

## **BRAUNSTONE TOWN COUNCIL**

### **EQUALITY AND DIVERSITY POLICY (January 2014)**

#### **MISSION STATEMENT**

*“We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.”*

#### **Our Equality and Diversity Policy**

Braunstone Town Council is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be representative and each employee feels respected and able to give their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate because of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, sex and sexual orientation. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

#### **Our commitment:**

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and helps us respond to all our customers' needs.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- The policy will be monitored and reviewed regularly in line with legislative changes.

#### **Selection and Recruitment**

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Whenever possible, more than one person must be involved in the selection, interview and recruitment process, and all should have received training in equal opportunities.

Reasons for selection and rejection for vacancies must be recorded.

## **Personal Records**

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose), job applicants will be forwarded an 'Equal Opportunities Monitoring Form'. Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

The information provided on this form will not be used by those involved in the selection procedure, it will be kept for statistical purposes only and will be separated from the main application form upon receipt and before consideration of candidates takes place.

Equal Opportunity Monitoring is carried out to enable the Council to evaluate the effectiveness of the Equality and Diversity Policy and related personnel practices and policies. All information supplied on this form will be kept in a confidential manner and used for monitoring purposes only.