

HUNGERFORD TOWN COUNCIL

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EQUAL OPPORTUNITIES POLICY

All members of the Town Council, its employees, its customers and all members of the local community which it serves have a right to be treated with fairness and equity. For the purposes of clarity the Town Council operates the following Equal Opportunities Policy.

- All employees and job applicants will be treated equally.
- Employees or potential employees will not be treated less favourably on the grounds of sex, gender, sexual orientation, race, colour, religion or belief, nationality, ethnic origin, marital or civil partnership status, pregnancy and maternity, age, disability or on the basis of gender re-assignment
- Employees or potential employees will not be disadvantaged by any conditions of employment or requirements that cannot be justified as necessary on operational grounds
- Decisions about appointments, training, developments and promotion will be made on the basis of merit or ability
- All employees have a personal responsibility for the application of this equal opportunity policy, which extends to the treatment of both fellow employees, town councillors, the Town Council's customers, contractors, suppliers and all members of the local community
- Everyone involved in recruiting, selecting, promoting and training employees has a special responsibility for the practical application of this equal opportunity policy
- In the event that any employee feels that they have suffered discrimination in any way, the Town Council's grievance procedure should be utilised.

- Non-employees can make an informal complaint to a councillor or member of staff. Formal complaints should be put in writing to the Clerk. (Refer to our complaints policy)
- Any employee who conducts themselves in a discriminatory manner (whether on the grounds of sex, gender, sexual orientation, race, colour, religion or belief, nationality, ethnic origin, marital or civil partnership status, pregnancy and maternity, age, disability or on the basis of gender re-assignment) towards another employee, town councillor, customer, contractor, supplier or member of the public may be guilty of gross misconduct and may be subject to disciplinary action.