



## Equal Opportunities Policy

**It is the policy of Lydney Town Council to provide equal opportunities to all its employees irrespective of their gender, race, ethnic origin, age, nationality, national origin, sexual orientation, religion, marital status or social class. This council is opposed to all forms of unlawful and unfair discrimination.**

Lydney Town Council will ensure that all employees whether full-time, part-time, fixed contract, agency workers or temporary, 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 and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

### Lydney Town Council - Our Commitment

- 1.1 We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination because of Protected Characteristics as defined by the Equality Act 2010. We have adopted this policy as a means of helping to achieve these aims.
- 1.2 The Protected Characteristics are –
  - 1.2.1 Age
  - 1.2.2 Disability
  - 1.2.3 Gender Reassignment
  - 1.2.4 Race
  - 1.2.5 Religion or Belief
  - 1.2.6 Sex
  - 1.2.7 Sexual Orientation
  - 1.2.8 Marriage and Civil Partnership
  - 1.2.9 Pregnancy and Maternity
- 1.3 We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

### What is unlawful discrimination?

- 1.4 **Direct discrimination** – when someone is treated less favourably than another person because of a Protected Characteristic.
- 1.5 **Associative discrimination or discrimination by association** – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.

- 1.6 **Discrimination by perception** – direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.
- 1.7 **Indirect discrimination** - occurs where an individual's employment is subject to an unjustified provision criterion or practice which e.g. one sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.
- 1.8 **Harassment** – unwanted conduct related to a relevant Protected Characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. You may complain of such offensive behaviour even if it is not directed towards you personally.
- 1.9 **Harassment by a third party** – harassment of employees by third parties such as customers or clients.
- 1.10 **Victimisation** – when an employee is treated less favourably because they have made or supported a complaint or raised a grievance about unlawful discrimination or are suspected of doing so.

### **Commitment**

- 1.11 We are committed to ensuring that all of our employees and applicants for employment are protected from unlawful discrimination in employment.
- 1.12 Recruitment and employment decisions will be made on the basis of fair and objective criteria.
- 1.13 Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job.
- 1.14 Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.
- 1.15 All employees have a right to equality of opportunity and a duty to implement this policy. Discrimination is a serious disciplinary matter which will normally be treated as gross misconduct.
- 1.16 Anyone who believes that he or she may have been disadvantaged on discriminatory grounds should raise the matter through the Company's grievance procedure.
- 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.
  - The commitment to equal opportunities in the workplace is good management practice and makes sound business sense
  - Breaches of our equal opportunities policy will be regarded as misconduct and could lead to disciplinary proceedings
  - This policy is fully supported by all levels of management from the top and has been agreed with employers (National Association of Local Councils) and employees (Society of Local Council Clerks) representative bodies and trade unions.

**Michael Greenfield - Town Clerk & Proper Officer/RFO**

*This policy will be reviewed at least every 12 months.*