

# **Cadwyn Clwyd Equal Opportunities Policy**

## **INTRODUCTION**

Cadwyn Clwyd shall at all times abide by the relevant provisions of the Equal Pay Act 1975, the Sex Discrimination Act 1975, the Race Relations Act 1976 as amended by the Race Relations (amendment) Act 2000 and the Disability Discrimination Act 1995 or any statutory modification or re-enactment thereof and comply with other statutory requirements as to the employment of disabled persons that may be in force from time to time.

Cadwyn Clwyd operates, and will continue to operate fair and equitable methods and procedures to ensure that all its employees and prospective employees are treated fairly and are not subjected to unfair discrimination. It is important that this policy of equal opportunities in employment is accepted and fully understood by Officers to ensure that all employees and applicants for vacancies within Cadwyn Clwyd are treated equally regardless of their religious or political affiliation, sex, sexual orientation, marital status, age, disability, race, creed, colour, ethnic or national origin. It is equally important that awareness of this policy is promoted as a matter of course.

## **1. TRAINING AND DEVELOPMENT AND SUPPORT**

Cadwyn Clwyd will:

- 1.1 make all staff aware of the responsibilities for implementing Cadwyn Clwyd's Equal Opportunities Policy;
- 1.2 ensure that Management Training and Development is equally available to men and women;
- 1.3 arrange, wherever possible, staff working hours to facilitate domestic responsibilities;
- 1.4 to endeavour to provide career guidance and development to all its employees.

## **2. THE WORKING ENVIRONMENT**

Cadwyn Clwyd will:

- 2.1 seek to create an environment in which all employees feel comfortable regardless of race, gender, language, disability, age or sexual orientation;
- 2.2 endeavour to provide an environment which actively expresses the Equal Opportunity methods by displaying information in Welsh and English as appropriate.

### **3.MANAGING DIVERSITY WITHIN CADWYN CLWYD**

3.1 managing equality of opportunity within Cadwyn Clwyd will mean:

- ensuring all employees are treated fairly and given equal opportunity to fulfil their potential
- ensuring that employment progression/promotion is unhindered by prejudice and stereotypical views.

### **4.MATERIALS AND PUBLICITY**

Cadwyn Clwyd will:

- 4.1 ensure that all materials originating from the authority are non discriminatory in content and reflect good equal opportunity practice;
- 4.2 ensure that all advertisements for jobs reflect Cadwyn Clwyd's stance on Equal Opportunities and bear a statement to that effect.

### **5.HARASSEMENT**

5.1 Cadwyn Clwyd deplores all forms of harassment and seeks to ensure a working environment in which there are harmonious, respectful and dignified working relations between all employees.

### **6.RECRUITMENT AND SELECTION**

- 6.1 job requirements will be continuously reviewed to ensure that they do not discriminate directly or indirectly against the employment of any group;
- 6.2 all posts shall be advertised in a way which positively encourages applications from under-represented groups, and ensures that the maximum number of people from the widest range of backgrounds are able to respond by avoiding all jargon and using appropriate publicity networks.

### **7.DISABILITY EQUALITY**

7.1 discrimination against people with disabilities may arise from prejudices. Cadwyn Clwyd is totally opposed to discrimination on the grounds of disability, whether such discrimination is intentional or through ignorance. Cadwyn Clwyd is committed to combating all forms of discrimination against people with disabilities. Applications for employment from disabled people are welcome and will be fully and fairly considered having positive regard to their aptitudes and ability in relation to the requirements of the position being filled.

## **8.RACE AND ETHNICITY EQUALITY**

- 8.1 Cadwyn Clwyd accepts that structures, procedures and individual behaviour can be racist in effect, even if there was no deliberate intent to be racist, and will work for positive change in all these areas;
- 8.2 Cadwyn Clwyd deplores the divisive and harmful effects of racism which subjects black people and those from ethnic minority groups to negative attitudes and to the treatment as inferiors; which stirs up racial hatred, and which denies equality of opportunity.

## **9.AGE EQUALITY**

- 9.1 arbitrary age discrimination can affect everyone. It consistently disadvantages older workers, young people and women returners. It consistently favours individuals in the age group twenty-five to thirty five. Decisions based on age are rarely justifiable, are frequently of poor quality and lead to the ineffective use of human resources;
- 9.2 age guidelines and age related criteria should not be used to exclude particular age groups.

## **10. GENDER EQUALITY**

- 10.1 the Sex Discrimination and Equal Pay Acts make discrimination unlawful on the basis of gender;
- 10.2 the concentration of women in low paid jobs can arise from the barriers to career progression. Cadwyn Clwyd is totally opposed to discrimination on the basis of sex and recognises that social attitudes deprive women of opportunities to realise their full potential. The aim of this policy is to improve the opportunities available to women and includes a recognition of the skills and experience of women which have traditionally been undervalued.

## **11. DISCIPLINARY AND GRIEVANCE PROCEDURES**

- 11.1 all employees will have recourse to Cadwyn Clwyd's normal disciplinary and grievance procedures;
- 11.2 in matters of discipline Cadwyn Clwyd will take account of any communication or comprehension difficulties experienced by employees;
- 11.3 all employees shall be liable to normal disciplinary procedures if they discriminate against any member of staff.

## **12. CADWYN CLWYD SUPPLIERS**

Cadwyn Clwyd shall, to the best of its ability, ensure that suppliers at all times comply with the relevant Codes of Practice which relate to the legislation and to Cadwyn Clwyd's Equal Opportunities Policy.