



Equal Opportunities Policy Statement

It is the policy of Orkney Islands Council to treat employees and applicants for work with the Council in the same way, regardless of their gender, gender reassignment status, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership status, pregnancy or maternity status, disability or age. The Council will monitor the composition of the workforce in light of the overall population and take appropriate steps if it appears that this policy is not fully effective in reflecting the population of the Islands.

The Council will issue a statement of this policy to all employees.

The Council is working towards being an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every manager and employee has personal responsibility for the implementation of the policy. Any questions or requests for further information about the application of the policy should be addressed to HR and Performance, as should any requests for special training.

The Council will not discriminate on grounds of sex, pregnancy and maternity, marriage and civil partnership, race, religion or belief, disability, sexual orientation, gender reassignment or age.

The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other respect of employment. The policy also applies equally to the treatment of the public and those who receive any service from the Council. Employees involved in recruitment will be given special training on the application of this policy and they should contact HR and Performance if they need further training or further information and advice about the application of this policy. The effect is that the training on equal opportunities is regarded as mandatory to Supervisor level and above if the Council is to meet its obligations in law.

Any employee may use the grievance procedure to complain about discriminatory conduct. Harassment on the grounds of any of the equality strands mentioned above should be dealt with in accordance with the Dignity at Work procedure. The Council is committed to ensuring that employees 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.

The Council will explain its Equal Opportunities Policy to all new entrants.

The Council will take steps to ensure that agencies and contractors who work on its premises are aware of its policies and comply with them.