



# Equality and Diversity in Employment Policy *(Draft)*



OUR VISION: To make Maldon District a better place to live, work and enjoy

## Document Control Sheet

<b>Document title</b>	<b>Equality and Diversity in Employment</b>
<b>Summary of purpose</b>	Maldon District Council is committed to providing equal opportunities in employment and avoiding unlawful discrimination. This policy is intended to assist the Council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.
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**Validity Statement**

This document is due for review as and when relevant legislation changes. Users of the policy should ensure that they are consulting the currently valid version of the document.

**If you would like this information in large print, Braille or another language, please contact HR.**



MALDON DISTRICT  
COUNCIL

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## Policy Statement

Maldon District Council is committed to providing equal opportunities in employment and avoiding unlawful discrimination.

This policy is intended to assist the Council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment. The Council has a separate Grievance Policy which deals with these issues.

Please refer to the Council's Equality Act 2010 Guidance for additional information on protected characteristics and types of discrimination, as covered by the Equality Act 2010.

## Scope of this Procedure

### 1. Equal Opportunities in Employment

1.1 The Council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy. Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

1.2 See Supporting Disabled Employees Guidance.

### 2. Customers, suppliers and other people not employed by the Council

2.1 The Council will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by the organisation.

2.2 Employees should report any bullying or harassment by customers, suppliers, visitors or others to their manager who will take appropriate action.

2.3 Please refer to the Council's Corporate Equality Policy for further information.

### 3. Training

3.1 The Council will provide learning opportunities in equal opportunities to staff to help them understand their responsibilities with regard to equalities and what they can do to help create a working environment free of bullying and harassment.

### 4. Employee Responsibilities

4.1 Every employee is required to assist the Council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

4.2 Employees can be held personally liable as well as, or instead of, the Council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

4.3 Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's Disciplinary Policy. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

## 5. Grievances

5.1 Where an employee considers that they have been unlawfully discriminated against, or if the complaint involves alleged bullying or harassment, they may use the Council's Grievance Policy to make a complaint.

5.2 The Council will take any complaint seriously and will seek to resolve any grievance that it upholds. Employees will not normally be penalised for raising a grievance, even if the grievance is not upheld, unless the complaint is made in bad faith or for some other malicious or inappropriate reason.

5.3 Use of the Council's Grievance Policy does not affect an employee's right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

## 6. Monitoring and Review

6.1 This policy will be monitored periodically by the Council to judge its effectiveness and will be updated in accordance with changes in the law.

6.2 Information provided for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

### **The Equality Act 2010**

The Act makes it unlawful to discriminate directly or indirectly in recruitment or employment because of:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnerships
- Pregnancy & Maternity
- Race (which includes colour, nationality and ethnic or national origins)
- Religion or Belief
- Sex (formally Gender)
- Sexual orientation

These are known as "protected characteristics".

In addition, the Act also defines specific types of discrimination.

For further information on protected characteristics and types of discrimination see Equality Act 2010 Guidance.