

ANGUS COUNCIL

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY

Statement of Intent

Angus Council supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of race, nationality, ethnic or national origin, sex, age, marital status, disability, sexual orientation, or religion. To this end the council believes that it should adopt and promote personnel policies which are in the best interests of the community of Angus and which aim to fulfil the following objectives:

- make the best possible use of our workforce.
- avoid unlawful or unfair discrimination.
- improve employment practices.
- attract, develop and retain good quality staff.

Guiding Principles

The Guiding Principles of the Policy are that:

- The sole valid criterion for employment will be merit. All applicants for each job will be considered equally on that basis. Applications from groups currently under-represented in the workforce will be positively encouraged.
- No applicant or employee will be placed at a disadvantage by a requirement or condition which has a disproportionately adverse effect on their race, sexual or marital status, religion, age, disability, ethnic or national origin; and which cannot be shown to be justifiable except on those grounds alone.
- Positive steps will be taken to provide increased employment opportunities for people with disabilities.
- All employees will have a right to equal treatment in every aspect of their employment terms, conditions and working arrangements.
- All employees will have a right to equal access to information on training and development opportunities offered through the council.
- Monitoring procedures will be developed to assess the effectiveness and quality of the council's recruitment and selection practices and training provision.
- A complaints procedure will be available for employees and members of the community to raise any claims of discrimination or unfair treatment and through which they will have a right to have such a claim investigated thoroughly.
- The council will comply with statutory obligations placed on employers by anti-discriminatory legislation.
- The council will set out its intentions and initiatives in the pursuit of equal opportunities in employment by adopting, and continually updating and reviewing Codes of Practice on
 - Age
 - Race, religion, ethnic and national origin
 - Disability
 - Sexual and marital status
- The council will implement a Code of Practice on monitoring to ensure effective and meaningful equality of opportunity.
- All employees will be made aware of the council's Codes of Practice.

The council will adopt, and continually update and review, an action plan to implement its Codes of Practice.

ANGUS COUNCIL

CODE OF PRACTICE ON AGE IN EMPLOYMENT

Aims

The council believes discrimination on the grounds of age is based on unjustifiable misconceptions and stereotyping. The council also believes that employment decisions influenced by prejudice on the grounds of age leads to the ineffective use of human resources to the detriment of the council and the provision of its services.

This Code of Practice aims to ensure that there are no barriers which unfairly disadvantage individuals on the basis of their age in relation to recruitment and retention; training and development and any other relevant conditions of employment.

Content

Recruitment and Retention

- Applications will be encouraged from suitably qualified persons of all ages for jobs within the council.
- It is the council's policy that employees retire at age 65. Outwith the scope of that policy, dates of birth will play no part in employment decisions.

Training and Development

- Where appropriate, this Code will form an integral part of council training to provide employees with an awareness and an appreciation of the importance of valuing the contribution of individuals of all ages to the organisation.

Conditions of Employment

- Remuneration will be based on qualifications, skill and relevant experience.

Implementation

Responsibility for the initial implementation and continuous development of this Code lies with the Head of Corporate Planning and Human Resources. Responsibility for the day to day operation of the Code lies with the council's departmental directors and heads of service.

Monitoring

All aspects of this Code will be monitored in accordance with the council's Code of Practice on Monitoring Equal Opportunities in Employment.

Complaints

Any employee or job applicant who considers that they have been treated unfairly or discriminated against on the grounds of their age may raise a complaint through the council's procedure for investigating complaints of discrimination or unfair treatment.

ANGUS COUNCIL

CODE OF PRACTICE ON THE EMPLOYMENT AND RETENTION OF DISABLED PERSONS

Aims

The council is committed to pursuing good practice in the employment and retention of disabled persons and to developing personnel policies and practices which enable disabled persons to gain and maintain employment with the council.

This Code of Practice sets out the council's intentions to provide increased employment opportunities for disabled persons in relation to recruitment and retention; training and development and any other relevant conditions of employment. The Code also ensures that the council complies with any relevant statutory legislation and for its purposes the meaning of disability is in accordance with the terms of the Disability Discrimination Act 1995.

Content

Recruitment and Retention

- Applications will be encouraged from suitably qualified disabled persons for jobs within the council.
- The council guarantees to interview all disabled applicants who meet the essential criteria for a job vacancy.
- If an employee becomes disabled in the course of their employment with the council every effort will be made to assist them to continue in their present job or, where this is not possible, to find suitable alternative employment elsewhere within the council. Where an employee who is already disabled becomes unable to continue carrying out their existing duties, every effort will be made to find suitable alternative employment elsewhere within the council's service.

Training and Development

Where appropriate, this Code will form an integral part of council training to provide employees with an awareness and an appreciation of the importance of equality of opportunity for disabled persons.

Conditions of Employment

- The council will ensure that where practicable, disabled persons are provided with the necessary support and equipment to enable them to carry out their duties and responsibilities efficiently in a safe working environment.
- All disabled employees will have the opportunity to raise issues in relation to their working arrangements, training and development needs and any other conditions of their employment.

