



Valuing Equality, Diversity and Inclusion Statement

Witney Town Council is committed to valuing diversity and inclusion through seeking to embrace and celebrate the unique differences employees offer.

The organisation aims to demonstrate to all existing and prospective employees' opportunities for employment, based on ability, welcoming feedback to continuously improve approaches to optimise individual and organisational performance at its best.

Witney Town Council has a zero tolerance toward and will not tolerate any direct or indirect discrimination against any person on any grounds, particularly those protected within the Equality Act (2010) in relation to age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in recruitment, employment, terms and conditions of employment, pay, incentive, development, training, career and personal development, transfer, termination or any other organisational aspect.

It is also the responsibility of all employees in their daily actions, decisions and behaviour to endeavour to promote the following principles that managers will take a lead on:

- Encouraging diversity and inclusivity in the workplace promoting dignity and respect for all, and where individual differences and the contributions of all employees are recognised and valued
- Create a working environment free of bullying, harassment, victimisation, and discrimination (unlawful or otherwise)
- Proactively engage in training and encourage all other employees about their rights and responsibilities with respect to diversity and inclusivity
- Make opportunities for training, development, and progress available to all employees, 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 Witney Town Council
- 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 Witney Town Council's work activities
- Review employment practices and procedures when necessary to ensure fairness, and update them and the policy to take account of changes in legislation
- Monitor the employee profile of the organisation regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability, wherever possible to ensure diversity and inclusivity in our overall practice

In adopting these principles, Witney Town Council will commit to:

- Not tolerating acts that breach our statement and principles, and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate
- Fully recognise its legal obligations under all relevant legislation and codes of practice
- Encourage employees to pursue any matter through the grievance procedure in an informal or formal basis, where they are of a view that they have been exposed to inequitable treatment with regard to equality, diversity and inclusion
- Ensure all line managers understand and maintain their responsibilities and those of their team with regard to equality, diversity and inclusion
- Offer opportunities for all such as learning opportunities and career development, flexible working patterns; wherever operationally feasible, embracing all employees' diverse needs
- Selecting candidates only based on their ability to carry out the job, using a clear and open process
- Providing all employees with the training and development that they need to carry out their job effectively
- Embracing any adjustments to be made for employees to be included with regard to their diverse needs (*i.e. supporting health conditions and / or disabilities, for those employees who are or who become disabled*), making reasonable adjustments wherever possible to provide continued employment. Witney Town Council will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary
- When establishing criteria for recruitment and promotion into vacant posts, Witney Town Council will consider carefully whether any minimum or maximum number of years of relevant experience is necessary for effective performance of the job. Such restrictions will not be imposed unless there is a proper job-based reason why they are necessary
- Not operating any compulsory retirement age, and each employee may choose for themselves when to stop working, subject to them continuing to be sufficiently fit to perform their job to a satisfactory standard
- Where increased pay and/or enhanced benefits are offered to employees on the basis of length of service, these are intended to reward loyalty, maintain motivation and reflect higher levels of relevant experience
- Distributing and publicising the equality diversity and inclusivity statement, principles and commitments throughout Witney Town Council.

The statement, principles and commitments apply to job applicants (both internal and external) and all employees and other workers whether full time, part time, temporary, seasonal or contract. Any matters raised by employees will be dealt with under Witney Town Council's grievance and / or disciplinary procedures, and any appropriate action will be taken, with serious complaints, if upheld, potentially surmounting to gross misconduct and lead to dismissal without notice.

The statement, principles and commitments will be monitored on a regular basis by senior management, encouraging feedback from employees, with a view to identifying measures to improve the effectiveness of the policy.

This statement will be reviewed every two years or earlier in accordance with any legislative changes.

Adopted: PSC 9th July 2025 (minute no. S143)

Review: July 2027