

# **Lancashire County Council**

## **EQUAL OPPORTUNITIES AT WORK**

**An Equal Opportunities  
Employer welcoming  
applications from all sections  
of the community**

## **Why do we need the Policy?**

- Morecambe Community High School as part of Lancashire County Council is striving to be an Equal Opportunities Employer.
- The Council recognises that in the past certain groups of people have been disadvantaged in gaining employment and is taking action to overcome such disadvantage.
- We are committed to ensuring all employees have equal treatment in the workplace and to ending any under-representation of groups in our workforce.

## **In seeking to implement this Policy the County Council:**

- Distributes information widely on its job vacancies and encourages job applications from under-represented groups.
- Has a complaints Procedure which can be used by any employee or job applicant who feels he/she has been treated unfairly.
- Provides a variety of training courses for its staff on equal opportunity issues including recruitment and selection.
- Monitors and reviews its policy.

## **Equal Opportunity employment Arrangements for women and men from all communities.**

- Provision of job/career opportunities.
- Flexible working (Flexitime) in many locations.
- Voluntary Reduced Hours, Job Share and Career Break Schemes.
- Maternity/Maternity Support and Adoption Leave Schemes.
- Childcare Provision/Information.
- Compassionate/Special Leave arrangements.
- A recognition of religious and cultural needs in the workplace.
- A policy to deal with sexual or racial harassment and bullying issues.

## **Positive action for people with disabilities**

- We interview all disabled job applicants who meet the essential requirements advertised for a vacancy.
- We have allocated a special budget to improve access to County Council workbases.
- We seek to retain employees and make any reasonable adjustments if they become disabled.
- We seek to assist applicants obtain employment including any necessary adjustments to the selection process.



For further details of these Policy arrangements telephone (01772) 533490

<p><b>Punjabi</b></p> <p><b>ਲੰਕਾਸ਼ਾਇਰ ਕਾਉਂਟੀ ਕੌਂਸਲ</b></p> <p>ਨੌਕਰੀਆਂ ਵਿੱਚ ਬਰਾਬਰ ਮੌਕੇ ਦੇਣ ਵਾਲੀ ਇਕ ਇਮਪਲੋਇਅਰ (ਨੌਕਰੀਆਂ ਦੇਣ ਵਾਲੀ) ਜਿਹੜੀ ਕਿ ਕਮਿਊਨਿਟੀ ਦੇ ਹਰ ਹਿੱਸੇ ਤੋਂ ਨੌਕਰੀਆਂ ਲਈ ਅਰਜ਼ੀਆਂ ਦਾ ਸਵਾਗਤ ਕਰਦੀ ਹੈ। ਜੇ ਤੁਸੀਂ ਇਸ ਠੀਕੀ ਜਾਂ ਨੌਕਰੀਆਂ ਲਈ ਖਾਲੀ ਥਾਵਾਂ ਬਾਰੇ ਹੋਰ ਜਾਣਕਾਰੀ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਉਪਰ ਦਿਤੇ ਟੈਲੀਫੋਨ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।</p>
<p><b>Urdu</b></p> <p><b>لنڪا شائر ڪاؤنٽي ڪونسل</b></p> <p>لنڪا شائر ڪاؤنٽي ڪونسل روزگار ڪے لے مساوي حقوق مہيا ڪرتي ہے اور تمام ڪميونٽي ڪي طرف سے روزگار ڪي درخواستون ڪو خوش آمديد ڪتي ہے۔ اگر آپ اس پاليسي ڪے متعلق يا روزگار ڪے لے جانا چاهتے هي تو اوپر ديے گئے ٽيلي فون نمبر پر رابطہ قائم ڪريں۔</p>
<p><b>Gujarati</b></p> <p><b>લેન્કાશાયર કાઉન્ટી કાઉન્સિલ</b></p> <p>સમાન તકોના ઓપ્લોયર (કામેરાખનાર) કમ્યુનિટીના બધા વિભાગોમાંથી અરજીઓ આવકારે છે. જો તમને આ નીતિ અથવા નોકરીની ખાલી જગ્યાઓ વિષે વધુ માહિતી જોઈતી હોય તો ઉપરના ટેલિફોન નંબર ઉપર અમારો સંપર્ક સાધો.</p>
<p><b>Bengali</b></p> <p><b>ল্যাংকাশায়ার কাউন্টি কাউন্সিল</b></p> <p>সকলের জন্য সমান সুযোগ প্রদানকারী চাকরী দাতা। কমিউনিটির সকল বিভাগ হইতে আবেদন আহ্বান করা যাইতেছে। আপনি যদি এই নীতি ও খালি পদগুলির বিষয়ে অল্পও বিস্তারিত জানিতে চান তাহা হইলে উপরের টেলিফোন নম্বরে যোগাযোগ করুন।</p>

Vacancies are also advertised in the local press, Job Centres, Libraries, Information Centres and Careers Offices.