



Equality in Employment Policy

1. Scope

This Policy applies to all employment policies, processes and employees of the Council.

2. Purpose

The purpose of this policy is to ensure that; -

- ◆ Council services are of high quality and responsive to residents' needs, by seeking to ensure that our workforce profile better reflects the profile of our community.
- ◆ The Council makes best use of the skills and abilities of all its employees, and seeks to identify the talents of all potential employees.
- ◆ The Council fulfils its legal obligations under various equal opportunities legislation and complies with provisions contained in the various Codes of Practice.
- ◆ All employees are aware of their responsibility to equality.

3. Policy

- ◆ The Council is committed to treating all employees (or applicants for employment), fairly and on merit, and to the development and implementation of employment policies, procedures and practices that do not discriminate unlawfully on the grounds of:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership

Human Resources Management

Authorised by: Chief Executive

Effective date: December 2003

Revised: October 2008 and November 2010



INVESTOR IN PEOPLE

- Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
- ◆ Additionally, the council is committed to ensuring that employees and applicants for employment are not discriminated against on the grounds of HIV status, poverty or social exclusion, trade union activity or their domestic responsibilities.
 - ◆ Equalities responsibilities and considerations are key and intrinsic parts in the development, monitoring, review and revision of all employment policies, procedures and guidelines. All policies, procedures and guidelines will seek to prevent unlawful discrimination and create a working environment that encourages diversity, respects difference and treats employees with dignity at all times.
 - ◆ The Council recognises respects and values diversity within its workforce as an asset and key resource in enhancing and maximising performance to meet the diverse needs of its service users.
 - ◆ The Council is committed to providing equal access to training and development within available resources.
 - ◆ The Council will regularly monitor employee and applicant data and information to ensure there is a continuous review of the composition of the workforce. This will identify the impact of policies and practices and provide the basis to eliminate unjustified discrimination and promote equality of opportunity.
 - ◆ This data will be reported regularly to Corporate Management Team and the Trade Unions. The Council will produce and publish an annual report
 - ◆ The Council's aim is that the composition of our workforce should better reflect that of our community.
 - ◆ A copy of this policy will be provided to every applicant and employee.

4. Responsibilities

Employees - It is the responsibility of every employee to uphold, respect and act in accordance with this policy. Employees in breach of this responsibility will be subject to disciplinary action that may lead to dismissal.

Managers – Managers are responsible for the effective and correct operation of the Council's policies, procedures and guidelines especially where they may impact on equality.