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## **Equal Opportunities Policy**

Burnham on Crouch Town Council is committed to the principle and practice of equal opportunities in all aspects of employment.

### **Purpose**

The purpose of this policy is to provide equal opportunities to all employees and to ensure that no job applicant or employee is discriminated against either directly or indirectly during the recruitment process and within terms and conditions of employment, on the grounds of:

- Age;
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

### **Aims**

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

The Town Council aims to be an employer which provides a fair and inclusive working environment that:

- Ensures equality or opportunity to enable all employees to contribute to the Council and achieve personal development;
- Is free from discrimination, harassment/bullying and victimisation of any kind;
- Reflects all sections of society.

### **Principles**

The Town Council confirms its opposition to any form of less favourable treatment of employees and applicants for employment on the grounds stated above.

## **Responsibilities**

The co-operation and contribution of all employees and the employer is essential for the success of this policy. The policy is therefore brought to the attention of every employee. In addition, members of the Town Council will conduct their business with standards that are consistent with this statement.

## **Monitoring**

An employee who believes that they have been treated unfairly may raise the matter through their line manager or through the appropriate grievance procedure. The Council will protect an employee make such a complaint from victimisation and will fully investigate any such grievance.

Adopted at the Council meeting held on

Review date: