



## Equality & Diversity Policy

Issue 1 : June 2023  
Adopted : June 2023  
Review : May 2024

West Row Parish Council aims to ensure the equal opportunities and treatment of all its employees, councillors, job applicants, volunteers, members of the public and any other individuals connected with or working with the Council. We recognise that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedures, we have made the decision to adopt a formal Equality and Diversity Policy.

It is unlawful to discriminate against an individual on the following grounds:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

Under the Equality Act 2010 these are known as “protected characteristics”. This list is not exhaustive but serves to reflect the intention of this policy.

### **PURPOSE**

The purpose of this policy is to provide equal opportunities to all individuals, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation, or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

### **SCOPE**

West Row Parish Council, its councillors and employees all have a duty both morally and legally not to unfairly discriminate against individuals. They all hold a personal responsibility for the practical application of the equality of opportunity across the Council.

All employees (whether full-time, part-time, fixed term contract, agency worker or temporary staff) will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be based on 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 Council.

**OUR COMMITMENT**

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

West Row Parish Council recognises that training and development may be required to ensure that councillors have the knowledge and appropriate behaviour to implement its Equality and Diversity Policy.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense, as it seeks to utilise the talents available from the local community, representing society as a whole.

**BREACHES**

Breaches of Equality and Diversity Policy by employees will be regarded as serious misconduct and could lead to disciplinary proceedings.

If there is any doubt about appropriate treatment under the Council's Equality and Diversity Policy, employees should consult their line manager or the Parish Clerk.

Members of the public should refer to the Council's Complaints Procedure.

**UPDATES AND REVIEW**

The policy will be monitored and reviewed as needed. Other HR Documentation will be reviewed against the values stated in the main Equality and Diversity Policy to ensure that West Row Parish Council strive to remain an equal opportunities employer.