

## **Equal Opportunities**

It is RTC's policy to treat job applicants and employees in the same way regardless of their race, gender, sexual orientation, ethnic origin, marital status, disability, religion or belief at any stage of the recruitment procedure or during employment. RTC's commitment on this matter is provided in its Equal Opportunity Policy provided in Appendix 4.

RTC is committed to promoting equal opportunities in all areas of recruitment, employment, training and promotion and you:

1. Should be aware that discriminatory practices are unlawful and a barrier to effective management of RTC's business and will not be tolerated.
2. Should be aware of RTC's criteria for recruiting, training, promoting and remunerating employees.
3. Have a legal responsibility to co-operate in ensuring the effective operation of this policy.
4. Must comply in all respects with the provisions of this policy and any applicable laws from time to time in force and ensure that by their own actions they do not discriminate against others.
5. Should report to the Town Clerk any incidents of discrimination that you may have been subjected to or have witnessed.

Any employee who believes that he or she has received less favourable treatment than others on the above grounds is entitled to use RTC's Grievance Procedure

Any employee at whatever level within RTC who is found to have breached the provisions of the discrimination legislation or this policy will be subject to action under the Disciplinary Procedure on the grounds of misconduct which may include dismissal.