

Cyngor Cymuned Cilymaenllwyd

Cilymaenllwyd Community Council

Equal Opportunities Policy

Cilymaenllwyd Community Council 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:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy or maternity
- Race including colour, nationality and ethnic or national origin
- Religion or belief
- Sex (gender)
- Sexual orientation

These are the protected characteristics under the Equality Act 2010.

Its Policy is to:

- Review Equal Opportunities Policy once every electoral term, or at the Annual General Meeting
- 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 community council is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of its business and community activity and engagement.
- The community council recognises the great benefits of having a diverse workforce with different backgrounds
- All members of the community council will be made aware of this policy on an annual basis
- Advertisements for vacancies will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the role.

- 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.
- The community council 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
- The community council will put in place any reasonable measures and/or adjustments for those who become disabled or for disabled appointees.
- Members will be provided with appropriate training regardless of sex, race, marital status, disability, age, sexual orientation or religion.
- All members will be encouraged to discuss their training needs with the Clerk to the Community Council.
- The community council emphasises that discrimination is unacceptable conduct which may lead to disciplinary action.
- Breaches of this Equal Opportunities Policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Members are entitled to complain about discrimination, harassment or victimisation through the Council's Grievance Procedure.

February 2023