



## **EQUAL OPPORTUNITIES POLICY**

### **1. INTRODUCTION**

Syston Town Council is committed to and promotes the principle of equal opportunities in employment. Syston Town Council aims to treat employees and applicants for jobs fairly and ensure that neither positive or negative discrimination occurs at any stage of employment on any unreasonable grounds, including: age, disability, ethnic or national origin, gender, HIV status, home and family responsibility, marital status, race, religious beliefs, age, sexuality and trade union activity. All employees are entitled to dignity at work and a productive working environment.

This policy applies to all staff and any other third party working on Syston Town Council premises or on behalf of Syston Town Council. The company has a duty to ensure all staff are made aware of this policy,

### **2. POLICY**

Syston Town Council aims to promote equality by:

- Recruiting, retaining and developing our people solely on their abilities. Employment conditions and requirements will reflect our commitment to equality;
- Communicating the policy to all employees, agency, temporary workers and consultants;
- Communicating the policy to all job applicants;
- Dealing promptly with complaints and grievances;
- Providing equality-related training & development;
- Reviewing the impact on equality of all other Employment policies within best practice guidelines;
- Continually reviewing policies and procedures to ensure they comply with this statement and relevant changes in legislation.

### **3. RESPONSIBILITIES**

### All employees are required to;

- Be familiar with and promote this Policy;
- Demonstrate consideration, respect and understanding for all colleagues;
- Challenge unacceptable behaviour;
- Recognise the value of social and cultural diversity in the workplace;
  
- Ensure that their behaviour at work does not unfairly discriminate.

### All Managers are required to;

- Be responsible for ensuring that this policy is applied within their own area. Any queries on the application or interpretation of this policy must be discussed with the town manager.
- Promote equality in the workplace and set the tone for behaviour between colleagues;
- To deal promptly with complaints, grievances, disciplinary offences, requests for flexible working or career breaks;
- Not tolerate unfair discrimination in any form, from any employee or a third party who can affect an employee in his/her work;
- Review local practices and procedures regularly to ensure that they do not unfairly discriminate;
- Make sure that individuals or groups are not treated differently than their counterparts. Also ensuring that individuals are not victimised in any way;
- Ensure that no one is victimised or treated less favourably due to their involvement in a complaint of unfair discrimination or harassment;
- Only use job related criteria in selection and assessment processes.

## 4. YOUR RIGHTS

If you feel you have been unfairly discriminated against you can follow the grievance procedure.

## 5. MONITORING

This policy will be regularly monitored to ensure that it is working in practice and is updated where appropriate.

## **Equality Impact Assessment**

We need to understand whether our services are meeting everyone's needs and that everyone who needs them has access to those services. We have developed an Equality Impact Assessment process for the assessment of any new or significantly changed policies, practices, procedures, functions and services.

Undertaking Equality Impact Assessments enables us to take action to prevent direct and indirect discrimination by ensuring that as far as possible any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

Our ultimate aim is to improve our services. By making sure we have considered the potential impacts of a policy, strategy or plan at an early stage potential barriers or problems can be avoided and actions put in place these it can be fully incorporated into any decisions and not just a 'bolt-on' at the end. Working in this way helps us to integrate and mainstream equalities into our work. Likewise, when reviewing the effectiveness and performance of our services, we can use this procedure to identify equality issues and opportunities as an integral part of our review.