

APPENDIX C

EQUALITY AND DIVERSITY POLICY

INTRODUCTION AND AIMS OF THE POLICY

Pilning & Severn Beach 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 Pilning & Severn Beach Parish Council complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Pilning & Severn Beach 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 employees and potential employees are treated fairly and with respect at all stages of their employment.
 - All employees (volunteers/service users) 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 employees or by people (third parties) who are not employees of Pilning & Severn Beach Parish Council, such as customers or clients.
- All employees (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees (volunteers/service users) 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 current elected members of Pilning & Severn Beach Parish Council, the Clerk & Responsible Financial Officer and any other employee/ sub-contractor of Pilning & Severn Beach Parish Council.

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

RESPONSIBILITIES

It is the responsibility of Pilning & Severn Beach Parish Council and the Clerk to develop and lead the implementation of the equality and diversity policy.

APPENDIX C

Responsibility for approving the policy and monitoring that it is being followed rests with current elected Pilning & Severn Beach Parish Council members.

Employees and volunteers of Pilning & Severn Beach 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

All current elected members of Pilning & Severn Beach Parish Council and the Clerk will be involved in creating an equality environment and one that values diversity.

Communications

Communication of the policy to job applicants and employees/ volunteers through advertisements in local press, on parish notice boards, parish website and social media.

Working with partners

In selecting our partners we will consider their commitment to Equality and Diversity by ensuring all sub-contractors have access to our policies.

Users of our service

We will make our services accessible by including copies on our website.

In carrying out the policy, the organisation will carry out the following actions: adding a copy of the policy to our website and including the policy in all tenders for work.

REPORTING DISCRIMINATION / POTENTIAL DISCRIMINATION

Employees who feel that they have suffered any form of discrimination should raise the issue through the following means: in writing to the Clerk with a copy to the Chairman of the Parish Council. The Clerk or the Chairman will then respond within 14 working days in writing. The matter will be discussed In Camera at a Parish Council meeting where the person effected will be invited to attend.

Volunteers who feel that they have suffered any form of discrimination should raise the issue through the following means: : in writing to the Clerk with a copy to the Chairman of the Parish Council. The Clerk or the Chairman will then respond within 14 working days in writing. The matter will be discussed In Camera at a Parish Council meeting where the person effected will be invited to attend.

Service users who feel that they have suffered any form of discrimination should raise the issue through the following means: in writing to the Clerk with a copy to the Chairman of the Parish Council. The Clerk or the Chairman will then respond within 14 working days in writing. The matter will be discussed In Camera at a Parish Council meeting where the person effected will be invited to attend.

Employees/volunteers/service users should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of Pilning & Severn Beach Parish Council. Pilning & Severn Beach Parish Council will

APPENDIX C

not tolerate any harassment from third parties towards its employees/volunteers/service users and will take appropriate action to prevent it happening again.

If an employee/volunteer/service user witnesses 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 employees/ volunteers and to service users and methods used will include: annual review at the Annual Parish Council Meeting.

This policy will be reviewed annually by Pilning & Severn Beach Parish Council to ensure that it remains up to date and reflects the needs and practices of the organisation.

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