



BUDE-STRATTON TOWN COUNCIL
EQUAL OPPORTUNITIES POLICY

Bude-Stratton Town Council (hereinafter known as “the Council”) recognises the importance within the workplace of equal treatment for all, be they job applicants, existing members of staff or service users; regardless of age, gender, marital status, religion, race, nationality, ethnic origin, disability or sexual orientation. The legal framework upon which the Council will base itself in all dealings with job applicants, staff and customers includes the following laws:

- **The Equal Pay Act 1970**
- **The Sex Discrimination Act 1975**
- **The Race Relations Act 1976**
- **The Criminal Justice and Public Order Act 1994**
- **The Disability Discrimination Act 1995**

The Council has/will take the following actions to increase access and secure training and employment opportunities for Council employees regardless of age, gender, marital status, religion, race, nationality, ethnic origin, disability or sexual orientation:

- Ensure ease of access to public transport and/or providing secure, well lit, on-site parking
- Landscape to ensure no ‘blind spots’ where women may feel unsafe
- Install external security measures e.g. closed circuit television, lighting, alarm systems
- Provide and/or signposting childcare facilities
- Ensure that tender documentation or advertisements are open to all suitable applicants
- Carryout surveys and studies to determine the need for childcare facilities, and disabled facilities
- Provide disabled car parking spaces, ramps from car parking areas, Braille instructions in lifts and toilets
- Use high visibility or tactile signs and clear markings on the edges of steps, provide ‘hearing loops’, ensure doors and corridors are of a width suitable for wheelchair access and door handles/keypads are at a suitable height for wheelchair users, install automatic door systems

In more specific terms, Bude-Stratton Town Council will apply these principals in the following ways:

Recruitment

- Ensure that job vacancy advertisements are worded so as not to appear to favour or discourage applications from any group of people, regardless of age, gender, marital status, religion, race, nationality, ethnic origin, disability or sexual orientation

- Ensure that certain kinds of discriminatory questions are avoided during interview, for example, questions regarding marital status, children, future plans for having a family, whether a woman suffers from menstrual problems, whether a candidate has any spent convictions - as the answers to these questions will not affect a candidate's ability to do the job and should have no relevance to the recruitment decision. More particularly, when inviting a person with a disability to attend an interview, the Council will make special arrangements for them (for example, allowing an interpreter to accompany a deaf person), discuss any disability objectively and only ask questions if they are relevant to the post applied for
- Ensure that during the decision making process, no candidate is discriminated against because of his or her age, gender, marital status, religion, race, nationality, ethnic origin, disability or sexual orientation

During employment

- Ensure that all employees are treated equally and given access to training, promotion and development opportunities regardless of age, gender, marital status, religion, race, nationality, ethnic origin, disability or sexual orientation. For disabled employees, allowance will be made for considerations such as the necessity for fixed break times to allow medication to be administered, special access arrangements for people with limited mobility, special evacuation arrangements for emergency situations, possible additional first aid training for staff to ensure that they are able to deal with, for example, a diabetic employee or epileptic colleague, should the need arise
- Employees will also avoid unfairly discriminating against fellow employees, job applicants or service users and they will be required to cooperate in the implementation of this policy and any associated procedures

Monitoring of the policy

Monitoring of Bude-Stratton Town Council's Equal Opportunities Policy will be undertaken by the Council's Finance, Staffing & General Purposes Committee, which will propose recommendations for improvement and updating as and when necessary.