



# London Borough of Sutton

*working in partnership with*  
*Sutton Nature Conservation Volunteers*

## Equal Opportunities Policy

The London Borough of Sutton is committed to an effective Equal Opportunities Policy. The Policy covers how staff and volunteers will relate to each other and how volunteers should treat members of the public including other volunteers who they come into contact with during the course of their work.

The council recognises that discrimination occurs in society against black and ethnic minority groups, women, people with a disability, lesbians, gay men, and bisexuals, and on the basis of age, religious belief and social class.

### **PURPOSE OF THE POLICY**

The aim of the policy is to ensure:

- \* fair recruitment and selection
- \* equal access to training opportunities
- \* equitable terms and conditions of employment and volunteering
- \* appropriate provision of services for different sections of the community
- \* fair treatment for users of Council services

### **EMPLOYMENT AND VOLUNTEERING**

The London Borough of Sutton believes it must recruit the best person for the volunteer role and that discrimination prevents this from happening.

Because of past and existing discrimination, some people have missed out on chances to obtain qualifications or gain experience. This in turn can lead to restricted job and training opportunities, and further disadvantage groups, already affected by discrimination. This means that some people are not able to compete for jobs on equal terms. Likewise, organisations may have inadvertently developed systems and styles of working which can prevent some people from achieving their full potential.

The Council's Equal Opportunities Policy is there to assist in the elimination of discrimination and ensure fair treatment for all employees by:

- \* advertising all jobs and volunteer positions in appropriate ways to ensure the widest possible response from all sections of the community
- \* examining recruitment procedures regularly to ensure people are selected on their abilities and merits.
- \* offering fair terms and conditions of employment to employees and volunteers
- \* ensuring facilities and practices are supportive of employees and volunteers with family responsibilities
- \* providing equipment and facilities to enable people with a disability to obtain a job or continue working with the Council
- \* ensuring all employees and volunteers are valued and respected, and are not harassed in the workplace

## **TRAINING**

Training will play an important role in assisting employees and volunteers to implement the Council's Equal Opportunities Policy and in developing employees' skills and potential.

The purpose of training will be to:

- \* inform employees and volunteers of the Equal Opportunities Policy
- \* provide employees, especially supervisors and managers, with the skills and knowledge to implement the policy
- \* develop the full potential of employees and volunteers, particularly those previously disadvantaged by discrimination
- \* Encourage and enhance the skills of employees and volunteers, particularly those from groups who have traditionally been under represented in the workforce.

## **COUNCIL SERVICES**

The Environmental Sustainability Team has responsibility to provide services for all sections of the community.

It is important for services to respond to users' different lifestyles and take account of varying needs including those relating to people with a disability and women.

The London Borough of Sutton is a multi-racial community whose services need to be sensitive to diverse cultural and religious requirements.

The council will ensure that its services are:

- \* publicised and promoted throughout the Borough in appropriate languages
- \* available and allocated without bias to all sections of the community
- \* appropriate to the different cultural and religious needs of the community
- \* arranged so that users are treated fairly and not subject to harassment from employees or other users
- \* provided in consultation with the local community groups

## **DISCIPLINARY AND GRIEVANCE PROCEDURES**

It is important that the Equal Opportunities Policy works in practice and is fully implemented. Where the Policy is found not to be working and results in unfair treatment of employees or the public, then a complaint of unfair discrimination should be made to the department concerned. All complaints of unfair discrimination, including harassment, will be investigated fully.

## **RESPONSIBILITIES OF THE COUNCIL AND ITS EMPLOYEES**

The Council accepts its responsibility for the provision of Equal Opportunities. Individual employees and volunteers also have a responsibility and a role in ensuring that the policy is carried out.

It is important for all the employees and volunteers to understand and familiarise themselves with the Equal Opportunities Policy and guidelines issued as part of this policy.

Copies of the full LBS Equal Opportunities Policy for employees are available from central personnel and Departmental Personnel Sections.