

EQUAL OPPORTUNITIES POLICY STATEMENT

1. GENERAL

It is the policy of **ECS Resource Group** that all eligible persons shall have an equal opportunity for employment and advancement in **ECS Resource Group** on the basis of their fitness for the work. There must be no direct discrimination against any eligible person whether in recruitment, training, promotion or in any other way. Similarly there must be no indirect discrimination. This occurs where a requirement or condition is applied equally but is unfavourable to certain groups because a considerably smaller proportion of them can comply with the conditions.

This policy pursues and builds on the statutory position both in Great Britain and Northern Ireland. The intention is to comply as much with the spirit as with the letter of the legislation and to establish and pursue an effective policy of promoting equal opportunity. It aims to reduce job segregation and make the best use of the potential of all employees.

It is essential that this policy should be clearly communicated to all management and staff and should be promoted in all published material. It should also be made known to all potential applicants, through recruitment and advertising that **ECS Resource Group** is an equal opportunities employer.

Although the Board of **ECS Resource Group** are responsible for developing the policies of **ECS Resource Group** as a whole, operational responsibility lies with the Management teams and they are responsible for ensuring that all staff for whom they have responsibility are aware of this policy and that there is no unlawful discrimination of any kind.

For an equal opportunity policy to be effective it has to be adopted at all level of the company and a designated person must be appointed within each division to be responsible for the co-ordination of the policy at local levels.

2. ASSESSMENT AND APPRAISAL

When assessing and/or appraising staff, managers should base their assessments solely on the individuals capability, performance and inherent potential. Reports should not contain any bias or make assumptions about any individual.

3. TRAINING

Training and information plays a vital role in the promotion of equal opportunity. All departments should ensure that all staff undergoes some form of equal opportunities training and that any such training is recorded within the staff development programme.

4. INDIVIDUAL RESPONSIBILITY

The existence of a law cannot in itself ensure that any policy of non-discrimination will work effectively. This will only be achieved if staff at all levels critically examines their attitude to people and ensure that no trace of discrimination is allowed to affect their judgement. In this connection staff should be aware of the forms of discrimination, guard against them and avoid any action which may allow others to discriminate unfairly.

5. COMPLAINTS OF DISCRIMINATION

All **ECS Resource Group** staff should be made aware of the grievance procedures which are available to them, including the right, to request a formal written explanation of the treatment that they believe to be discriminatory. Employees who think that they have been discriminated against and who consider that they have failed to secure adequate redress have a legal right to take their case to an Industrial Tribunal.

6. RACIAL DISCRIMINATION

There must be no racial discrimination against any eligible person either direct or indirect. Care should always be taken to ensure that more suitable forms of discrimination are not allowed. These may result from assumptions about certain group's capabilities and may result in conditions being applied to a post that may discriminate unfairly.

7. DISABILITY

ECS Resource Group is committed to achieving equality of opportunity for all people with disabilities and seeks to ensure that there is no discrimination on the grounds of disability and that access to employment within **ECS Resource Group** is based on ability, qualifications and adaptation to premises will be available and where necessary jobs may be restructured to enable people with disabilities to work with efficiency.

8. SEXUAL DISCRIMINATION

ECS Resource Group is committed to a policy of achieving the best use of all employees, men and women. Sexual harassment and any other form of sexual discrimination will be subject to investigation by senior management. Any employee who feels they have been discriminated against in this way should use the established grievance procedures.