

## **Equal Opportunities Policy**

**Henllanfallteg Community Council** (HCC) recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion. Its Policy is to:

- Review Equal Opportunities Policy once every electoral term, or at the Annual General Meeting, if based on substantive legislation.
- Ensure that no co-opted councillor, job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.
- The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests.
- HCC recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- Recruitment, training, and promotion to all individuals will be on the basis of job requirements and the individual's ability and merits.
- All employees and Cllrs. will be made aware of this policy at the recruitment stage Recruitment and promotion
- Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post.
- Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job.
- Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

### Employment

- HCC will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- HCC will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- All employees will be considered solely on their merits for career development and promotion with equal opportunities for all. Training
- Employees and Cllrs. will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- All employees and Cllrs. will be encouraged to discuss their training needs with the Clerk to the Community Council.
- HCC emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's Disciplinary Procedure or via the Ombudsman in relation to Cllrs. 2014.