

# *Horspath Parish Council*

## Diversity and Inclusion Policy

### Introduction

We are an equal opportunities employer. We are committed to equality of opportunity and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

The terms equality, inclusion, diversity and equity are at the heart of this policy:

- 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination
- 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution
- 'Diversity' means the celebration of individual differences
- 'Equity' means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all.

We will actively support diversity, equity and inclusion and ensure that our workforce is valued and treated with dignity and respect. We want to encourage everyone in the organisation to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

The HR Committee has particular responsibility for implementing and monitoring the Equality and diversity policy and, as part of this process, all HR policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

All employees, workers or self-employed contractors 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.

While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the HR Committee, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of everyone to this policy and application of its principles are essential to eliminate discrimination and provide equality and equity throughout the organisation.

Employees are invited to comment on this policy and suggest ways in which it might be improved by contacting the HR Committee.

Breaches of this policy will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice. If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure.

**Last updated:** 30<sup>th</sup> March 2023

**Date of next review:** 30<sup>th</sup> March 2024