



## **Inclusion, Equality and Diversity Policy**

### **OUR COMMITMENT**

To create an environment in which individual differences and the contributions of all our staff are recognised and valued. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. Training, development and progression opportunities are available to all staff.

To promote equality in the workplace which we believe is good management practice and makes sound business sense. We will review all our employment practices and procedures to ensure fairness. Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings. The policy will be monitored and reviewed annually.

### **POLICY STATEMENT**

1. Binsted Parish Council is an equal opportunities employer and provider of services and complies with the 2010 Equalities Act. The Parish Council recognises that discrimination and victimisation is unlawful. It is the aim of the Parish Council to ensure that no employee or job applicant receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
2. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Parish Council.
3. Our staff will comply with all requirements under the Equality Act.
4. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

### **RESPONSIBILITIES OF MANAGEMENT**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Council's Finance Committee. Councillors will ensure that they and their staff operate within this policy and arrangements. The Chairperson and Clerk will ensure that all staff are aware of the policy and the arrangements and that any grievances are dealt with properly, fairly and in a reasonable time frame. The Finance and Governance Committee will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

### **GRIEVANCES / DISCIPLINE**

Employees have a right to pursue a complaint under this policy and it will be dealt with under the Parish Council's Grievance Procedure.

The effectiveness of this policy and associated arrangements will be reviewed annually by full Council.

*Adopted at Full Council Meeting 9 Jan 2024. Review Date: Jan 2025*