

Friskney Parish Council - Standing Orders

Equal Opportunities Policy

Friskney Parish Council recognises that discrimination in the workplace, in any form, is unacceptable and, in most cases, is also unlawful.

We have therefore adopted an '**Equal Opportunities Policy**', to ensure that all job applications and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment, including recruitment and selection, training development and promotion.

In all situations, people will be judged solely on merit or ability.

The following sets down the key points of the policy. Any breach of the policy will lead to disciplinary action, which may include dismissal.

- Each and every employee has a duty to observe and apply this policy at all times.
- The policy will be implemented in accordance with the requirements of the Rehabilitation of Offenders Act 1974, the Sex Discrimination Act 1975 and 1986, the Race Relations Act 1976 and the Disability Act 1995.
- To ensure that the widest cross-section of the community is reached, all vacancies will be advertised through the Job Centre, or independent media as well as being advertised internally.
- The Council will ensure that no job application or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic origin, sex, marital status, sexual orientation, disability, political / affiliation, age or religion.
- The application form will be as simple and straightforward as possible and will not ask unnecessary information.
- Interview questions will be related to the requirements of the job and will not seek irrelevant qualifications. Applicants will be short-listed / selected solely on the basis of capability.
- The Council will guarantee an interview to any disabled applicant who meets the essential criteria of the post, in accordance with our status as Disability Symbol Holders.
- Each and every employee has an obligation to make a positive contribution towards engendering and environment, of equal opportunity, throughout the Councils' business.
- A Grievance Procedure is available to any individual who believes that they have been discriminated against and the Council would urge those individuals to pursue their rights, through this channel.