Implementation

Responsibility for the initial implementation and continuous development of this Code lies with the Head of Corporate Planning and Human Resources. Responsibility for the day to day operation of the Code lies with the council's departmental directors and heads of service.

Monitoring

All aspects of this Code will be monitored in accordance with the council's Code of Practice on Monitoring Equal Opportunities in Employment.

Complaints

Any employee or job applicant who considers that they have been treated unfairly or discriminated against on the grounds of their disability may raise a complaint through the council's procedure for investigating complaints of discrimination or unfair treatment.

ANGUS COUNCIL

CODE OF PRACTICE ON RACE, RELIGION, ETHNIC AND NATIONAL ORIGIN IN EMPLOYMENT

Aims

The council believes that discrimination on the grounds of race, religion, ethnic or national origin is unfair, morally wrong and unjustifiable in terms of good employment practice. In addition, discrimination on the grounds of race and origin is illegal.

This Code of Practice aims to ensure that in relation to recruitment and retention; training and development and any other relevant conditions of employment there are no barriers which may directly or indirectly discriminate against and unfairly disadvantage individuals on the basis of their race, religion, ethnic or national origin.

Content

Recruitment and Retention

- Applications will be encouraged from suitably qualified persons of all races, religions, ethnic and national origins for jobs within the council.
- No applicant will be placed at a disadvantage by a requirement or condition which has a disproportionately adverse affect on his/her race, religion, ethnic or national origin.
- Information provided at the application stage concerning an applicant's racial, religious, ethnic or national origin will be used for monitoring purposes only and will play no part in any employment decisions.

Training and Development

Where appropriate, this Code will form an integral part of council training to provide employees with an awareness and an appreciation of the importance of equality of opportunity for all employees regardless of race, religion, ethnic or national origin.

- Training on how to recognise discrimination and harassment in the workplace will be made available to employees. The council will endeavour to raise awareness amongst its employees of this type of behaviour.

Conditions of Employment

- The council will endeavour to ensure that its terms and conditions of employment are sensitive to, and do not indirectly discriminate against, the racial or religious needs of its employees.

Implementation

Responsibility for the initial implementation and continuous development of this Code lies with the Head of Corporate Planning and Human Resources. Responsibility for the day to day operation of this Code lies with the council's departmental directors and heads of service.

Monitoring

All aspects of this Code will be monitored in accordance with the council's Code of Practice on Monitoring Equal Opportunities in Employment.

Complaints

Any employee or job applicant who considers that they have been treated unfairly or discriminated against on the grounds of their race, religion, ethnic or national origin may raise a complaint through the council's procedure for investigating complaints of discrimination or unfair treatment.

ANGUS COUNCIL

CODE OF PRACTICE ON SEXUAL AND MARITAL STATUS IN EMPLOYMENT

Aims

The council believes that discrimination on the grounds of sexual or marital status is unfair, morally wrong and unjustifiable in terms of good employment practice. In addition to discriminate on the grounds of sex or marital status is illegal.

This Code of Practice aims to ensure that in relation to recruitment and retention; training and development and any other relevant conditions of employment, there are no barriers which directly or indirectly discriminate against and unfairly disadvantage individuals on the basis of their sexual or marital status. The Code also ensures that the council complies with any relevant statutory legislation.

Content

Recruitment and Retention

- Applications will be encouraged from suitably qualified men and women regardless of their sex or marital status for jobs within the council.
- No unjustifiable requirement or condition will be attached to any job within the council which places a disproportionately adverse effect on an applicant because of their sexual or marital status.
- Any information provided at the application stage concerning applicants sex or marital status will be used for monitoring purposes only and will play no part in any employment decisions.

Training and Development

- Where relevant, this Code will form an integral part of all council training to provide employees with an awareness and an appreciation of the importance of equality of opportunity for all individuals regardless of their sex, marital status or sexual orientation.
- Positive measures will be taken to encourage the development of internal support networks for women working within the council.
- Training on how to recognise discrimination and harassment in the workplace will be made available to employees. The council will endeavour to raise awareness amongst its employees of this type of behaviour.

Conditions of Employment

- Positive practices will be developed to assist employees in the balance of working and domestic responsibilities.
- The council will ensure that procedures adopted to grade jobs within the council do not discriminate on the grounds of sex.

Responsibility for Implementing the Code

Responsibility for the initial implementation and continuous development of this Code lies with the Head of Corporate Planning and Human Resources. Responsibility for the day to day operation of the Code lies with the council's departmental directors and heads of service.

Monitoring

All aspects of this Code will be monitored in accordance with the council's Code of Practice on Monitoring Equal Opportunities in Employment.

Complaints

Any employee or job applicant who considers that they have been treated unfairly or discriminated against on the grounds of their sexual or marital status may raise a complaint through the council's procedure for investigating complaints of discrimination or unfair treatment.