

Dolgellau Town Council

**Equality & Diversity Policy**

Dolgellau Town Council fully supports the principle of equal opportunity in

employment and opposes any kind of unfair or illegal discrimination on the basis of

colour, race, nationality, ethnic background, language, religion, sex, age marital status,

sexuality or disability.

The policy records the commitment by the Council and its objectives in avoiding the

unfair treatment of individuals in all its business activities. It also outlines the policy’s

priorities, and the arrangements in place to ensure effective implementation across

the Council.

 We will do everything possible to ensure that individuals are treated in a fair

and equal manner and that decisions regarding recruitment, selection, training,

promotion and career development are based solely on merit and ability,

connected to the job.

 Employees and sub-contractors have personal responsibility for the practical

application of this policy, which also extends to members of the public.

 We will aim to ensure that no direct or indirect discrimination occurs within the

Council, and that all decisions regarding employment, to include details of

applicants and the current workforce, will be monitored regularly. Any

instances where it appears that equal opportunities are not provided, the

circumstances will be investigated and immediate steps taken to improve the

situation.

 The Council’s Grievance Procedures is available to any employee who

believes that he or she may have been unfairly discriminated against.

 Any employee or sub-contractor who is found to have committed an act of

unlawful discrimination will face disciplinary procedures. Discriminatory

conduct and sexual or racial harassment shall be regarded as gross

misconduct.

 All new employees will receive and induction which includes awareness

training on this policy and both employees and any sub-contractors will be

required to follow the instructions of the Policy.

 The Council will, as far as is reasonably practicable, make every effort to offer

provision for people with disabilities. This can be either by making adaptations

to premises and equipment providing improved access facilities, or possibly by

making changes to employment terms and conditions, for example, flexible

working.

 This policy is relevant in the following areas:

 As an employer

 Service provision

 Planning activities

 Recruitment, selection, employment practices and terms and conditions.

 Goods and services suppliers

 Representatives.

 Any employee who is of the opinion that he or she has been treated unfairly

an any way regarding this policy, has the right to raise the matter with the

employer.

 Every employee has a duty to accept his or her personal responsibility in

implementing this policy. At the same time, the Council recognises that

special responsibilities fall on the Councillors and individuals connected with

recruitment and administering the employees on a day to day basis.

Monitoring and facilitating this policy will be the responsibility of the Town Clerk who

has responsibility for Human Resources. This policy will be reviewed on an annual

basis.