

# **Old Catton Parish Council**

## **Equal Opportunities Policy Statement & Procedure**

Old Catton Parish Council is committed to providing a work environment that is free from discrimination and promotes equal opportunities for all employees, job applicants, clients, and other stakeholders. We believe in treating everyone with dignity and respect, valuing diversity, and ensuring that no individual is subject to discrimination or harassment on the basis of race, colour, ethnicity, gender, sexual orientation, gender identity, age, disability, marital status, religion, or any other protected status.

We are dedicated to creating a workplace culture that fosters inclusivity and diversity, where differences are embraced, and everyone can contribute to their full potential. Our commitment to equal opportunities extends to all aspects of employment, including recruitment, training, development, promotion, and remuneration.

Procedure:

1. Recruitment and Selection:
  - a. All recruitment processes will be conducted based on merit and job-related criteria.
  - b. Job advertisements will avoid any language or requirements that may discourage certain groups from applying.
  - c. Interview panels will be trained to assess candidates fairly, focusing on skills, qualifications, and experience.
2. Training and Development:
  - a. Training opportunities will be accessible to all employees, regardless of their background.
  - b. Training programs will promote diversity awareness, inclusion and equal opportunities.
3. Promotion and Career Development:
  - a. Promotion decisions will be based on skills, performance and potential, without bias.
  - b. Career development programs will be available to all employees to support their growth within the organisation.
4. Harassment and Discrimination:
  - a. Any form of harassment or discrimination will not be tolerated.
  - b. Employees are encouraged to report incidents of discrimination or harassment and the organisation will take prompt and appropriate action to address such concerns.
5. Monitoring and Review:
  - a. The organisation will regularly monitor workforce demographics to identify areas for improvement.
  - b. This policy will be reviewed periodically to ensure its effectiveness and relevance.

6. Communication:

- a. This policy will be communicated to all employees and stakeholders, and efforts will be made to raise awareness of its importance.

By implementing and adhering to this Equal Opportunities Policy Old Catton Parish Council aims to create a workplace where diversity is celebrated and everyone is treated with fairness and respect.

Adopted: 15<sup>th</sup> January 2024