

## NNDC Equality, Diversity and Inclusion Policy statement – Employment

(February 2020)

### **1. Our Commitment**

The Council is committed to equality, diversity and inclusion and continues to work to improve our culture and the experience of our employees and candidates in this regard. The Council wishes to create a culture which not only prevents discrimination but recognises and welcomes the value and contribution that each individual can bring to the organisation. One of the Council's core values is that we respect people and treat everyone fairly.

### **2. Legal requirements**

The Council recognises its statutory obligations and will comply with all relevant legislation, including:

- Equality Act 2010 - including the Public Sector Equality Duty
- Human Rights Act 1998
- Rehabilitation of Offenders Act 1974
- Protection from Harassment Act 1997

### **3. Policies and procedures**

All the Council's policies include an equalities statement and are drafted and reviewed with equality, diversity and inclusion in mind.

The standard statement is as follows:

“NNDC wishes to promote equality and has a number of obligations under equality legislation. All employees are expected to adhere to this policy in line with these obligations. Reasonable adjustments or supportive measures should be considered to ensure equality of access and opportunity regardless of age, gender, maternity, pregnancy, gender reassignment, marriage, civil partnership, race, ethnicity, sexual orientation, disability, religion or belief.”

The Council's policies and procedures also provide mechanisms for employees to escalate any instance where they feel that they have not been treated in a way that it is fair or just. The Council will not tolerate discrimination and such matters would be referred to the Disciplinary Procedure, following investigation.

Relevant policies and procedures include:

- Grievance Procedure
- Bullying and Harassment Policy
- Whistleblowing Policy
- Disciplinary Policy
- Transgender Policy and Procedure
- Family Friendly Policy

- Flexible Working Request Guidelines
- Equality Impact Assessment Procedures

#### **4. Recruitment and Selection**

All appointments are made on the basis of merit. The Council is a 'Disability Confident' employer and offers reasonable adjustments where appropriate. Whilst equality data is collected as part of the recruitment process, this is for monitoring purposes only and is not shared with the recruiting manager.

#### **5. Training on Equality, Diversity and Inclusion**

All employees are required to complete training in relation to equality, diversity and inclusion as part of their induction. This training is refreshed on a regular basis, with the last refresher taking place in August 2018.

#### **6. Reporting and Monitoring**

The Council complies with legal requirements to publish workforce data in line with the Equality Act 2010 (as amended to include Gender Pay gap reporting). The Workforce Profile Statistics and Gender Pay Gap reports are published on the Council's website annually.

Employees are asked to refresh their equalities data on an annual basis before the reporting takes place. Analysis and reporting is anonymised and presented in a way which will not identify individuals.