



## **Treverbyn Parish Council**

### **Equal Opportunities Policy**

#### 1. Introduction

Treverbyn Parish Council is committed to promoting equality, diversity, and inclusion in all aspects of its operations, including employment and service provision. The Council aims to eliminate unlawful discrimination and foster an environment where all individuals are treated with fairness and respect.

The Council acknowledges its statutory responsibilities under relevant legislation and is dedicated to meeting these obligations through adherence to this policy.

#### 2. Purpose

The purpose of this policy is to:

Ensure equality, fairness, and respect for all employees, whether temporary, part-time, or full-time, as well as for those who use the Council's services.

Prevent unlawful discrimination on the basis of the protected characteristics outlined in the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity

Oppose and prevent all forms of unlawful discrimination in areas including:

- Pay and benefits

- Terms and conditions of employment
- Handling grievances and discipline
- Dismissal and redundancy
- Parental leave and flexible working requests
- Recruitment, promotion, training, and development opportunities

### 3. Council Commitments

#### 3.1 Service Delivery

Treverbyn Parish Council is committed to ensuring equality of opportunity in service delivery and access to its facilities. This will be achieved by:

Recognising and addressing instances of direct or indirect discrimination.

Providing training for Councillors and employees to understand the diverse needs of different individuals and groups.

Delivering accessible and high-quality services.

Offering clear and accessible information about services and facilities.

Maintaining effective complaints and feedback mechanisms.

Assessing and monitoring the impact of services to prevent discrimination and identify areas for improvement.

Ensuring all employees understand their roles in supporting equality in service delivery.

#### 3.2 Employment

Treverbyn Parish Council is committed to equality of opportunity in employment by:

Encouraging practices that support equality, diversity, and inclusion in the workplace.

Creating a work environment free from bullying, harassment, victimisation, and unlawful discrimination, where all staff contributions are valued.

Taking all complaints of bullying, harassment, victimisation, and unlawful discrimination seriously, addressing them through grievance or disciplinary procedures where appropriate.

Providing equal opportunities for training, development, and career progression to maximise individual potential.

Ensuring employment decisions are merit-based, with necessary exceptions permitted under the Equality Act 2010.

Regularly reviewing employment practices and procedures to ensure fairness and compliance with current legislation.

Monitoring workforce composition to promote equality, diversity, and inclusion and addressing any identified issues.

#### 4. Responsibilities

##### 4.1 Council and Committees

The Full Council holds ultimate responsibility for implementing and reviewing this policy. The Staffing Committee oversees staffing and performance-related issues, while the Finance & General Purposes Committee manages equality in Council facilities.

##### 4.2 Councillors

Councillors ensure that fairness and equality principles guide decision-making and provide direction and scrutiny of this policy.

##### 4.3 Employees

All employees are required to:

- Cooperate with measures to ensure equal opportunity.
- Report suspected discriminatory acts or practices.
- Avoid persuading or attempting to persuade others to engage in unlawful discrimination.
- Refrain from victimising individuals who report or provide evidence of discrimination.
- Avoid harassment, abuse, or intimidation based on protected characteristics.
- Not deter job applicants from applying or accepting positions through undue pressure.

#### 5. Breaches of Policy

Breaches of this policy will be addressed through relevant legislation or disciplinary procedures. Serious offences, such as harassment or victimisation, may result in dismissal for gross misconduct.

#### 6. Complaints

##### 6.1 Internal Complaints

Councillors or employees with concerns about policy application should use the Council's grievance or disciplinary procedures.

##### 6.2 External Complaints

Members of the public or prospective employees can submit complaints in writing to the Clerk within 15 working days of the alleged incident.

Treverbyn Parish Council is dedicated to fostering an inclusive environment where everyone is valued and treated with respect. This policy will be reviewed periodically to ensure its continued effectiveness and compliance with relevant legislation.

Adoption and Review

This Equal Opportunities Policy was adopted by Treverbyn Parish Council on 25.02.25. It will be reviewed annually or as required by legislative changes.

Signed: *D. R. Hawken*

Position: Clerk of the Council

Date: 25.02.25