



ROYSTON TOWN COUNCIL **EQUAL OPPORTUNITIES POLICY AND PROCEDURES**

Royston Town Council is committed to equal opportunities. We accept our legal obligations under the Equality Act 2010, Race Relations Act 1976, Sex Discrimination Acts 1975 and 1986 and the Disability Discrimination Acts 1995 and 2000.

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

- **age**
- **disability**
- **gender reassignment**
- **marriage or civil partnership**
- **pregnancy or maternity**
- **race or nationality**
- **religion or belief**
- **sex**
- **sexual orientation**

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

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees and volunteers, 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, victimization or harassment on the grounds of any of the protected characteristics.

SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers, temporary staff or volunteers 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.

OUR COMMITMENT

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. Royston Town Council will not discriminate on the grounds of any protected characteristics or any other factor irrelevant to the purpose in view.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

OUR AIMS

Royston Town Council aims to:

- Create effective partnerships with all parts of our community
- Provide services that are accessible to all where the need arises
- Promote equality in employment, volunteering and development

RESPONSIBILITY AND METHOD OF IMPLEMENTATION

This policy covers the behaviour and actions of everyone employed by or volunteering for Royston Town Council. Responsibility for ensuring adherence to and the implementation of this policy lies with the Town Clerk.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees and volunteers are entitled to complain about discrimination, harassment or victimization through the council's Grievance procedure. If any employee or volunteer feels they are not being treated equitably the first action should be to consult with the Town Clerk.

Staff, volunteers and Councillors will be encouraged to take part in anti-discriminatory training. All staff, volunteers and Councillors will be given a copy of this policy.

REVIEW

The policy will be monitored and reviewed bi-annually. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

Uses of Policy – Employee Handbook, Induction of Staff and Members, Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to Grievance, Disciplinary and Dignity at Work Policies.