

DERI WOODS RECREATION GROUNDS

Equality and Diversity Policy

The Trust is committed to encouraging equality and diversity among its workforce, Councillors, Volunteers and eliminating unlawful discrimination.

The Trust values diversity, recognises any differences and treats everybody with respect.

It believes that everybody has a right to equality of opportunity, regardless of gender, race, disability, age, sexual orientation, religion or belief, background or personal circumstances.

The Trust expects its staff, councillors, volunteers, contractors and community stakeholders to play an active part in promoting equality and challenging discriminatory behaviour.

The Trust expects anybody who feels unfairly treated, is upset by thoughtless comments or jokes, experiences any form of discrimination, harassment, victimisation or abuse to tell the Council.

The Trust takes any form of discrimination and harassment very seriously.

If anybody witnesses any discriminative behaviour then the Secretary should be informed.

The aim is for its workforce to be truly representative of all sections of society and for each employee or volunteer to

feel respected and able to give their best.

The Trust in providing its services, facilities and activities- is also committed to no unlawful discrimination of local residents', the public, Trust members, volunteers, contractors, community stakeholders and all involved with the Trust's business.

The policy's purpose is to:

- Provide equality, fairness and respect for all in our employment (paid or volunteer), whether temporary, part-time or full-time (including volunteers);
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race(including colour, nationality, and ethnic or national origin), religion or belief, sex(gender)and sexual orientation;
- Oppose and avoid all forms of unlawful discrimination.

This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities; The Trust commits to:

- Encourage equality and diversity in the workplace, as not only is this lawful, it is respectful, and good practice, and it also makes good business sense;

- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff (and volunteers) are recognised and valued;

This commitment includes training all employees and volunteers about their rights and responsibilities under the equality policy.

Responsibilities include staff conducting themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination;

All staff including volunteers should understand that they, as well as the Trust as the employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, local residents/the public, volunteers, councillors, community stakeholders and suppliers;

Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, local residents, suppliers, visitors, the public and any others in the course of the Trust's work activities;

- Such acts will be dealt with as misconduct under the Trust grievance and/or disciplinary procedures, and any appropriate action will be taken. Serious complaints could amount to gross misconduct and lead to dismissal without notice;

- Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.

In addition, harassment under the Protection from Harassment Act 1997—which is not limited to circumstances where harassment relates to a protected characteristic—is a criminal offence;

- Make opportunities for training, development and progress available to all staff and volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the Trust, for the benefit of local residents’;

- Decisions concerning staff being based on merit, (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act);

- Review employment practices, policies and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law;

- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality and diversity policy;

- Monitoring will also include assessing how the equality and diversity policy, and any action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues;

Details of the organisation's grievance and disciplinary policies and procedures can be found within the Staff Handbook.

This includes with woman employees should they raise a grievance – usually their line manager. Use of the Trust's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Compliance—The Trust will aim to ensure that due regard is given to the aims of this policy by considering all of its functions in order to determine compliance:

- The members of the Trustee are bound to adhere to equal opportunities principles by the Code of Conduct.

- Employees –The content of this policy in relation to employees is available in the Staff Handbook. All employees will be equally encouraged to apply for suitable training and employment opportunities appropriate to their respective role. Whenever possible, efforts will be made to identify and remove unnecessary or unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or underrepresented groups, for example, considering job sharing and part-time working.

- Vacancies –Vacancies, where appropriate, will be advertised internally and externally, widely across all sections of the community to ensure knowledge of the positions reaches underrepresented groups.

The selection criteria will be kept under constant review, to ensure it is justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

➤ Positive Action – If candidates for a role were both as qualified to be recruited or promoted, the Trust would be allowed to take into consideration perceived disadvantages or under-representation in the workforce, when deciding who to recruit – this means the Council would be able to favour the candidate from the under-represented or disadvantaged group.

➤ Premises – The Town Council premises are compliant with, (or will be practicably adapted to comply) with the Equality Act 2010 whenever possible. Where buildings are not in compliance, the Trust will do all that is reasonably possible to ensure that service users are able to access facilities.

All staff will respect and be sympathetic to the needs of minority groups and ensure that they receive the same level of service as other members of the community.

The Trust has a formal Complaints Procedure Policy, including for any anonymous complaints. Members of the public should refer to the Trust's Community Engagement Policy and its Business Plan.

Trust staff should refer to the Staff Handbook. The Trust is committed to challenging inequality, discrimination and

disadvantage. It endeavours to ensure equality of opportunity to all sectors of the community and its workforce is an integral part of this commitment.

R A Robinson MBE FRICS FSLCC
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