ensure the policy is attached to the Council's standing orders.

REPORTING DISCRIMINATION / POTENTIAL DISCRIMINATION

Employees who feel that they have suffered any form of discrimination should raise the issue through the following means: Contacting the Chair or Vice Chair

Volunteers who feel that they have suffered any form of discrimination should raise the issue through the following means: Contacting the Clerk, Chair or Vice Chair of the Council

Service users who feel that they have suffered any form of discrimination should contact the Clerk, Chair or Vice Chair of the Council

Employees/volunteers/service users should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of Pucklechurch Parish Council. Pucklechurch Parish Council will not tolerate any harassment from third parties towards its employees/volunteers/service users and will take appropriate action to prevent it happening again.

If an employee/volunteer/service user (include/delete as appropriate) witnesses behaviour that they find offensive in relation to age, marriage or civil partnership,



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pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

MONITORING AND REVIEW

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to both employees/ volunteers and to service users and methods used will include: Annual review of Standing Orders

This policy will be reviewed yearly by Pucklechurch Parish Council to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered

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| Policy formally adopted | 19 th November 2014 | |
| Reviewed | 18 th May 2016 | Agenda item 10c |
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