



Creting St Mary Parish Council **Equality, Diversity and Inclusion Policy**

1. Introduction

- 1.1. Creting St Mary Parish Council strives for high standards both as an employer and as a provider of services for its residents. In so doing, we recognise the need for, and strongly support, the encouragement of diversity in our work and support a Policy of Equality of Opportunities in all areas of our activities and responsibilities.
- 1.2. This Policy provides guidance to enable all who work for or volunteer for Creting St Mary Parish Council to comply with anti-discrimination legislation. The Policy will also address anti-discrimination issues involving areas that currently fall outside any legislation.
- 1.3. The Parish Council is committed to reviewing this Policy on an annual basis. We will also regularly examine the implementation of the Equality, Diversity and Inclusion Policy and Procedures. Where evidence is found of ineffectiveness, immediate remedial action will be taken to ensure implementation and improvement.
- 1.4. The Parish Council urges employees, Members and volunteers to be aware of the less obvious types of discrimination which result from general assumptions and pre-conceptions about the capabilities, interests and characteristics of individuals. Definitions are outlined in Appendix 1.

Policy Statements

2. Diversity and Inclusion

- 2.1. The Parish Council encourages all people it works with and for to contribute to an environment in which people feel comfortable expressing how they feel and what they need, knowing they will be treated with respect and that their contribution will be valued.
- 2.2. The Parish Council, through its Aims and Objectives supports the spirit and intentions of legislation that makes discrimination unlawful and promotes equality, diversity and Inclusion.
- 2.3. The Parish Council will make reasonable adjustments to working practices, equipment and premises where reasonably practical, and offer, where appropriate, additional support to employees, Members and volunteers to ensure they are able to take a full and active part in the Organisation's work.
- 2.4. The Parish Council will endeavour to deliver services in a way that genuinely recognises the importance of an inclusive society that brings opportunities and access, not barriers to individuals.

3. Equal Opportunities

- 3.1. The Parish Council strives to be an equal opportunities employer and promotes equality of opportunity through all of its activities.
- 3.2. No job applicant, employee, volunteer, Member or member of the public should receive less favourable treatment on the grounds of a protected characteristic as outlined in the Equality Act 2010. The Parish Council also strives to include all characteristics of an individual that are above those required by law.

4. Aims & Objectives

- 4.1. The aims and objectives of this Equality, Diversity and Inclusion Policy are:
- 4.1.1. To encourage, promote and celebrate equality, diversity and inclusion in all the Parish Council's activities and services
 - 4.1.2. To ensure equal access to services, jobs and volunteer opportunities
 - 4.1.3. To ensure compliance with legislation on discrimination and equality (including the Equality Act 2010 and any other legislation which becomes law)
 - 4.1.4. To promote equal opportunities in other areas not currently covered by legislation
 - 4.1.5. To create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of employees are recognised and valued.
 - 4.1.6. To maximise the use of resources in the best interests of employees, Members, volunteers and members of the public.
 - 4.1.7. To confront and challenge discrimination where and whenever it arises, whether it be between colleagues, or in any other area relating to the Parish Council's work.
 - 4.1.8. To ensure, through positive action and so far as is practicable, that all of the Parish Council's premises and services are accessible to everyone.
 - 4.1.9. Review employment practices and procedures when necessary to ensure fairness, and update them and the policy to take account of changes in the law.

5. Policy Implementation – Expectations

- 5.1. The Parish Council will seek to promote equality, diversity and inclusion within the following framework of responsibilities.
- 5.2. Responsibility for implementing and developing this Policy rests with the Members. The overall co-ordinating responsibility for equal opportunities and the encouragement of diversity and inclusion in our work is delegated to the Chairman. However, the Parish Council believes that all who works or volunteers with or for it have an individual responsibility: to abide by the Policy and ensure a personal involvement in its application; to co-operate actively to ensure that a fair and equitable environment is a reality. Therefore the Parish Council requires individuals:
- 5.2.1. To implement measures introduced by the Parish Council to ensure equality of opportunity, diversity, inclusion and non-discrimination.
 - 5.2.2. Not to harass, victimise, abuse or intimidate any other employee, Member, volunteer or member of the public on the grounds of a protected characteristic as outlined in the Equality Act 2010, or any individual characteristics that is above those required by law.
 - 5.2.3. To inform the Chairman immediately if they suspect discrimination is taking place.

6. Policy Implementation

- 6.1. In line with the intentions of this Policy, the Parish Council strives to ensure that employees, members and volunteers reflect the wider community.

6.2. The Parish Council recognises the need for a continuing commitment to genuine equal opportunities, diversity and inclusion within the organisation. The effectiveness of the policy's aims and objectives can only be judged by how it operates in practice.

6.3. Policy - Grievance

6.3.1. The Parish Council will take all grievances received seriously and will follow a full and fair procedure.

6.4. Policy – Discipline

6.4.1. Any employee or Member found to be in breach of this policy will be counselled on his/her actions and may, where necessary, be asked to leave the Parish Council.

7. Policy Implementation – Monitoring

7.1. All aspects of policies and procedures shall be kept under review to ensure that they do not operate against the Equality, Diversity and Inclusion Policy.

7.2. Equality of opportunities in the workplace will be monitored for employees through the appraisal systems.

Signed:

Dated: