



EQUAL OPPORTUNITY POLICY

ECMS Services Ltd is committed to a policy of equal opportunities in employment whereby individuals are selected, trained, promoted and treated on the basis of their relevant merits, skills and competency.

It is our policy that all members of staff and job applicants will receive equal treatment regardless of the following:

- Gender, including gender reassignment
- Marital or civil partnership status
- Parental Status
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

COMMITMENTS

ECMS recognises that it has moral and social responsibilities and that it should support and contribute to the wider process of change through all aspects of its work and practices in order to eliminate discrimination and promote equality and diversity.

ECMS is committed to taking positive steps to ensure that:

- All people are treated with dignity and respect, valuing the diversity of all.



- Equality of opportunity and diversity is promoted.
- A good and harmonious working environment in which all persons are treated with respect is promoted
- Occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation are prevented
- All our legal obligations under the equality legislation and associated codes of practice are fulfilled
- We comply with our own equal opportunities policy and associated policies
- We regard all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Our Equal Opportunities Policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

ECMS will tackle barriers to participate and create a culture in which equal opportunities and equal treatment are a priority for all staff and users. In the recruitment, training, pay and management of staff, and in all our day to day work with both colleagues and users, we seek to create an environment where attitudes and biases that hinder the progress of individuals and groups are dismantled and where we work together in mutual respect and tolerance.

The Equal Opportunity Policy applies to all those who work for (or apply to work for) ECMS Services Ltd, for example:

- Job applicants and potential applicants
- Employees

- Contract Workers
- Sub-Contractors

IMPLEMENTATION

The Managing Director has specific responsibility for the effective formulation, implementation and monitoring of this policy. Each Director, Manager and Supervisor also has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

In order to implement this Policy we shall:

- Communicate the policy to employees, job applicants and relevant others e.g. sub-contractors.
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.
- Obtain commitments from other persons or organisations such as subcontractors that they too will comply with the policy in their dealings with our organisation and our workforce.

COMPLAINTS

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. All complaints of discrimination will be dealt with seriously, promptly and confidentially.



In addition to our internal procedures, ECMS is also bound by certain legal responsibilities in the field of equal opportunities and these are as follows:

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

A handwritten signature in black ink, appearing to read 'J Grimsley', is positioned above the printed name.

James Grimsley
Managing Director

Date: 1st August 2020
Review: August 2021