



MILLOM TOWN COUNCIL

EQUALITY AND DIVERSITY POLICY

Adopted by Full Council on 28th January 2026 Revision date: January 2028

Millom Town Council is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When Millom Town Council selects candidates for employment, promotion, training or any other benefit, it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

Millom Town Council Commitments:

- To create an environment in which individual differences and the contributions of all team members are recognised and valued
- To create a working environment that promotes dignity and respect for every employee
- To not tolerate any form of intimidation, bullying or harassment, and to discipline those that breach this policy.
- To make training, development, and progression opportunities available to all staff
- To promote equality in the workplace, which Millom Town Council believes is good management practice and makes sound business sense
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures
- To encourage employees to treat everyone with dignity and respect
- To regularly review all employment practices and procedures so that fairness is maintained at all times

Millom Town Council will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, customers, learners and job applicants.

Millom Town Council equality and diversity policy is fully supported by all Councillors who are members of the Millom Town Council and/or employee representatives

Equality & Diversity Policy

1. PURPOSE:

This policy sets out Millom Town Councils approach to equality and diversity. Millom Town Council are committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

2. EQUALITY AND DIVERSITY AT MILLOM TOWN COUNCIL:

At Millom Town Council we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups both in employment and services.

Millom Town Council consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Millom Town Council too.

Millom Town Council acknowledge that equality and diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed.

3. SCOPE:

The rights and obligations set out in this policy apply equally to all employees, whether part-time or full-time on a substantive or fixed-term contract and also to associated persons such as secondees, agency staff, contractors and others employed under a contract of service.

Employees have personal responsibility for the application of this policy. As part of your review, you are expected to have read and familiarised yourself with this policy, ensure that this policy is properly observed and fully complied with and to complete the declaration below (Page 3).

This policy is also of particular relevance to councillors and other employees concerned with recruitment, training procedures and employment decisions which affect others.

This policy has been reviewed and put in operation from 28th January 2026 and will be reviewed in January 2028.

Signed: Chair

Dated: 28th January 2026

EQUALITY AND DIVERSITY DECLARATION:

I have read and understood Millom Town Council's **Equality and Diversity Policy** and agree to work to the expected standards. Regardless of my background and circumstances, I agree to treat all colleagues and visitors with respect and dignity while carrying out the duties and responsibilities of my role at Millom Town Council.

Signature: **Dated:**

Print Name:

PLEASE RETURN THIS SIGNED PAGE TO MILLOM TOWN COUNCIL CLERK

4. MILLOM TOWN COUNCIL'S COMMITMENT:

Every Employee is entitled to a working environment that promotes dignity, equality and respect for all. Millom Town Council will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant, councillor because of a protected characteristic:

- Sex;
- Gender reassignment;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Race (including ethnic origin, colour, nationality and national origin);
- Disability;
- Sexual orientation;
- Religion and or belief; and
- Age.

Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities within Millom Town Council. Selection for employment, training or any other benefit will be on the basis of aptitude and ability.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your supervisor or another colleague in a relevant position of seniority. You may decide in the alternative to raise the matter through Millom Town Council's **Harassment Policy or Grievance Policy**. For types of discrimination see the **Annex** to this policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. Millom Town Council will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by Millom Town Council's **Disciplinary Policy**.

A person found to have breached this policy may be subject to disciplinary action under Millom Town Council's **Discipline Policy**.

Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

5. WHEN DOES THIS POLICY APPLY?

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g., at meetings, social events and social interactions with colleagues) or which may impact on Millom Town Council's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to Millom Town Council).

We set out below some specific areas of application:

- **Recruitment:** Selection for employment at Millom Town Council will be on the basis of aptitude and ability. Where possible, Millom Town Council will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination.
- **Training:** You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.
- **During Employment:** The benefits, terms and conditions of employment and facilities available to Millom Town Council employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.
- **Millom Town Council's Legal Duties:** As a public body, Millom Town Council is additionally subject to public sector equality duties under the Equality Act 2010. This policy will be reviewed on an ongoing basis by Millom Town Council to assess its effectiveness and may be amended from time to time.

This policy is for guidance only and does not form part of your contract of employment.



DIVERSITY AND INCLUSION STATEMENT:

Individuals with different cultures, perspectives and experiences are at the heart of the way Millom Town Council works. Millom Town Council want to recruit, develop and retain the most talented people, regardless of their background ⁽¹⁾ and make best use of their talents. At Millom Town Council we are guided by our values in everything we do and recognise that being a diverse and inclusive employer helps us fulfil our responsibility to make a difference for staff and colleagues.

Millom Town Council seek to develop a work environment where Millom Town Council treat all employees as individuals, fairly and in a consistent way. Millom Town Council work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise. Millom Town Council will remove unnecessary barriers for our employees' seeking opportunities through training and development.

Millom Town Council will continue to support councillors and employees to demonstrate the principle of diversity and inclusion in their everyday activities, roles and functions.

Mayor:

Chair to Council:

(1) This refers to the protected characteristics of sex, gender reassignment, race, disability, age, sexual orientation, religion or belief, marriage and civil partnership and pregnancy and maternity

ANNEX – Types of Discrimination:

There are various types of discrimination prohibited by this policy. The main types are: -

Direct Discrimination

Direct discrimination occurs where one person is treated less favourably than another because of a protected characteristic set out in this policy. By way of example, refusing to promote a pregnant employee on the basis that she is shortly due to go on maternity leave would be direct discrimination on the protected characteristic of the employee's sex. Other types of direct discrimination are:

- **Associated discrimination:** this is direct discrimination against someone because they associate with another person who possesses a protect characteristic. For example, an employee is discriminated against because his/her son is disabled.
- **Perceptive discrimination:** this is direct discrimination against an individual because others think they possess a particular protected characteristic. For example, where co-workers believe that the individual is gay. It applied even if the person does not actually possess that characteristic.

Indirect Discrimination

Indirect discrimination occurs when an unjustifiable requirement or condition is applied, which appears to be the same for all, but which has a disproportionate, adverse effect on one group of people. This is discrimination even though there was no intention to discriminate. For example, a requirement for UK based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK; this could amount to indirect discrimination on the grounds of race.

Victimisation

Victimisation is where an employee is treated less favourably than others because they have asserted legal rights against Millom Town Council or assisted a colleague in doing so. For example, victimisation may occur where an employee has raised a genuine grievance against Millom Town Council and is demoted as a result.

Harassment

Harassment is “unwanted conduce related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.” It is important to remember that it is not the intention of the harassment but how the recipient perceives their behaviour, which determines whether harassment has occurred. Please see Millom Town Council's **Harassment Policy**, for further details of how Millom Town Council will deal with bullying and harassment.

Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.