

SALISBURY  
CITY COUNCIL



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# Equalities & Diversity in Employment Policy

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HR13	2	HR	63674		1 May '18	1 May '19		Policy to be posted on website
HR13	1	HR	2700		2010	2014		

#### Distribution

**Internal:** All SCC Staff

**External:** Website/Councillors/Partners

## **1. Introduction**

- 1.1. This document is a statement of Salisbury City Council's policy for achieving diversity in its employment practices.
- 1.2. This policy sets the framework for action but acknowledges that this is not enough, in itself, to ensure that discrimination and disadvantage in employment is removed. Actions to ensure that every employee feels valued for their individual contribution to the organisation are also necessary. The Council aims to build a workforce which is valued and whose diversity reflects the community we serve.
- 1.3. The Council has encapsulated its commitment to equalities and diversity in its Equality & Diversity Statement (See Appendix 1)
- 1.4. To build on the principles outlined in this policy, the Council will create and publish an Equality Action Plan. The Equality Action Plan will be informed by information gathered from equalities monitoring. It will set out aims and show in more detail what actions the Council intends to take to achieve its aims of eliminating discrimination and promoting equality of opportunity.
- 1.5. The Council will compile an Equalities Report containing:
  - 1.5.1. The results of information gathering including Equalities monitoring
  - 1.5.2. What the council has done over the past year to deliver its equality Action Plan
  - 1.5.3. Progress on the implementation of the Action Plan

## **2. The framework**

- 2.1. SCC expects all staff to operate within a framework of mutual respect and harassment and discrimination and anyone operating outside this then this can lead to disciplinary action
- 2.2. In adopting a best practice approach, the Council fully recognises that its employment practices are a major influence on the community at large and intends that its equalities policies should reach out into the community it serves
- 2.3. The policy applies to potential as well as actual employees and relates to all aspects of employment, including recruitment, pay, terms and conditions of service, promotion, development and training, transfer, grievance and disciplinary procedures and in making arrangements for working in the Council. The policy will be made known to all employees and applicants for jobs.
- 2.4. All sections of the population will have equal access to jobs offered externally by the Council. No applicant or employee will receive less favorable treatment because of gender, disability, age, ethnic or national origin, marital

status, creed, sexual orientation, trade union membership, gender reassignment, political affiliation or responsibility for dependants unless Genuine Occupational Qualifications (GOQ) apply.

- 2.5. In order to combat indirect discrimination, no unnecessary conditions or requirements will be applied to any Council job, which would have a disproportionately adverse effect on any one.
- 2.6. The Council will strive to ensure that all services provided by, or on behalf of, the Council are made accessible to all individuals and groups equally and without discrimination.
- 2.7. All service users will be treated with respect. Actions, behaviour, and attitudes will consistently demonstrate respect for the dignity and worth of an individual.
- 2.8. The Council will, wherever appropriate, work in partnership with other agencies in the area; including the relevant unitary, county, district, and borough councils, voluntary groups, and community organisations to promote equal opportunities.
- 2.9. The Council will ensure that all contractors directly supplying goods and services or executing works for, or on behalf of, the Council comply with this Council's stated policy on equal opportunities.

### **3. Implementation**

- 3.1. SCC aims to achieve the policy by:
- 3.2. Ensuring that its employees are made aware of their rights and responsibilities to each other, the customer, and the organisation regarding equal opportunities issues;
  - 3.2.1. Ensuring any concerns can be raised to the line manager or HR Manager;
  - 3.2.2. Treating any unacceptable behaviour seriously; and
  - 3.2.3. Ensuring that all Managers realise they have a key role in implementing this policy and are expected to take personal responsibility for ensuring its success.
  - 3.2.4. Ensuring Councillors are aware of their responsibilities within Equality and Diversity
  - 3.2.5. Complaints by members of the public would follow the usual complaints policy process

### **4. Monitoring**

- 4.1. The monitoring of policy implementation will be carried out by:
  - 4.1.1. Analysis of all leavers to ascertain reason for leaving
  - 4.1.2. Option for staff to be able to raise a formal grievance for areas such as diversity

- 4.1.3. Training opportunities will be linked to SCC Staff Development Plan, when available
- 4.1.4. Harassment and discrimination will be treated using the relevant grievance or disciplinary action.

## **5. Equality Impact assessments (EqIAs)**

- 5.1. Equality Impact Assessments are a method for analysing in more detail the causes of any inequalities. The Council will train its managers and staff to conduct EqIAs for new procedures policies, and services where they have direct responsibility.

## Appendix 1



### Equality & Diversity Statement

1. Salisbury City Council is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
2. To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.
3. 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.
4. Our commitment:
  - 4.1. To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
  - 4.2. Every employee is entitled to a working environment that promotes dignity and respect to all.
  - 4.3. No form of intimidation, bullying or harassment will be tolerated.
  - 4.4. Training, development and progression opportunities are available to all staff.
5. Equality in the workplace is good management practice and makes sound business sense. 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.
6. The policy will be monitored and reviewed annually.

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