

# EQUAL OPPORTUNITIES AND DIVERSITY POLICY



## BUSINESS CASE

It is important for any organisation, especially a public body funded out of the public expense to have a statement setting out its Equal Opportunities Policy which will provide a positive, ethical and clear perspective on the way the Council conducts its business and treats its staff and visitors.

All the Councillors have signed up to this policy which indicates our intention to carry out our functions with fairness and due diligence.

This statement has to be read in conjunction with our Grievance and Discipline Procedures and will be seen to be complementary to these procedures.

### 'STATEMENT'

*Croxley Green Parish Council seeks to provide a working environment free from **any** form of harassment, intimidation, bullying, victimisation or unjustifiable discrimination.*

*We shall treat individuals openly and fairly with dignity and respect. We shall value everyone's contribution to providing a quality service to the residents of Croxley Green.*

*All Councillors and Staff employed by the Council will demonstrate their commitment to these principles and will challenge behaviour and language which is unacceptable in particular on the grounds of gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status.*

*We shall ensure that our policies and procedures reflect these principles.*

*Failure to abide by these principles could result in those deemed responsible being reported, disciplined or being asked to leave the Council Office.'*

## WHAT THIS MEANS IN PRACTICE

Equal opportunities mean getting the best from people by treating everyone fairly and without bias. It is particularly

important when dealing with personnel matters. There are sound reasons for having this policy and they include.

- a) Improving individual performance
- b) Treating everyone with fairness, dignity and consideration
- c) Demonstrating to the Community that we are a fair organisation
- d) Creating a healthy working atmosphere and
- e) Enhancing the morale of our staff.

### **A Personal Responsibility**

Simply having a policy will do nothing in itself to promote a culture of equal opportunities. It is our day to day practice that is important.

All Councillors, staff and visitors are entitled to dignity and respect at all times whilst within the Council Office.

Our staff expect a safe and rewarding working environment. The Councillors expect to be able to carry out their duties in an atmosphere free of intimidation and in a spirit of free speech and the right to be heard and the visitors to the Council Office expect to be seen and heard with consideration, respect and understanding.

As Councillors, we can play a critical part in providing for the above by

- a) Setting the tone for behaviour between ourselves, our staff and the public
- b) Challenging unacceptable language and behaviour
- c) Ensuring no one is harassed, victimised or bullied at work
- d) Dealing with problems raised by staff promptly and fairly whether formally or informally
- e) Using job related criteria when selecting staff and
- f) Dealing fairly, efficiently and effectively with Grievance and Discipline matters.

**The aim of our Equal Opportunities Policy Statement is simply to ensure fairness and understanding, dignity and respect in our dealings with each other, our staff and the wider population of Croxley Green.**