



Berkhamsted Town Council Equality and Diversity Policy

Berkhamsted Town Council is committed to encouraging equality and diversity among its employees.

In providing services to the community, Berkhamsted Town Council is also committed against unlawful discrimination of members of the public

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time;
- 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;
- 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, and selection for employment, promotion, training or other developmental opportunities;

The organisation commits to:

- encourage equality and diversity in the workplace;
- 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;
- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, suppliers, visitors, the public and any others in the course of the organisation's work activities;
- 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 organisation;
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act);
- 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;
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy;

Details of the organisation's grievance and disciplinary policies and procedures are provided to each employee and include with whom an employee should raise a grievance.

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.

Details of the Town Council's complaints procedure for members of the public to express dissatisfaction about the standard of service provided by the Council or its staff can be found on the Council website [here](#)

Complaints against a Councillor are outside the scope of the Town Council's Complaints Procedure, please contact us for more information if required.