

## **Old Catton Parish Council**

The Pavilion  
Church Street  
Old Catton  
Norwich  
NR6 7DS

### **EQUAL OPPORTUNITIES POLICY STATEMENT AND PROCEDURE**

Old Catton Parish Council is committed to equal opportunities in employment of staff and volunteers, hiring its facilities, and the provision of services to all.

The Council aims to ensure that no person wishing to hire facilities, gain access to the services provided, or gain employment, paid and voluntary, receives less favourable treatment because of age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or through any recruitment which cannot be justified by the requirements of their job or status.

In order to achieve its objectives the Council will:

- 1) Recognise its legal obligations under the Equality Act 2010.
- 2) Recruit, select and promote individuals solely on the basis of their merits and requirements of the job
- 3) Encourage all persons who believe that they may have suffered discrimination, or sexual or racial harassment, to raise the matter through an appropriate procedure
- 4) To provide Council members and employees with instruction and information to enable them to fulfil their responsibilities for equal opportunities
- 5) Distribute and publicise this policy to all members of the Council and display it on the Notice Board at the Pavilion

### **PREVENTING HARASSMENT**

#### **Parish Council Policy**

Old Catton Parish Council supports the right of all people to go about their normal lives without harassment. Anyone who hires its facilities and harasses another person will be liable to legal action. The Council is committed to trying to prevent harassment.

Harassment is where one person behaves in an offensive or threatening way towards another person. There are a number of types of harassment, including **sexual harassment, racial harassment and bullying.**

Harassment is most likely to occur where the victim is in a weak position, e.g. where the harasser is physically stronger or has some authority.

**Sexual harassment** is sexually offensive or intimidating behaviour. Different types of behaviour can cause harassment – examples include:

- Making unwanted physical contact
- Making remarks or suggestions of a sexual nature
- Gestures, stares and “wolf-whistles”
- Showing suggestive pictures or other materials

**Racial harassment** is behaviour towards someone of a different racial group, motivated by racial dislike or hatred.

#### WHAT TO DO IF YOU ARE THE VICTIM OF HARASSMENT

If you are suffering harassment, if possible, ask the person to stop and make it clear that if they do not stop you will make a formal complaint.

If this is not possible, or does not work, talk to the Clerk of the Council or one of the Council members who will give you advice.

It is best if you submit your complaint in writing to the Clerk of the Council. This will be followed up by an investigation and prompt action where necessary.

At all times concern for the interests of the victim will be of paramount concern.

Adopted 02/09/2013  
**Reviewed 14/03/2016**