

# Equality & Inclusion Strategy 2020 - 2024

## Appendix B: Equal Opportunities Policy Statement



## CARDIFF COUNCIL

### EQUAL OPPORTUNITIES POLICY STATEMENT

#### PURPOSE

1. This Equal Opportunities Policy Statement sets out Cardiff Council's commitment to promoting equal opportunities and diversity in employment and service delivery.
2. It demonstrates that equal opportunities are central to Cardiff Council's values and the delivery of services; it is part of mainstreaming equality within the Council.
3. It demonstrates that Cardiff Council values diversity and that no job applicant, employee or service user should be treated less favourably on the grounds of age, disability, gender identity/reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and the Welsh language.
4. It sets out a clear commitment to work towards eliminating direct and indirect discrimination, harassment and victimisation, to promote equality of opportunity and to develop good relations between people from different groups.
5. This Policy Statement supports the Council's Strategic Equality Plan, which outlines how we will comply with the Equality Act 2010.

#### SCOPE

6. This Policy Statement applies to all employees of the Council and Elected Members. It is commended to School Governing Bodies.

#### KEY PRINCIPLES

7. This Policy Statement aims to ensure that Cardiff Council is an organisation that values diversity and takes proactive steps to remove discrimination and foster good relations. This will be achieved by promoting equality in all of the Council's activities. This Policy Statement provides the foundation for all policies, strategies and schemes and links directly to the Council's Strategic Equality Plan.

#### POLICY STATEMENT

8. Cardiff Council believes in creating a fair, just and inclusive society. As an employer and provider of services, we will not discriminate against people on the grounds of age, disability, gender identity/reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or Welsh language.

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9. We are committed to ensuring that services are relevant and responsive to the needs of all communities. We recognise that all members of the community have specific needs and will strive to meet those needs.
10. We value all members of the community and will treat people with dignity and respect. We will not tolerate discrimination, harassment or victimisation of our service users or communities.
11. We will ensure that our contractors and others who deliver our services share our values.
12. We will work closely with local people, voluntary and community groups and other partners to build a respectful place in which we can all live and work.
13. We recognise that we work in a diverse community and understand the importance of achieving a diverse workforce. We will ensure that our recruitment practices are fair and consistent.
14. We will develop our employees by valuing their varied skills and experiences; by investing in learning and development; by treating employees fairly; by combating harassment, discrimination and victimisation at work; and by encouraging a culture, which values the difference between us.
15. In summary, Cardiff Council is committed to ensuring that:
  - the services we provide meet the needs of our service users
  - service users and employees are treated with dignity and respect
  - discrimination, harassment and victimisation are not tolerated
  - equality becomes a part of all we do.

## **RESPONSIBILITY**

16. The Chief Executive and the Corporate Management Board are responsible for implementing this Policy Statement and ensuring that equality is mainstreamed throughout Cardiff Council.
17. All managers, at all levels of the organisation, are responsible for actively promoting equality, removing discrimination and fostering good relations between different groups in employment and service delivery.
18. All employees, at all levels of the organisation, are responsible for following the principles in this policy; we all have an important role to play in ensuring Cardiff Council carries out its commitment to equality and diversity.
19. All employees are responsible for ensuring that equality impact assessments are carried out on all new policies, practices and functions so they fulfil the principles of this policy.

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20. All employees have access to an 'Equality & Diversity Awareness Employee Handbook'. This contains further information about responsibly for removing discrimination and promoting equality.
21. Where public services are provided by other organisations or suppliers, they are responsible for adhering to the principles within this Policy Statement at all times. Failure to do so could result in termination of contract.

## MONITORING

22. The Corporate Management Board will monitor the implementation of this policy.
23. This policy will be reviewed yearly or when otherwise required due to changes in legislation or practices.
24. Cardiff Council's Strategic Equality Plan outlines the steps that will be taken to implement this policy. The Plan will be reviewed yearly and a progress report will be produced and published.
25. This policy outlines Cardiff Council's commitment to prevent discrimination, promote equal opportunities and foster good relations between different groups. If an employee feels that this policy is not being followed, they should raise this with their line manager. If matters cannot be resolved by the line manager, or where the complaint relates to the line manager, you can use the Resolution Policy (Replacing Grievance Policy and Harassment Policy and Procedure) [Resolution Policy](#)
26. If an employee has any questions about this policy, they should discuss them with their line manager, or they can be raised with the Council's Equality Team or HR People Services.
27. Disciplinary matters that arise from this policy will be dealt with using the Council's Discipline Policy and Procedure.
28. If a member of the public feels that this policy is not being followed, they can make a complaint through the Council's Complaints Policy and Procedure. This is available through contacting C2C (Tel: 2087 2087) or the [website \(www.cardiff.gov.uk\)](http://www.cardiff.gov.uk).

## RELATED DOCUMENTS

[Strategic Equality Plan](#)  
[Employee Equality Network Leaflet](#)  
[Equality and Diversity Handbook](#)  
[Resolution Policy](#)  
[Discipline Policy and Procedure](#)  
[Complaints Policy](#)

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