



## VIGO PARISH COUNCIL

### Equality and Diversity Policy

Vigo Parish Council is committed to encouraging equality, diversity and inclusion, not only in its employment, but also in all services for which it is responsible.

#### **Purpose**

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, parttime or full-time.  
Service users, job seekers, contractors, suppliers and employees will be treated equally and fairly, as will members of the public, councillors and volunteers.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
  - age
  - disability
  - gender reassignment
  - marriage and civil partnership
  - pregnancy and maternity
  - race
  - religion or belief
  - sex
  - sexual orientation
3. 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
  - selection for employment, promotion, training or other developmental opportunities

## **Our Commitments**

Vigo Parish Council commits to:

1. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all. Individual differences and the contributions of all staff shall be recognised and valued.

This commitment includes encouraging training for all employees so that they are aware of their rights and responsibilities under the equality, diversity and inclusion policy.

Responsibilities include staff conducting themselves to help the Council provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment.

2. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, the public and any others during the Council's work activities.

Such acts will be dealt with as misconduct under the Council's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

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.

3. 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 Council.
4. Make decisions concerning staff being based on merit

5. 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.

### **Disciplinary and grievance procedures**

Details of the grievance and disciplinary policy can be found on the Parish Council's website. This includes with whom an employee should raise a grievance.

Use of the Council's grievance 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.

Policy drafted: Joanne Glass (Clerk) 3<sup>rd</sup> October 2025

Approved by Council: 24th November 2025 (minute 764)