

12 EQUAL OPPORTUNITIES POLICY

- 12.1 St Briavels Parish Council recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the parish council's position on equal opportunity in all aspects of council business, including recruitment, giving guidance and encouragement at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, contract status, age, sexual orientation or religion.
- 12.2 It is the policy of St Briavels Parish Council to ensure that no councillor or the clerk receives less favourable treatment on the grounds of sex, race, marital status, disability, age, contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of its business.
- 12.3 St Briavels Parish Council recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. St Briavels Parish Council recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- 12.4 The application of recruitment and training policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- 12.5 All employees of St Briavels Parish Council will be made aware of the provisions of this policy.
- 12.6 Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, contract status, sexual orientation or religion.
- 12.7 Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- 12.8 All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- 12.9 All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.
- 12.10 St Briavels Parish Council will not discriminate on the basis of sex, race, marital status, disability, age, contract status, sexual orientation or religion in the allocation of duties between councillors and the clerk.
- 12.11 St Briavels Parish Council will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- 12.12 The clerk and councillors will be provided with appropriate training regardless of sex, race, marital status, disability, age, contract status, sexual orientation or religion.
- 12.13 The clerk and councillors will be encouraged to discuss their training needs with their lead councillor for staffing and chairman.

- 12.14 St Briavels Parish Council emphasises that discrimination is unacceptable, and may lead to disciplinary action.
- 12.15 Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.