



EQUALITY, DIVERSITY AND INCLUSION POLICY

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www.heworthwithout.org.uk

1. Introduction

Heworth Without Parish Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best.

Heworth Without Parish Council in providing goods and/or services and/or facilities – it is also committed against unlawful discrimination of customers or the public.

2. Purpose

This policy's purpose is to:

- a. Provide equality, fairness and respect for all in our employment, whether temporary, part time or full-time.
- b. 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
 - sexual orientation

3. 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
- selection for employment, promotion, training or other developmental opportunities

4. Heworth Without Parish Council commits to:

- a. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
- b. 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 are recognised and valued. This commitment includes training all stakeholders and all employees about their rights and responsibilities under the equality, diversity

HWPC Equality, Diversity and Inclusion Policy

and inclusion policy. Responsibilities include staff conducting themselves to help the Council provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

- c. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the Council's work activities. Such acts will be dealt with as misconduct under the Council's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, 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.
- d. Make opportunities for training, development and progress available to all staff, 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 Council.
- e. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- f. Review employment practices and procedures when necessary to ensure fairness and also update them and the policy to take account of changes in the law.
- g. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

5. Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by Heworth Without Parish Council. Disciplinary and grievance procedures - Details of the grievance and disciplinary policies can be found on HWPC website. This includes with whom an employee should raise a grievance. Use of the Council's grievance 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.

6. Our Commitment as an Employer

- a) To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- b) Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- c) Training, development and progression opportunities are available to all staff.
- d) Equality in the workplace is good management practice and makes sound business sense.
- e) We will review all our employment practices and procedures to ensure fairness.

3. Our Commitment as a Service Provider

- a) We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- b) We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- c) This policy is fully supported by all members of the Parish Council.
- d) This policy will be monitored and reviewed as detailed below.
- e) We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- f) Breaches of our equality, diversity and inclusion policy will be regarded as misconduct and could lead to disciplinary proceedings.

Adopted 1st November 2021

Reviewed November 2023, 2025 adapting SLCCs model 2025

Next Review Date September 2028