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# SAWSTON PARISH COUNCIL

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## EQUAL OPPORTUNITIES POLICY

Sawston Parish Council is committed to a policy of treating all its employees and job applicants equally and ensuring that the working environment is free from unfair treatment, discrimination and harassment. We seek to promote a culture where decisions are made on merit.

No employee or prospective employee shall receive less favourable treatment on the grounds of race, sex or marital status, nationality, ethnic origin, religion or beliefs, sexual orientation, gender re-assignment, age or disability. Neither will any person be disadvantaged by any condition of employment or employer requirements that cannot be justified as necessary on operational grounds.

This policy applies to all aspects of Sawston Parish Council's relationship with its employees and relationships between employees. This includes job advertisements, recruitment and selection, training, development, conduct, disciplinary and grievance procedures and the termination of employment. Sawston Parish Council shall appoint, train, develop and promote on the basis of merit and ability.

Sawston Parish Council will also regularly review its conditions of employment, benefits and facilities to ensure that they are available to all employees who should have access to them.

This principle of non-discrimination and equality extends to the way employees treat Sawston Parish Council's visitors, clients, customers, colleagues and former employees.

All employees, regardless of their seniority, have a duty, both morally and legally to treat others with dignity and not to discriminate against individuals.

Managers and Immediate Managers who are involved in the recruitment, selection, promotion and training of employees have special responsibility for promoting the policy's objectives and its practical application.

Sawston Parish Council encourages any employee who feels that they have been unfairly treated or discriminated against to raise this with their Line Manager or an alternative Manager. If an employee feels or considers that they have been disadvantaged on one of the grounds listed above, they should not hesitate to report the matter so that the issue can be investigated and resolved.

Any allegation made about a potential breach of this policy will be treated in confidence and dealt with in accordance with Sawston Parish Council's procedures. An Employee who makes an allegation in good faith should not be victimised or treated any less favourably as a result. Any allegations made in bad faith will be dealt with under Sawston Parish Council's disciplinary policy/procedure.

Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination, which includes direct discrimination, indirect discrimination, harassment or victimisation. Serious contravention of this policy may be treated as gross misconduct and may result in dismissal.

If there is any uncertainty about this policy, employees should consult their Line Manager.