

UCKFIELD TOWN COUNCIL



EQUAL OPPORTUNITIES MONITORING FORM

This information is required so that we can monitor the implementation of our equal opportunities policy. It will enable us to compile statistical information about applicants, in relation to sex, age, ethnic background and disability, for the purposes of comparison with similar statistical information on those actually recruited. It will not be used for any other purpose, and will not be looked at by those shortlisting or interviewing candidates. We would encourage you to complete it so that we can have a full picture of our recruitment and selection patterns.

Name:		
Date of birth:		
Male/Female * (please delete as appropriate)		
Position applied for:		
Where did you see this job advertised?		
Do you have any disabilities?	Yes/No *(please delete as appropriate)	
How would you describe your ethnic origin? Please indicate one of the following categories:		
A White:		
British		
English		
Irish		
Scottish		
Welsh		
Other white background, please specify:		
B Mixed heritage:		
White and Asian		
White and Black African		
White and Black Caribbean		
Other mixed background, please specify:		

C Asian or Asian British:	
Bangladeshi	
Indian	
Pakistani	
Other Asian background, please specify:	
D Black or Black British:	
African	
Caribbean	
Other Black British background, please specify:	
E Chinese or other ethnic group:	
Chinese	
Other, please specify:	
F Prefer not to say:	

These categories do not refer to the place of birth, citizenship or nationality, but to the ethnic group to which you belong.

I hereby give my consent for the information contained in this form to be processed for monitoring purposes

Signature:		Date:	
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EQUAL OPPORTUNITIES POLICY

1.0 LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”

2.0. PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

3.0. SCOPE

All employees whether full-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.

4.0 OUR COMMITMENT

Uckfield Town Council will through its policies and training seek to avoid discrimination and create:

- A prejudice free and supportive working environment
- Equal pay
- Relaxation of pay secrecy for equal pay claims

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimisation through the Council's grievance procedure.

The policy will be monitored and reviewed annually. Other personnel policies will be reviewed against the values stated in this main Equal Opportunities Policy to ensure that the Council is an equal opportunities employer.

For more information on The Equality Act 2010 please refer to the ACAS document '*The Equality Act – What's new for employers?*'