



## **PENRYN TOWN COUNCIL**

# **Equal Opportunities Policy**

### **1 Purpose**

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

### **2 Scope**

All established and temporary employees and all job applicants. This policy has particular relevance to all those concerned with recruitment, training and promotion.

### **3 Policy Statement**

The Council is committed to providing equality of opportunity. All employees have a part to play in achieving this and the Council will ensure that individuals are aware of their personal responsibility to follow and support the Equal Opportunity Policy.

No employee or prospective employee should receive unfair or unlawful treatment due to race, colour, ethnic or national origin, gender, age, sexual orientation, disability, marital status or religious or political beliefs.

The Council will seek to identify and act upon any unfair or 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.

Active steps will be taken to ensure that this policy is implemented and regularly reviewed.

The Council will:

- make the best possible use of the skills, talents and abilities of all employees; and
- ensure as far as possible that its services reflect the diverse needs of its customers.

Whilst the emphasis in this policy is on the fair and equal treatment of employees, the principle of creating an environment which eliminates discrimination applies equally to the treatment of customers, suppliers and other people who have contact with the Council.

#### **4 Adherence to Policy**

All employees must:

- cooperate with any measures introduced to ensure equal opportunity;
- report any suspected discriminatory acts or practices;
- not persuade or attempt to persuade others to practice unlawful discrimination;
- not victimise anyone as a result of them having reported or provided evidence of discrimination;
- not harass, abuse or intimidate others on account of their race, gender etc.; and
- not lobby 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**

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

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 the Staffing Committee. The Staffing Committee will then conduct an investigation. The Staffing Committee's ruling will be final. The employee will receive written notification as to the outcome.

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 the Staffing Committee. The Staffing Committee's ruling will be final. The individual will receive written notification as to the outcome.