

EQUAL OPPORTUNITIES POLICY

1. Aims and Objectives

- 1.1 To ensure that the talents and resources of all potential and existing employees are fully considered when making recruitment and promotion decisions.
- 1.2 To ensure that customers are afforded equal access to products and services provided by the company and also an equal opportunity to progress within their chosen programme with additional support being provided where required according to individual circumstances.
- 1.3 To ensure that the company does not provide less favourable treatment to any party on the grounds of gender, disability, age, marital status, creed, social class, colour, race or ethnic origin or disadvantage any party by conditions or requirements that cannot be shown to be relevant to performance.

2. Policy

To this end ESA Business Development will:

- 2.1 Fulfil its social responsibility towards its employees and customers and the communities in which it operates.
- 2.2 Recognise its legal obligations under the Race Relations Act, the Sex Discrimination Act, the Equal Pay Act, and the Disability Discrimination Act.
- 2.3 Review annually its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities which are appropriate to the job.
- 2.4 Seek to give all employees equal opportunity and encouragement to progress within the organisation.
- 2.5 Ensure that there is equality of opportunity for customers to all products and services and equal opportunity and encouragement to progress with any planned programme of training.
- 2.6 Distribute and promote this policy statement throughout the organisation, to all customers and associates and elsewhere as appropriate.
- 2.7 Provide facilities for any employee or customer who believes that unequal treatment has been applied to him or her within the scope of this policy to raise the matter through the appropriate complaints and appeals procedure.
- 2.8 Provide training for all employees which raises awareness of the need for customers and associates to understand the organisation's Equal Opportunities policy and for all employees to agree to adhere to it.
- 2.9 Put in place a process to enable the collection of equal opportunities data and a system to monitor and review this information against performance targets.
- 2.10 Take action or seek guidance to target specific groups where under representation is identified in comparison with the demographic makeup of the local community.

3. Responsibility

- 3.1 The overall responsibility for the monitoring of the effectiveness of this policy and for implementing ongoing action to ensure that the policy is fully operational is vested in the Partners of ESA Business Development
- 3.2 It is the responsibility of all employees/customers to accept their personal involvement in the practical application of this policy although specific responsibility falls upon management and staff where involved in recruitment, employee administration and training.

