Cyngor Cymuned
Trefriw
Community Council

EQUALITY, DIVERSITY AND INCLUSION POLICY

This policy was re-adopted at a meeting on
8th September 2026
and will be reviewed in September 2029
or sooner should legislation dictate

Trefriw Community Council ("the organisation") is committed to encouraging equality, diversity and inclusion among our Councillors and staff ("our workforce"), and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each Councillor and employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

1. This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment (whether permanent, temporary, full or part time) and membership of the Council

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

1. age
2. disability
3. gender reassignment
4. marriage or civil partnership
5. pregnancy and maternity
6. race (including colour, nationality, and ethnic or national origin)
7. religion or belief
8. sex
9. sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment or Council membership
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

1. 2. Trefriw Community Council commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and Councillors are recognised and valued.

This commitment includes training our Councillors and our employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include Councillors and staff conducting themselves to help the organisation provide equal

opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All Councillors and staff should understand they, as well as Trefriw Community Council, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment or membership of the Council, against fellow employees / Councillors, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, Councillors, customers, suppliers, visitors, the public and any others in the course of the organisation's activities.

Such acts will be dealt with as misconduct under the organisation's complaints, grievance and/or disciplinary procedures as appropriate, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training and development available to all staff and Councillors, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of Councillors and staff regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

3. **Agreement to follow this policy**
The equality, diversity and inclusion policy is fully supported by the TCC Staffing Committee who will monitor progress against the commitments outlined above.

4. Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary procedures are outlined in our Local Resolution Procedures which can be found on our website. This includes how an employee or Councillor should raise a complaint/grievance.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.