

## **MODEL EQUALITY AND DIVERSITY POLICY**

### **INTRODUCTION AND AIMS OF THE POLICY**

Wickwar 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 Wickwar Parish Council complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Wickwar 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 (volunteer's/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 Wickwar Parish Council such as customers or clients.
- All employees (volunteer's/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 (volunteer's/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 Wickwar Parish Council

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

### **RESPONSIBILITIES**

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

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

Employees and volunteers (including trustees) of (Wickwar 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, trustees 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 in writing and e mail.

### **Working with partners**

In selecting our partners, we will consider their commitment to Equality and Diversity by: Contact with Wickwar Parish Councillors and Clerk

### **Users of our service**

We will make our services accessible by: contacting Wickwar Parish Councillors and Clerk

In carrying out the policy, the organisation will carry out the following actions: Investigating, interviewing and contacting Services to ensure Policy procedures are in place.

## **REPORTING DISCRIMINATION / POTENTIAL DISCRIMINATION**

Employees who feel that they have suffered any form of discrimination should raise the issue through the following means: Contacting Parish Council via email and in writing. Taking advice from ALCA (Avon Local Councils Association).

Volunteers who feel that they have suffered any form of discrimination should raise the issue through the following means: Contacting Wickwar Parish Councillors and Clerk.

Service users who feel that they have suffered any form of discrimination should put their grievances in writing to the Parish 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 Wickwar Parish Council. Wickwar 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) witness's behaviour that they find offensive in relation to age, marriage or civil partnership, 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: Requesting the grievance be put in writing to the Parish Council

This policy will be reviewed on an annual basis at the Parish Councils Annual Meeting of the Parish Council to be held in May of each year.

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