



Tiverton Town Council

Policy Name	Equality & Diversity Policy
Date	August 2022
Policy Number	G3
Version	V2
Approved by	Full Council
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1. Introduction

Tiverton Town Council is committed to eliminating all forms of discrimination and actively promotes equality for opportunity of everyone in employment and service delivery.

2. Purpose

The policy sets out how the Town Council intends to meet its commitments by working alongside everyone irrespective of:

- Age (or perceived age)
- Disability (past or present)
- Gender reassignment
- Marriage or Civil Partnership status
- Race, Colour, Nationality, ethnic or national origins
- Religion or belief
- Sex
- Sexual Orientation
- Trade Union Membership
- Part-time or fixed term status

3. Scope

This policy relates to all aspects of work the council undertakes, including employment and recruitment and selection, dealings with suppliers, customers, clients, agents, associates, supporters, and others in the course of our business.

The principles set out in this policy apply:

- In the workplace
- Outside the workplace in a work-related context, such as on business trips, or work-related social events and at any time while a member of staff is wearing a work uniform.

4. Process

- a. The Town Clerk regularly consults with the National Association of Local Councils and the society of Local Council Clerks to identify any gaps in the Council's employment policy and will take appropriate action to remedy them;
- b. The Council will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by employees and third parties who have contact with the council and will take action where appropriate;
- c. The Council is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy;
- d. No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status, part-time status, or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.
- e. The Council will ensure that all employees are encouraged to achieve their full potential. Selection for all training and career development opportunities will be on the basis of merit. Appraisals of performance will be conducted objectively;
- f. Requests for flexible working job share, child and dependent care leave will be sympathetically considered;
- g. The absence management policy provides a fair and consistent framework through which any issues with short term or long-term absence can be managed;
- h. By encouraging a culture of openness, the council hope to encourage employees and workers to raise issues which concern them at work.
- i. The Council is committed to ensuring that all our staff are treated with dignity and respect and treat others in the same way. We believe that all staff have the right to work in an environment which is free from any form of harassment and/or bullying and that the work environment should be harmonious and respectful;
- j. The Council will do its utmost to meet the needs of individuals at work, for example:

- Recognising caring and domestic responsibilities
 - Working Patterns – wherever possible training courses and meetings planned to allow attendance by staff working standard and nonstandard hours.
 - Disability – reasonable adjustments will be made where necessary to remove barriers and enable disabled staff to carry out their roles.
 - Religious practices – time off and suitable facilities for prayer, requests for annual leave to celebrate religious festivals will be accommodated wherever possible.
- k. Breaches of this policy will be regarded as misconduct and could lead to a disciplinary procedure.
- l. This policy will be reviewed regularly by the council.

5. Law

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995 and 2003
- The Protection from Harassment Act 1997