

## **Woughton Community Council**

# **Employment Policy 2020**

Woughton Community Council is an equal opportunity employer.

Woughton Community Council is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and any applicants. As an employer, we aim to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. Therefore, we have adopted the following policy as a means of helping us to achieve these aims.

It is Woughton Community Council's stated policy to treat all workers and job applicants equally and fairly irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, culture, religion, age or disability.

These principles of non-discrimination and equality of opportunity also apply to the way in which staff treat colleagues, visitors, clients, customers, suppliers and former staff members. This shall be appointed across all aspects of work at Woughton Community Council.

- The appointment of members to its Board of Management or committee members/councillors
- The appointment of staff, their conditions of service and employment procedures
- All dealings with the public and service users

## **Employment Policy**

### **Recruitment**

Recruitment and selection will be in accordance with our equal opportunities objectives, job related criteria and the appointed applicant will be chosen on her/his merits and abilities. Woughton Community Council will endeavour to ensure that employees responsible for staff recruitment and selection do not discriminate unfairly.

All reasonably practicable steps will be taken to ensure that problems in relation to access or equipment do not debar disabled applicants from employment.

### **Human Resources Policies and Procedures**

Guidance is given to staff on the implications of the equal opportunities policy and, in particular to those involved in the Management of staff.

The interpretation and application of all conditions of employment are intended to ensure that they are consistent with equal opportunity principles. Policies and Procedures are reviewed and updated as necessary to improve, we will amend or adapt current practices to promote equality of opportunity where/when appropriate.

Woughton Community Council is also committed to ensuring that no policy, procedure, provision, rule, requirement, condition or criteria will be imposed on any worker or job applicant without reasonable justification if it would be likely to put that person at a disadvantage on any of the above grounds.

### **Monitoring**

Relevant data is collected to monitor the operation of this policy. Personal details provided by employees or applicants for jobs will be kept confidentially and will not be used for any other purpose.

### **Harassment**

Woughton Community Council recognises that harassment is a form of discrimination. Harassment is defined as any action that is found abhorrent and offensive and threatens an employee's job security or creates an intimidating working environment. Any employee who experiences sexual, racial or any other kind of harassment is encouraged to use the grievance procedure as presented in the Employee Handbook.

### **Organisational Responsibilities**

Although all staff have a duty of care to one another, STEVE MCNAY the COUNCIL MANAGER has overall responsibility for implementing and monitoring the effectiveness of this policy. Line Managers are under an obligation to promote equality of opportunity in their own areas of responsibility. All employees have a duty under the terms of this policy neither to discriminate unfairly against or harass colleagues or job applicants, nor to encourage other members of staff to do so. Unfair discrimination or harassment by an employee will result in disciplinary action, including summary dismissal where appropriate.

### **Complaints**

Any applicant who feels that they have been unfairly discriminated against during the recruitment process is invited to write to STEVE MCNAY – the Council Manager with details. Complaints will be fully investigated. This does not affect the right to complain to an Employment Tribunal in any way. Woughton Community Council recognises that some individuals may be unwilling to make a complaint regarding Equal opportunities for a variety of reasons. Woughton Community Council regards any discrimination or harassment especially that resulting in making an undesirable or intimidating working environment for any staff as unacceptable. It is important all employees are assured they are able to raise concerns without fear and in the knowledge their complaint will be fully investigated and taken seriously.

All complaints will receive prompt attention and will be properly investigated – we will seek to resolve any issues with the most appropriate action as quickly as possible.

Although in some cases it may be possible for an employee affected by such behaviour to ask the harasser to stop, Woughton Community Council understands this is not always possible or appropriate. In such instances please see below for important contacts to report any issues to relating to the organisations existing Grievance Procedure.

### **Relevant Legislation**

- Equal pay Act (1970)
- Sex Discrimination Act (1975)
- Race Relations Act (1976)
- Disability Discriminations Act (1995)
- Human Rights Act (1998)
- Race Relations (Amendment Act)
- Civil Partnership Act (2004)
- Disability Discrimination Act (2005)
- Equality Act (2006)

And the following regulations:

- Sex Discrimination (Gender Reassignment) Regulations 1999
- Race Relations Act 1976 (Amendment) Regulations 2003
- Equal Pay Act (EPA) 1970 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006

## Linked policies

Equal opportunities statement  
Recruitment and Retention  
Staff Handbook

<b>Last review date:</b>	<b>19.08.2020</b>
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<b>Lead:</b>	<b>Samone Winsborough</b>
<b>Overseeing Committee:</b>	<b>Operations committee</b>
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