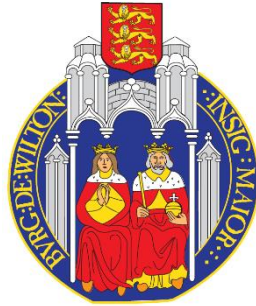


**WILTON TOWN COUNCIL**

***Ancient Capital of Wessex***



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# **WILTON TOWN COUNCIL**

## **Equality Policy**

Originally adopted by Wilton Town Council on 10<sup>th</sup> November 2018

Reviewed and Re-Adopted on 6<sup>th</sup> December 2022

Minute reference 220/22

Review date; September 2026

## Equality statement

1. The Council is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. In discharging its powers, duties and functions, the council also opposes all forms of unlawful discrimination.

## Our commitment

2. Wilton Town Council commits 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 (gender) and sexual orientation
  - c. oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities
  - d. 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
  - e. train its councillors and employees about their rights and responsibilities under the Equalities Act 2010 and under this equality policy.

## Responsibilities

3. All councillors and employees should understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination against fellow councillors, employees, customers, suppliers and the public.
4. The Council will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by councillors, employees, customers, suppliers, visitors, the public and any others in the course of the council's activities.
5. Such acts will be dealt with as misconduct under the organisation's grievance and disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice
6. 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

7. Decisions concerning staff will be based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
8. The Council will 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.
9. Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues
10. Details of the organisation's grievance and disciplinary policies and procedures can be found at [www.wiltontowncouncil.gov.uk](http://www.wiltontowncouncil.gov.uk). This includes with whom an employee should raise a grievance – usually their line manager.
11. Use of the organisation's grievance and/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.