



EQUAL OPPORTUNITIES POLICY

Tidworth Town Council is wholeheartedly committed to the principle of equal opportunity.

In its capacity as an employer and as a provider of services to others, Tidworth Town Council is determined to make all efforts to prevent discrimination or other unfair treatment against any of its staff, volunteers, potential staff or users of its services, regardless of gender, sexual orientation, marital status, race, ethnic origin, religious conviction, age or ability.

Tidworth Town Council is opposed to racist and sexist practices and attitudes and is committed to translating this into all aspects of its everyday work.

Recruitment of Councillors, Staff and their Development

There is a special requirement for all those responsible for recruitment to ensure that the Equal Opportunities Policy is applied at each stage of the procedure. Every person who applies for a position with Tidworth Town Council should be considered on his or her merits relating to the duties and circumstances of the position. All staff and Councillors, current and new, will be trained to understand awareness of discriminatory practices and will be updated on current legislation through training days and meetings.

Provision of Services

Tidworth Town Council is committed to providing services that are relevant, cost effective and accessible to all the citizens of Tidworth. Staff, Councillors and volunteers are required to be fully aware of their responsibilities in this respect and to ensure that systems of recruitment or referral to our services do not operate to exclude or discourage participation.

Harassment

Tidworth Town Council regards any form of harassment as unacceptable. Harassment is considered to be misconduct and the Council has responsibility to ensure that their staff and Councillors observe proper Standards of Conduct. For more information please read Tidworth Town Council's Harassment Policy.

Grievance

Staff, Councillors and volunteers who wish to complain about the behaviour of another employee or a member of the Council have the right to process their complaint through their Line Manager or an appropriate member of Leadership. If such a complaint is not dealt with in a satisfactory manner they can gain advice from NALC. The complaint can be in writing or verbal; if verbal the responsible Councillor will record details in writing. Alternatively, further advice can be gained via Wiltshire Councils Complaints Procedure.



Responsibilities for the Equal Opportunities Policy

The Chair of Tidworth Town Council will monitor the policy, through the Policies and Procedures Committee, to identify any inequalities and to determine steps needed to rectify them. This includes attention to publicity, links with outside organisations and individuals involved in the provision of our services.

Every member of the Council and staff are responsible for the Equal Opportunities Policy and those who hold Mayoral and other senior positions in the Council have additional and particular responsibilities to ensure the effectiveness of its application and the commitment of all Councillors, staff and volunteers.

The Equal Opportunities Policy will be kept under review by the Policies and Procedures Committee to ensure that its objectives are being met effectively and the practices and procedures operate in a way that promotes equal opportunity.

Signed _____ **Date:** _____

(Print Name) _____ **Chair, Tidworth Town Council**