



RAMSEY TOWN COMMISSION

Equality Policy

Originating Officer	Town Clerk & Chief Executive
Date	Feb 2020
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1. Introduction

This policy sets out Ramsey Town Commission's Equality Policy. It applies to all aspects of our work and to everyone working for Ramsey Town Commission, including elected Commissioners permanent and temporary employees, and contractors.

The Policy has been developed within the overarching Ramsey Town Commission's vision **"Making Ramsey a better place to be."**

The Commission Aims to employ motivated professional and well-trained personnel who offer excellent customer service with PRIDE – Professionalism, Respect, Integrity with accountability, Diversity and Excellent Customer Service.

Working within a small community the Commission's staff are easily recognised and therefore expected to represent the Commission's Values which are stated as being: -

- We will work as a team.
- We will be honest.
- We will have respect for others.
- We will be approachable and will listen and consider.
- We will be excellent.
- We will work really hard to provide the best value for money in everything we do.
- We employ motivated professional and well-trained personnel who offer excellent customer service with PRIDE – Professionalism, Respect, Integrity with accountability, Diversity and Excellent Customer Service
- We will be polite and courteous.

2. Policy Statement

Ramsey Town Commissioners are committed to encouraging equality and diversity among 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 employee to feel respected and able to give their best.

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

3. Purpose

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of Isle of Man Equality Act 2017 protected characteristics of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy & Maternity, Race, Religion, Sex and Sexual Orientation,
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits,

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

4. Commitment

The Commission commits to:

- encourage equality and diversity in the workplace.
- 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 are recognised and valued.
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.
- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
- Such acts will be dealt with as misconduct under the Commission's grievance and/or disciplinary procedures, and any 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 2000 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- make opportunities for training, development and progress available to all staff, 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.
- decisions concerning staff being based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act).
- 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.
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.

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

5. Process

The equality policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives.

Details of the Commission's grievance and disciplinary policies and procedures can be found within the Public Services Agreement; in the first instances an employee should raise a grievance with their line manager.

Use of the Commission's grievance and/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.

Signed for and on behalf of Ramsey Town Commissioners

A C Cowie
Chairman

T P Whiteway
Town Clerk