



# BODMIN TOWN COUNCIL

## EQUAL OPPORTUNITIES POLICY

### 1 PURPOSE

To promote equal treatment for all employees or job applicants irrespective of disability, race, colour, ethnic or national origin, gender, sexual orientation, marital status, age, religion, or political belief; and that this is managed in such a way that Bodmin Town Council complies with Equal Opportunities legislation and Codes of Practice.

### 2 PURVIEW

All full-time and part-time employees, including casual workers and those employed on temporary contracts, and all job applicants. This policy has particular relevance to those concerned with recruitment, training and promotion.

### 3 POLICY STATEMENT

- 3.1 Bodmin Town Council is committed to providing equality of opportunity. All employees have a part to play in achieving this and Bodmin Town Council will ensure that individuals are aware of their personal responsibility to follow and support the Equal Opportunities policy.
- 3.2 No employee or prospective employee should receive unfair or unlawful treatment due to disability, race, colour, ethnic or national origin, gender, sexual orientation, marital status, age, religion, or political belief. Bodmin Town Council will seek to identify and act upon all unlawful discrimination which denies individual opportunity on any of the criteria mentioned above. Employees and applicants have the right to complain about unfair discrimination through the appropriate procedures.
- 3.3 Active steps will be taken to ensure that this policy is implemented and regularly reviewed.
- 3.4 Bodmin Town Council will:
  - (i) make use of the best skills, talent and abilities of all employees;
  - (ii) ensure, as far as possible, that its services reflect the diverse needs of its customers and townspeople
- 3.5 Whilst the emphasis, in this policy, is on fair and equal treatment of employees, the principal of creating an environment which eliminates discrimination applies equally to the treatment of customers, suppliers and other people who have contact with Bodmin Town Council.
- 3.6 In respect of the disabled, Bodmin Town Council will:
  - (i) give full and fair consideration to disabled people for all types of vacancies;

- (ii) wherever possible, newly disabled employees will be continued in employment by the authority;
- (iii) wherever necessary, equipment will be modified and the use of special aids for employment, or job-restructuring, supported to enable a disabled person to be employed or remain in employment;
- (iv) wherever reasonably practicable, premises will be adapted to enable disabled people to be employed or continue to be employed.

#### 4. **ADHERENCE TO POLICY**

4.1 It is the responsibility of managers/supervisors to:

- (i) ensure that within their areas of responsibilities, the standards established within this policy are followed;
- (ii) contribute to the development of equal opportunities action plan;
- (iii) review the effectiveness of the policy and all related action plans and communicate their views to senior management.

All employees must:

- 4.2 (i) co-operate with any measures introduced to ensure equal opportunity;
- (ii) report any suspected discriminatory acts or practices
- (iii) not to persuade or attempt to persuade others to practice unlawful discrimination;
- (iv) not victimise anyone as a result of them having reported or provided evidence on discrimination;
- (v) not harass, abuse or intimidate others on account of their race, gender etc; not harass, abuse or intimidate others on account of their race, gender etc;
- (vi) not pressurise job applicants in an attempt to discourage them from applying or taking up a post

Any breach of the equal opportunities policy will be dealt with through the disciplinary procedure. Serious offences, such as harassment, will be treated as gross misconduct.

#### 5. **COMPLAINTS**

5.1 Any employee who has a concern regarding the application of this policy should make use of the council's grievance procedure.

5.2 **Existing Employees** - employees wishing to raise a grievance alleging unlawful discrimination during an internal selection procedure should discuss this with the Town Clerk in the first instance. An appeal, where necessary, should be made to the Chairman of Staffing. An investigation will then be conducted by a senior officer who has not been previously involved in the selection procedure and who will report to the Staffing Committee. The Staffing Committee's ruling will be final. The employee will receive written notification as to the outcome.

5.3 **Prospective Employees** - any prospective employee wishing to raise a complaint should do so, in writing, to the Town Clerk within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by a senior officer who has not been previously involved in the selection procedure and will report to the Staffing Committee. The Staffing Committee's ruling will be final. The individual will receive written notification as to the outcome.

6. **KEY CONTACTS**

**Town Clerk** - Shire House, Mount Folly Square, BODMIN. PL31 2DQ

**Chairman of Staffing** - details available from Town Clerk