

# MARTHAM PARISH COUNCIL

## EQUAL OPPORTUNITIES POLICY

### 1 PURPOSE

To promote equal treatment for the employee or job applicants irrespective of disability, race, colour, ethnic or national origin, gender, sexual orientation, marital status, age, religion or political belief, and that this is managed in such a way that Martham Parish Council complies with Equal Opportunity legislation and Codes of Practice.

### 2 POLICY STATEMENT

- 2.1 Martham Parish Council is committed to providing equality of opportunity. Any employee has a part to play in achieving this and Martham Parish Council will ensure that individuals are aware of their personal responsibility to follow and support the Equal Opportunities policy.
- 2.2 The employee, or prospective employee, should not receive unfair or unlawful treatment due to disability, race, colour, ethnic or national origin, gender, sexual orientation, marital status, age, religion or political belief. Martham Parish Council will seek to identify and act upon all unlawful discrimination which denies individual opportunity on any of the criteria mentioned above. The employee has the right to complain about unfair discrimination through the appropriate procedures.
- 2.3 Active steps will be taken to ensure that this policy is implemented and regularly reviewed.
- 2.4 Martham Parish Council will:
  - (i) make use of the best skills, talent and abilities of its employee;
  - (ii) ensure, as far as possible, that its services reflect the diverse needs of its parishioners.
- 2.5 Whilst the emphasis in this policy is on fair and equal treatment of its employee, the principal of creating an environment which eliminates discrimination applies equally to the treatment of parishioners, suppliers and other people who have contact with Martham Parish Council.
- 2.6 In respect of the disabled, Martham Parish Council will:
  - (i) give full and fair consideration to disabled people for any vacancies;
  - (ii) wherever possible, a newly disabled employee will be continued in employment by the Council.

2.7 The employee must:

- (i) co-operate with any measures introduced to ensure equal opportunity;
- (ii) not persuade or attempt to persuade others to practice unlawful discrimination;
- (iii) not victimise anyone as a result of them having reported or provided evidence on discrimination;
- (iv) not harass, abuse or intimidate others on account of their race, gender, etc.

2.8 Any breach of the Equal Opportunities policy will be dealt with by a special committee appointed by the Council. Serious offences, such as harassment, will be treated as gross misconduct.

### 3 COMPLAINTS

3.1 An employee who has a concern regarding the application of this policy should, in the first instance, write to the Council.

3.2 **Prospective Employee**

Any prospective employee wishing to raise a complaint should do so, in writing, to the Parish Clerk within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by a member of the Council who has not been previously involved in the selection procedure and will report to the Council. The decision of the Council will be final. The individual will receive written notification as to the outcome.

### 4 KEY CONTACT

**Parish Clerk** – Community Centre, Playingfield Lane, Martham, Great Yarmouth, NR29 4SP

**Adopted by Martham Parish**

**Signed:** ..... (Chairman)

**Date:** .....