

## **EQUALITY AND DIVERSITY POLICY**

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

Westfield 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 staff (paid and voluntary) and potential employees are treated fairly and with respect at all stages of their employment.
- All staff, Councillors and members of the public 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 staff, Councillors or by people (members of the public) who are not employees of Westfield Parish Council
- All staff (paid and voluntary) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All staff (paid and voluntary) 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 all staff, Councillors and members of the public in their dealings with Westfield Parish Council business.

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

### **RESPONSIBILITIES**

It is the responsibility of The Clerk to Westfield Parish Council 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 Westfield Parish Council.

Staff and volunteers (including Councillors) of Westfield 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**

Staff and volunteers (including Councillors) of Westfield Parish Council will be involved in creating an equality environment and one that values diversity.

Communication of the policy to job applicants and existing staff and volunteers (including Councillors) of Westfield Parish Council will be through the Council website and included in job application packs.

In selecting the partners we work with Westfield Parish Council will consider their commitment to Equality and Diversity

## **REPORTING DISCRIMINATION / POTENTIAL DISCRIMINATION**

All staff (paid and volunteers), Councillors and members of the public who feel that they have suffered any form of discrimination should raise the issue through the Clerk to Westfield Parish Council. Where this is inappropriate / unavailable, they can raise the issue through the Chairman of Westfield Parish Council or Chairman for the Finance and Personnel Committee of Westfield Parish Council.

All staff (paid and volunteers), Councillors and members of the public should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of Westfield Parish Council.

Westfield Parish Council. will not tolerate any harassment from third parties towards its staff (paid and volunteers), Councillors and members of the public and will take appropriate action to prevent it happening again.

If staff (paid and volunteers), Councillors and members of the public witness 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 staff (paid and volunteers), Councillors and members of the public. This policy will be reviewed every year by Westfield Parish Council to ensure that it remains up to date and reflects the needs and practices of the organisation.

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

<b>Review History</b>	<b>To be reviewed annually</b>
Recommended by Finance and Personnel	22/4/15
Considered by Parish Council	11/5/15
Reviewed by Parish Council, no changes	3/5/16
Reviewed by Finance and Personnel	19/4/2017
Reviewed by Parish Council	2/5/17
Reviewed by Parish Council, no changes	8/5/18
<b>Date of next review</b>	<b>Parish Council May 2019</b>

WESTFIELD PARISH COUNCIL