



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

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Equality Policy

1 Introduction

1.1 The Parish Council is committed to Equality and Diversity and to the vision of improving the quality of life for local people.

1.2 The Parish Council aims to be:

- Accessible
- Accountable
- Fair
- Inclusive
- Proactive
- Professional
- Responsible
- Transparent

2 Policy Statement

2.1 In line with the Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010, Holybrook Parish Council is committed to achieving equality of opportunity and valuing diversity in all aspects of its work:

- a) Through the delivery of our services to the community, the Council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.
- b) In the Council's leadership role, working with partners to promote the importance of treating every individual with dignity and respect. Any form of bullying or harassment by suppliers, visitors or others should be reported to the Council who will investigate with a view to taking appropriate action.
- c) In line with the Equality Act 2010 (Specific Duties) Regulations, the Council is committed to publishing equality information and its objectives
- d) Holybrook Parish Council is committed to promoting equal opportunities in employment. All job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin,

religion or belief, sex or sexual orientation (“**Protected Characteristics**”). The Council has prohibited pre-employment health questions before any job offer is made.

3 Discrimination

3.1 No member, employee or volunteer must unlawfully discriminate against or harass other people including Councillors, current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work/council-related trips or events including social events.

3.2 The following forms of discrimination are prohibited under this policy and are unlawful:

3.2.1 **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they are female.

3.2.2 **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

3.2.3 **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.

3.2.4 **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

3.2.5 **Disability discrimination and discrimination arising from disability:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4 Breaches of this Policy

4.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure (see Disciplinary Procedure document for more details). Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal/disqualification.

4.2 You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure/Code of Conduct.

5 Application and Policy Review

5.1 Equality Data will be collected and processed in compliance with the Data Protection Act 2018 and GDPR.

5.2 The Parish Clerk and Chairman of the Council are responsible for this policy and any necessary training on equal opportunities whilst fostering good relationships between people who share a protected characteristic and those who do not.

5.3 This policy shall be reviewed by the Finance Committee at least annually and/or updated to reflect any changes in law or guidance. Any recommendations for alterations shall be presented for full council approval.

Original Copy	Date of review approval	Version number	Date of next review
7 th November 2022	10 th November 2025	V2	November 2026