



Cainscross Town Council

Cashes Green & Ebley

Adopted on the 16th October 2017
To be reviewed October 2020

Equal Opportunities Employment Policy

The Council

1. Cainscross Town Council is an Equal Opportunities Employer
2. The Council recognises under the Equality Act 2010 it is unlawful to discriminate against an individual on the following grounds:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
3. The aim of the Council's Equal Opportunities Employment Policy therefore is to ensure that no employee or job applicant receives less favourable treatment on the grounds stated above and to eliminate all employment practices which prevent equality of opportunity within the Council.
4. The Council is committed to take positive action to redress discrimination and to provide genuine equality of opportunity. Moreover, the Equal Opportunities Employment Policy will enable all employees to make a full and effective contribution to the Council.
5. The Council requires that all job vacancies, excluding those arising under a restructuring covered by the National Conditions of Service, are advertised both internally and externally simultaneously having regard to the specific qualifications and experience required. It is the Council's policy that internal applicants for posts will be interviewed.
6. All Council posts (except those subject to legal exemptions and through genuine occupational qualifications) will be open, when advertised externally, to all people. Selection criteria and procedures will ensure that individuals are recruited, promoted and treated on their merits and abilities.
7. The Council recognises that for all groups within the community to be properly served by the Council, it is necessary for those groups to be represented at all levels within the Council and within all types of work.
8. The Council will apply its Equal Opportunities Employment Policy across all directorates and at all levels. Consequently, it will provide the wide-ranging programme of education and training that is needed to bring about the necessary

changes in attitudes towards the employment of the disabled, ethnic minorities and women before equality of opportunity can be achieved.

9. The Council will make all reasonable endeavours to ensure equal opportunities for disabled people by providing facilities, training and career development.
10. Council employees are expected to comply with the Equal Opportunities Employment Policy and appropriate training will be given to employees on all aspects of the policy.
11. The Council is committed to an efficient and confidential monitoring system to ensure effective implementation of the policy.
12. The Council will develop strategies and programmes in conjunction with the recognised trade unions in order to remove discrimination and prejudice.

Management

13. Management have a particular responsibility to ensure that the Council's Equal Opportunities Employment Policy is understood and acted upon by all employees.
14. Consequently, managers should:
 - Make clear to employees the legal provisions concerning discrimination, positive action and the Council's Equal Opportunities Employment Policy ensure that grievances are dealt with speedily and consistently
 - Identify and seek to remove practices and procedures which may lead to discrimination
 - Assess individual training needs for ensuring that the Equal Opportunities Employment Policy is effectively implemented
 - Identify appropriate employees for special training and encouragement to achieve equality of opportunity.

Individual Employees

15. The Council has overall responsibility for ensuring that there is no discrimination. Nevertheless, the behaviour and attitudes of individual employees are crucial for the successful application of the Council's Equal Opportunities Employment Policy.

Consequently, individual employees should:

- Ensure employees or members of the public are not discriminated against
- Co-operate with measures introduced to ensure equal opportunities and non-discrimination
- Prevent inducement or attempts to induce other employees or management to discriminate
- Ensure that victimisation or attempts victimise individuals on the grounds that they have made complaints or provided information on discrimination does not occur
- Ensure that other employees or members of the public are not harassed, abused or intimidated on account of their sex, marital status, age, race, nationality, disability, sexuality or religious belief
- Inform management if they suspect that discrimination is taking place in employment decisions.

It will be a condition of service that employees adhere to the Equal Opportunities Employment Policy and failure to do so shall be cause for disciplinary measures to be taken.

Communication and Review

16. The Council aims to ensure that the Equal Opportunities Employment Policy is fully communicated to all employees and implemented in all Directorates and at all levels; and will review the Policy and its implementation regularly.