



EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY

Introduction

The City of London Corporation values the rich diversity and creative potential people with different backgrounds, skills and abilities bring to the workplace. Our equal opportunities policy aims to treat all current and prospective employees fairly and with dignity and respect.

We will not tolerate unfair treatment on the grounds of: age, disability, employment status, ethnic origin, gender, marital status, nationality, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, trade union or political activity or any other reasons which cannot be shown to be justified.

In applying this policy, we recognise our obligations under relevant employment / equality law and Codes of Practice. However, our policy is not just about legal compliance but goes wider. We will be proactive in promoting our commitment to equality and diversity and to being a good employer and to offering equal opportunities to volunteers from different backgrounds.

Implementing the policy

Promoting equal opportunities is one of our Core Values and we want our policy to be implemented. We will:

- communicate the policy to all employees, volunteers and those on work placements;
- provide appropriate training;
- allocate clear responsibilities.

Responsibility

The Town Clerk has overall responsibility for ensuring the implementation of the Equal Opportunities Policies. Each Chief Officer has responsibility for ensuring successful implementation of the policy within their own department. We all have a responsibility to contribute to its success by ensuring our behaviour supports the principles laid out in the policy.

The City Corporation will not tolerate acts breaching our policy. Any breaches will be fully investigated and may be subject to the disciplinary procedure.

Recruitment and Selection

Equal opportunity starts here. We will:

- Consider candidates and volunteers solely on merit, against carefully considered, justifiable job / role requirements;
- Ensure people involved in recruitment are trained appropriately;



- Make advertisements welcoming to all types of applicant;
- Avoid stereotypes that only certain groups of people are suitable for particular jobs or roles.

Career Development and Training:

Central to our equal opportunities in employment policy is that we get the best from our employees throughout their careers. We will:-

- Provide the support necessary to help employees realise their potential;
- Encourage employees to apply for jobs to suit their experience and skills.

We will support volunteers in the roles that they are performing within the City Corporation. We will encourage them to:-

- develop their skills whilst serving with the department;
- assume responsibilities commensurate with their development;
- maintain appropriate records of volunteer experience that will help them with future career and volunteering opportunities, and will provide departmental assistance to do this.

Terms and Conditions of Employment

Fairness in how people are rewarded is fundamental. We will:

- Ensure terms and conditions, including pay, are fair and equitable, taking account of responsibility, performance and contribution;
- Ensure that the benefits, facilities and services available to all our employees will be clearly defined so that people are aware of them.

Flexible Working

Our policy recognises that patterns of work are changing as employees have to balance work and domestic commitments. We will:

- Consider requests for flexible working made under our policies in a way which fairly balances the needs of the individual and the City Corporation.

Working Together

The City Corporation is opposed to any form of harassment or bullying on any ground. We aim to create an environment where all employees are treated with dignity and respect and provide a supportive working environment. We will:

- Ensure that all employees have access to our Grievance Procedure and our Code of Conduct.
- Monitor complaints to check that our policy and procedure is working.



Monitoring and review

We will regularly check our progress by using workforce monitoring and equality performance indicators. We will:

- Statistically monitor our workforce composition, staff in post, applicants for jobs, training and development, employee complaints, disciplinary procedures, dismissals and other reasons for leaving;
- Use the data collected to examine the success of this policy and to plan for the future;
- Consult appropriately on the effectiveness of our equal opportunities in employment policy.

Different Types of Discrimination

We recognise that discrimination can take different forms:-

Direct Discrimination

This means treating someone less favourably because of who they are. For example, not offering the best candidate a job because they are black, or married or female is direct discrimination.

Indirect Discrimination

This happens when an unnecessary requirement or condition is applied to a job that affects one group of people more than another. For example, specifying a very long period of continuous employment in a similar job as part of a job advert might discriminate against younger people or those who have spent time looking after small children. They may not have had the opportunity to be employed for the length of time specified.