

PAROCHIAL CHURCH COUNCIL OF SWANAGE

Non-discrimination – Equality and Diversity Policy

1. SCOPE

This policy applies to all members of the PCC's staff.

2. CONTEXT

The PCC recognises the value of equal opportunities and seeks, wherever possible, to follow the guidelines drawn up by the relevant statutory body.

3. PURPOSE

To provide information concerning equal opportunities and to provide guidelines for staff and volunteers on good practice.

4. DEFINITIONS

Discrimination = any unlawful discrimination

Although there may be circumstances justifying different treatment, which are not unlawful (for example to comply with a genuine occupational requirement for a position), the PCC will not tolerate unlawful discrimination and/or harassment on the grounds of an individual's sex, race, marital status, colour, ethnic or national origin, disability, gender reassignment, sexual orientation, age, religious belief, union membership, Union activities, or employment status. Any reference to discrimination in this policy includes all such possible grounds.

5. POLICY

In relation to matters of religion and belief, the PCC reserves the right to appoint staff who are practicing Christians where posts are recognised by the PCC as having Genuine Occupational Requirements in accordance with the Employment Equality Regulations 2003.

6. IMPLEMENTATION

- 6.1 The PCC is an equal opportunity employer. Equal opportunity is about ensuring good employment practices and efficient use of the PCC's most valuable resources, its people. Every volunteer, employee and clergy has personal responsibility for implementing the policy. Any instance of doubt about the application of this policy, or other questions, should be directed to a churchwarden or a member of the clergy.
- 6.2 This policy applies to the advertisement of jobs, recruitment and selection, training, conditions of work, pay and to every other aspect of employment.
- 6.3 Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to unlawful harassment then the grievance may be raised directly with a churchwarden or a member of the clergy. The PCC is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.
- 6.4 The policy also applies equally to the treatment of third parties. Any concern related to the unequal treatment of third parties should be directed to a churchwarden or a member of the clergy.
- 6.5 **DISCIPLINE**
Any employee or clergy who unlawfully harasses any other person in the course of their duties will be subject to the PCC's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

EQUAL OPPORTUNITIES STATEMENT

This equal opportunities statement and equal opportunities policy reflect both the mission and purpose of the PCC and the spirit and intentions of legislation which outlaws discrimination.

Policy adopted: 12/19 :Reviewed 07/21 & 05/22 **Review:** Every Year **Date of Next Review:** May 2024

The PCC will not unlawfully discriminate or subject any individual (job applicant or staff member) to less favourable treatment.

The PCC aims to ensure that people with disabilities are given equal opportunity to enter employment. In so doing, it will fully consider making reasonable adjustments to working practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, when staff members become disabled in the course of their employment, every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in the employment of the PCC.

After taking into account any genuine occupational requirement, entry into employment and promotion or change of post within the PCC is determined by personal merit and ability, relevant to the mission and purpose of the PCC.

It is the responsibility of every individual, both staff and volunteer, to eliminate discrimination by ensuring the practical application of the equal opportunities policy and reporting concerns about any possible breach of this policy to an appropriate senior manager or HR representative where appropriate.

All allegations of discrimination (including harassment) will be treated seriously. Any unlawful discrimination is totally unacceptable to the PCC and perpetrators will face disciplinary action.

Policy Adopted by the PCC of Swanage on: 3rd Dec 2019.

Dates Reviewed:

- a) **20.07.2021**
- b) **10.05.2022**
- c) **09.05.2023**

PCC of Swanage

Charity Registration Number: 1134114