



Equal Opportunities Policy

Dorset Association of Parish & Town Councils (DAPTC)

DAPTC is an Equal Opportunities employer.

1 The Policy

DAPTC is committed to being an effective Equal Opportunities organisation. This means that the Association will do everything in its power to ensure that everyone is treated fairly and with respect at all times.

This applies to all areas of the Association's activities; including recruitment, employment, and provision of Association services.

1.1 As an Employer

We will provide equality and fairness for all in our employment and will not discriminate on grounds of:

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

All employees will be treated fairly and with respect regardless of position, part-time/full-time working, or length of contract. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

All employees are required to treat one another with mutual respect. Actions, behaviour, and attitudes should consistently demonstrate respect for the dignity and worth of an individual.

Harassment and discrimination in any form is unacceptable behaviour and offenders will be subject to disciplinary action.

1.2 As a Service Provider

The Association will strive to ensure that all services provided by, or on behalf of, the Association are made accessible to all individuals and groups equally and without discrimination.

All service users will be treated with respect. Actions, behaviour, and attitudes will consistently demonstrate respect for the dignity and worth of an individual.

The Association will, wherever appropriate, work in partnership with other agencies in the area; including the relevant unitary, county, district, and borough councils, voluntary groups, and community organisations to promote equal opportunities.

The Association will ensure that all contractors directly supplying goods and services or executing works for, or on behalf of, the Association comply with this Association's stated policy on equal opportunities.

2 The Policy in Action

2.1 As an Employer

The Association aims to achieve the policy by:

- Ensuring that its employees are made aware of their rights and responsibilities to each other, the customer, and the organisation regarding equal opportunities issues;
- Providing a way in which individuals can communicate any concerns via competent named personnel;
- Treating any unacceptable behaviour seriously; and
- Ensuring that all Managers realise they have a key role in implementing this policy and are expected to take personal responsibility for ensuring its success.

2.2 As a Service Provider

The Association aims to achieve its policy by:

- Ensuring that employees are made aware of the Association's standards of service and customer care, including equal treatment in service delivery;
- Ensuring that no member of the public is disadvantaged or treated less favourably than others in terms of access to Council services. Where the Association's practices, policies, or procedures are found to make access impossible or unreasonably difficult, we will take such steps as are reasonable in the circumstances to change these practices, policies or procedures;
- Ensuring that, wherever practical, all public buildings and premises owned or managed by the Association are accessible to all. Where this is impractical in the short-term, we will provide reasonable alternative

methods of access so that no member of the public is disadvantaged by physical barriers;

- Recognising the importance of communication in attaining equality and providing quality services, which are responsive to the needs of all local people, for example through the provision of information in large print and on audio tape on request; and
- Complying with all relevant legislation relating to discrimination and equality.

3 Role of Members and Employees

All members and employees are responsible for implementing the Association's Equal Opportunities Policy. It is important that all individuals who are employed by the Association appreciate that they have a responsibility and a role to play in the provision of equal opportunities.

4 Monitoring of Equal Opportunities

The Association's Personnel Committee will have responsibility for the implementation and monitoring of the policy as it applies to the Association as an employer.

The Association's Properties Committee will have responsibility for implementing and monitoring the policy as it applies to the Association as a service provider, involving local community and voluntary groups in the monitoring process where appropriate.

Complaints from staff about discrimination or unfair treatment will be dealt with as laid down in the Association's Grievance Procedure.

Complaints from members of the public about discrimination or unfair treatment will be dealt with through the Association's Complaints Procedure.