

# **Corporation of London – Equal Opportunities in Employment Policy**

## **Introduction**

The City of London values the rich diversity and creative potential people with different backgrounds, skills and abilities bring to the workplace.

Our equal opportunities policy aims to treat all current and prospective employees fairly and with dignity and respect.

The City will not tolerate unfair treatment on the grounds of: age, disability, employment status, ethnic origin, gender, marital status, national origins, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, trade union or political activity or any other reasons which cannot be shown to be justified.

In applying this policy, the City recognises its obligations under relevant employment and equality law and Codes of Practice. However, our policy is not just about legal compliance but goes wider. We will be proactive in promoting our commitment to equality and diversity and to being a good employer.

## **Implementing the policy**

Promoting equal opportunities is one of our Core Values and we want our policy to be implemented. We will:

- Communicate the policy to all employees;
- Provide appropriate training;
- Allocate clear responsibilities.

## **Responsibility**

The Town Clerk has overall responsibility for ensuring the implementation of the Corporation's Equal Opportunities Policy. Each Chief Officer has responsibility for ensuring successful implementation of the policy within their own department. We all have a responsibility to contribute to its success by ensuring our behaviour supports the principles laid out in the policy.

The City will not tolerate acts breaching our policy. Any breaches will be fully investigated and may be subject to the City's disciplinary procedure.

## **Recruitment and Selection**

Equal opportunity starts here. We will:

- Consider candidates solely on merit, against carefully considered, justifiable job requirements;
- Ensure people involved in recruitment are trained appropriately;
- Make advertisements welcoming to all types of applicant;
- Avoid stereotypes that only certain groups of people are suitable for particular jobs.

## **Career Development and Training:**

Central to our equal opportunities in employment policy is that we get the best from our employees throughout their careers. We will:

- Provide the support necessary to help employees realise their employment potential;
- Encourage employees to apply for jobs which suit their experience and skills.

### **Terms and Conditions of Employment**

Fairness in how people are rewarded is fundamental. We will:

- Ensure terms and conditions, including pay, are fair and equitable, taking account of responsibility, performance and contribution;
- Ensure that the benefits, facilities and services available to all our employees will be clearly defined so that people are aware of them.

### **Flexible Working**

Our policy recognises that patterns of work are changing as employees have to balance work and domestic commitments. We will:

- Consider requests for flexible working made under our policies in a way which fairly balances the needs of the individual and the City of London.

### **Working Together**

The City is opposed to any form of harassment or bullying on any ground. Our aim is to create an environment where all employees are treated with dignity and respect and to provide a supportive working environment. We will:

- Ensure that all employees have access to our comprehensive Policy and Procedure on Harassment and Bullying, our Grievance Procedure and our Code of Conduct
- Monitor complaints to check that our policy and procedure is working.

### **Monitoring and review**

We will regularly check our progress by using workforce monitoring and equality performance indicators. We will:

- Statistically monitor our workforce composition, staff in post, applicants for jobs, training and development, grievances, disciplinary procedures, dismissals and other reasons for leaving;
- Use the data collected to examine the success of this policy and to plan for the future;
- Consult appropriately on the effectiveness of our equal opportunities in employment policy.

### **Different Types of Discrimination**

We recognise that discrimination can take different forms:-

#### ***Direct Discrimination***

This means treating someone less favourably because of who they are. For example, not offering the best candidate a job because they are black, or married or female is direct discrimination.

#### ***Indirect Discrimination***

This happens when an unnecessary requirement or condition is applied to a job that affects one group of people more than another. For example, specifying a very long period of continuous employment in a similar job as part of a job advert might discriminate against younger people or those who have spent time looking after small children. They may not have had the opportunity to be employed for the length of time specified.

## **Corporation of London – Equal Opportunities in Service Delivery**

### **Our commitment**

The Corporation of London provides a unique and diverse range of services to the residents, businesses, workers and visitors in the City of London and beyond. We are committed to being proactive in providing services fairly to all our potential service users. Promoting equal opportunity for all is one of our core values. Our policy is to treat all service users, and anyone else we come into contact with, equally and with dignity and respect and not to discriminate on grounds of age, disability status, employment status, ethnic or cultural origin, gender, marital status, national origin, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, or any other grounds which cannot be shown to be justified.

We will recognise, respect and value difference and diversity.

In partnership with our employees, our residential communities and stakeholders, we will work hard to meet our obligations under the relevant anti-discrimination legislation, codes of practice and good practice guidelines.

### **Services based on need**

To make sure we have got it right we need to know the needs and requirements of the different groups of people we serve. We will take steps to learn about the people who make use of our services so we can tell whether we are reaching all sections of our community.

### **Assessing and monitoring the use and impact of our services**

We will identify individuals and groups within our community whose needs are less well met by our services than other groups, through carrying out needs and requirements assessments.

We will monitor the take up of services so we can check that all parts of our community have access to our services, and that the use of our services is in line with what we know about needs among different groups. This will help us plan our services and target our resources effectively.

### **Consultation and review**

We need to make sure we know people's views and experiences of our services and our policies. We will seek a wide range of opinions and views, through our formal and informal consultation arrangements, to help us to:

- Establish the needs and satisfaction levels of those using our services
- Take into account the needs of, and impact on, service users when new services are planned.
- Evaluate and review progress made against national and local service delivery equality performance indicators

We will endeavour to follow best practice and to learn from others and from our own best practice.