



## **EQUAL OPPORTUNITY POLICY**

ETS Group are committed to equal opportunities in recruitment and employment and opposes all forms of unlawful or unfair discrimination including those on the grounds of:

- Age
- Disability
- Ethnic or National Origin
- Marital Status
- Nationality
- Race
- Religion or belief
- Gender
- Sex
- Sexual orientation
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity

ETS Group aim to treat all employees with dignity and respect and provide a working environment free from all discrimination. It will conduct its affairs at all times in a manner that is consistent with this aim. Mark Cole will be responsible for the day to day operation of the policy. Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training, promotion, pay and career management are based solely on objective and job related criteria. Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability, age, religion or belief. Managers and key workers will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them. Information on ethnic and racial background, gender, disability and age of each worker and application for employment will be collected and analysed to monitor each stage of the recruitment process. If data shows that people from particular groups are under-represented in particular areas of work, lawful positive action training and encouragement will be considered to improve their chances of applying successfully for vacancies.

We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our premises.

In applying this policy, ETS Group recognises its obligations under current legislation, in particular:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Employment Rights Act 1996
- Race Relations (Amendment) Act 2000
- Employment Act 2002
- Race Relations Act 1976 (Amendment) Regulations 2003
- Religion or Belief Regulations 2003
- Sexual Orientation Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equalities Act 2010
- Modern Slavery Act 2015

ETS Group will comply both in spirit as well as the letter of the above legislation's and provide training where appropriate. ETS Group recognises that individual employees, at all levels are responsible for ensuring that their own conduct is consistent with this equal opportunities policy. In particular they must not:

- Discrimination against colleagues, other employees or job applicants, or harass them;
- Induce, or attempt to induce, other employees to practice unlawful discrimination;
- Victimise individuals who have made allegations or complaints of discrimination or harassment of any nature, or provided information of such acts;

ETS Group will treat seriously any breaches of this policy and all instances of actual, or alleged inappropriate behaviour, will be fully investigated and appropriate action taken. In order to achieve effective implementation of the policy, ETS Group will ensure that this Policy Statement is brought to the attention of all employees. It will be reviewed annually for effectiveness and adjusted as necessary at the Annual Management review meeting. This policy has been endorsed by Mark Cole and has the full support of the management team. ETS Group fully comply with the requirements of the Immigration, Asylum and Nationality Act 2006 and make adequate checks to ensure that employees are eligible to work in this country.

For ETS Group



**Mark Cole**

**Managing Director**

**16th July 2021**