

Equal Opportunities Policy

Context

It is unlawful to discriminate against an individual. Discrimination is defined as unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances, on the grounds of:

- **Age**
- **Disability**
- **Gender reassignment**
- **Marriage and civil partnership**
- **Pregnancy and maternity**
- **Race**
- **Religion or belief**
- **Sex**
- **Sexual orientation**

These are defined as “protected characteristics” under the Equality Act 2010.

Discrimination may be direct or indirect and includes harassment and victimisation.

Purpose

To provide and promote equal opportunities to all employees or job applicants, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken).

Scope

All employees, whether full time, part time, fixed term contract, agency workers or temporary staff.

Policy Statement

Camborne Town Council is committed to providing equality of opportunity. All employees have a part to play in achieving this and the Council will ensure that individuals are aware of their personal responsibility to follow and support the Equal Opportunities Policy.

We oppose all forms of unlawful and unfair discrimination, whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any protected characteristics defined in the Equality Act 2010.

No employee or prospective employee should receive unfair or unlawful treatment due to their characteristics. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability.

Camborne Town Council will:

- Make the best possible use of the skills, talents and abilities of all employees;
- Ensure as far as possible that its services reflect the diverse needs of its customers;
- Foster good relations between people who share a protected characteristic and those who do not.

Whilst the emphasis of this policy is on the fair and equal treatment of employees, the principle of creating an environment, which eliminates discrimination, applies equally to the treatment of customers, suppliers and other people who have contact with the Council.

Reasonable Adjustments

The Council has a duty to make reasonable adjustments to facilitate the employment of a disabled person.

These may include:

- Making adjustments to premises;
- Providing training or mentoring for a disabled employee;
- Supplying or modifying equipment, instruction and training manuals for disabled employees; or
- Any other adjustments that the Council considers reasonable and necessary provided such adjustments are within the financial means of the Council.

If an employee has a disability and feels that any such adjustments could be made by the Council, they should contact the Designated Officer.

Adherence to the Policy

It is the responsibility of managers/supervisors to ensure that within their areas of responsibility the standards established within this policy are followed.

All employees must:

- Co-operate with any measures introduced to ensure equal opportunity;
- Report any suspected discriminatory acts or practices;
- Not persuade or attempt to persuade others to practice unlawful discrimination;
- Not victimise anyone as a result of them having reported or provided evidence of discrimination;
- Not harass, abuse or intimidate others on account of any protected characteristic;
- Not lobby job applicants in an attempt to discourage them from applying or taking up a post.

Any breach of the Equal Opportunities Policy will be dealt with by disciplinary procedure. Serious offenses, such as harassment, will be treated as gross misconduct.

This policy is fully supported by all Members of the Council and will be reviewed as new legislation requires.

Complaints

Any employee who has a concern regarding the application of this policy should make use of the Council's grievance procedure.

Any prospective employee wishing to make a complaint should do so in writing to the Designated Officer within 15 working days of the alleged incident. An independent investigation will be conducted and the findings reported to the Staffing Committee whose ruling will be final. The individual will receive written notification of the outcome.