



Swallowcliffe Parish Council

Equality, diversity & inclusion policy

Our Commitment

Swallowcliffe Parish Council is committed to promoting equality, diversity and inclusion in everything we do. We aim to create a working environment that is fair, respectful and free from discrimination, bullying and harassment.

We are committed to:

- Avoiding unlawful discrimination
- Ensuring our services are accessible to all members of the community
- Providing equal opportunities in employment
- Treating everyone with dignity and respect

This policy supports compliance with the Equality Act 2010

(<https://www.legislation.gov.uk/ukpga/2010/15>), specifically the Public Sector Equality Duty (Equality Act 2010, section 149 -

<https://www.legislation.gov.uk/ukpga/2010/15/section/149>) and helps ensure that councillors, employees and those working on behalf of the Council act lawfully and fairly. For more information see the Government Equalities Office guidance (<https://www.gov.uk/guidance/equality-act-2010-guidance>).

Scope

This policy applies to:

- All employees of the Council (temporary, part-time and full-time)
- Councillors
- Contractors, volunteers and anyone working on behalf of the Council
- Members of the public accessing Council services

The Law – Protected Characteristics

Under the Equality Act 2010, it is unlawful to discriminate against a person because of any of the following protected characteristics:

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

Types of Unlawful Discrimination

Unlawful discrimination includes:

- Associative discrimination

- Direct discrimination
- Failure to make reasonable adjustments
- Harassment
- Indirect discrimination
- Perceptive discrimination
- Victimisation

Equality in Employment

The Council will avoid unlawful discrimination in recruitment, pay, terms and conditions, training, promotion, discipline, grievances, redundancy, flexible working and parental leave, as required under the Equality Act 2010 and employment legislation such as the Employment Rights Act 1996

(<https://www.legislation.gov.uk/ukpga/1996/18/contents>).

Any personal data is processed will be done in accordance with the Data Protection Act 2018 (<https://www.legislation.gov.uk/ukpga/2018/12/contents>) and the UK GDPR (<https://www.gov.uk/data-protection>).

Services to the Public

The Council will not discriminate unlawfully in the provision of services or facilities and will make reasonable adjustments for disabled people.

Dignity at Work

The Council is committed to a working environment free from bullying, harassment and victimisation. Complaints will be handled under grievance and disciplinary procedures.

Further, the Council will safeguard the welfare of employees in line with the Health and Safety at Work etc. Act 1974

(<https://www.legislation.gov.uk/ukpga/1974/37/contents>).

Responsibilities

The Council will promote equality and inclusion and provide training where appropriate. Employees and councillors must treat others with dignity and respect.

Training and Awareness

The Council will provide guidance, particularly for those involved in recruitment or management.

Monitoring

The Council will monitor the effectiveness of this policy and handle personal data in line with data protection legislation.

Grievances and Complaints

Concerns should be raised through the grievance procedure. This does not affect legal rights.

Review

This policy will be reviewed regularly and updated to reflect changes in legislation.

Policy version 20260319

Review date: 20260319

Approved by:

Date adopted: 19th March 2026