

Introduction

Fife Council is committed to providing equality of opportunity in employment. We are committed to providing employment policies, procedures and practices which treat employees fairly and with dignity and respect.

Purpose of this policy

This policy sets out our commitment to equality of opportunity in employment. It includes our Equal Pay Statement, setting our commitment to equality in our pay practices.

Scope

This policy applies to all employees.

Key principles

- We value diversity and want every employee to be able to give their best to the Council.
- We aim to eliminate unlawful discrimination, harassment and victimisation on the grounds of protected characteristics, unrelated criminal offences, trade union membership or non-membership, caring responsibilities, or other characteristic unrelated to employment.
- **Witnesses are encouraged to intervene where the witness feels able to do so and should not as a result be subjected to any detriment by any other worker.**
- We aim to advance equality of opportunity and foster good relations between individuals with different equalities characteristics.
- Our employment policies, procedures and practices will be 'equality impact assessed'. We will apply our policies in a way which supports equality of opportunity. We will make sure there is no adverse, disproportionate or unjustifiable impact on equalities characteristics.
- We will provide equality and diversity information and training to managers and employees to build awareness and understanding of equalities in employment.

- We will treat seriously allegations of discrimination, harassment and victimisation of our employees and will seek to resolve any issues and concerns raised. Employees may use the Grievance Procedures to raise concerns and may wish to seek the advice and support of a Trade Union representative or workplace colleague. The Council's Employee Counselling Service is available to all employees.
- We will gather and use equal opportunities data to monitor the composition of the workforce and the application of our employment policies, procedures and practices. We will use this information to ensure fairness and consistency, to identify any trends and actions, and to inform policy development and decision-making.
- We are committed to equal pay, as set out in our Equal Pay Policy Statement, below.
- Every employee is required to assist the Council to meet its commitment to equality and diversity in employment and avoid unlawful discrimination, harassment and victimisation. Breach of this policy will be regarded as misconduct and may lead to disciplinary proceedings.

Equal Pay

Fife Council is committed to providing equality of opportunity in employment. We aim to ensure a fair, open and transparent approach to the determination of pay and conditions of employment which does not discriminate unlawfully and is free from bias across all of the protected characteristics including gender, race and disability.

We believe that all employees should receive equal pay for the same or broadly similar work, for work rated as equivalent, or for work of equal value.

We will:

- Use a robust framework of job evaluation which allows an objective and reliable measure of the size and relative worth of each job. The framework is underpinned by equal opportunities practice ensuring that there is no bias related to any of the protected characteristics.
- Ensure that all those involved in decisions about pay and benefits are appropriately trained.
- Develop a mechanism which allows employees to appeal against job evaluation outcomes.
- Monitor pay statistics regularly.
- Consider the impact of pay practices on the roles, levels and distribution across the Council on the basis of sex, disability and race. We will do this by monitoring areas of occupational segregation of these characteristics.
- Assess and review the findings of monitoring activities and take action where necessary.
- Continue to work in partnership with the recognised Trade Unions on equal pay and equalities in employment.

- Inform employees of how our pay practices work and how their own pay is determined.
- Respond appropriately to all enquiries concerning fairness in pay.

We believe that the actions set out above will help ensure we avoid unfair discrimination and reward, in a fair and transparent way, the skills, experience and potential of all employees.

Further information

- EO11 Equality of Opportunity – Guidelines

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