

# Kilby Parish Council

## Equal Opportunity Policy

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. Kilby Parish Council opposes all forms of unlawful and unfair discrimination.

All employees of Kilby Parish Council will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents to maximise the efficiency of the organisation.

### **STATEMENT ON EQUAL OPPORTUNITIES**

Kilby Parish Council recognises its obligations under the Sex Discrimination Acts, Race Relations Act, Disability Discrimination and Equality Act and the spirit and intent of the related Codes of Practice:

- for the elimination of discrimination on grounds of age, sex or marital status and the promotion of equality of opportunity in employment;
- for the elimination of discrimination on grounds of race and the promotion of equality of opportunity in employment;
- for the elimination of discrimination on the grounds of disability and the promotion of equality of opportunity in employment.

### **COMMITMENT TO POLICY**

Kilby Parish Council supports the principles and practices of equal opportunity 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.

Kilby 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 Parish Clerk will seek to ensure that all employees comply with these principles.

Kilby Parish Council will ensure that individuals are recruited and selected, promoted and trained on objective criteria having regard to the relevant aptitudes, potential, skills, experiences and abilities. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute 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.

Kilby Parish Council recognises the problems that sexual or racial harassment may cause at work and is committed to ensure that such unacceptable behaviour does not take place. Sexual harassment includes (but is not limited to) unwanted physical contact, suggestive remarks or behaviour, compromising invitations, demands for sexual favours and similar unwanted 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. Kilby 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 of reasonable adjustments. The Council is committed to ensure that such adjustments will be affected where reasonably practicable and where the detriment is substantial.

## **TRAINING AND ADVERTISING**

Kilby Parish Council will train, develop and promote on the basis of merit and ability only. When vacancies are advertised the Parish Council will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Policy. In practical terms this means that the wording of advertisements will be carefully scrutinised to ensure that any hidden discrimination is avoided or that sexually, racially or disability loaded wording is avoided. Every effort will be made to ensure that the advertisements are placed in the local newsletters, on parish notice boards, on the LRALC website and, on the Parish Council website, so that as wide a readership as possible has access to the vacancies.