

Equal Opportunities Policy

This Policy applies to all existing staff and all persons applying for appointment within Entec. It is designed to promote fair and equal treatment and to ensure that Entec has appropriate resources for business success.

Entec is committed to the promotion of equal opportunities and to ensure that no job applicant or member of staff receives less favourable treatment on the basis of colour, race, religion or belief, nationality, ethnic or national origin, gender, age, mental or physical handicaps, marital status or sexual orientation. It is our policy to treat staff with respect and dignity, and ensure they are not victimised, bullied or subjected to harassment on any of the bases referred to above.

The Sex Discrimination Act 1975 and the Race Relations Act 1976 require that individuals must not unlawfully discriminate or help others to do so. Eliminating discrimination and the provision of equality of opportunity depends upon personal commitment and all employees, without exception, must observe the requirements of this Equal Opportunities Policy and apply its principles.

Apart from consideration of equality of opportunity and strict compliance with the law, the efficiency of any organisation will clearly be improved if it seeks to develop the skills and abilities of all staff.

Equal Opportunities Monitoring

Discrimination is not always intentional or overt. Entec is committed to ensuring that our practices and policies are being properly implemented and where barriers to equal opportunity are identified, any necessary changes will be made. To achieve this we need to keep information on ethnic origin, gender and disability. This information will be used for equal opportunities purposes only.

The Head of Operational Services has particular responsibility for the implementation and monitoring of this Policy which will be regularly reviewed.

Recruitment and Advertising for Staff

Recruitment and selection procedures govern access to employment within Entec. Recruitment practices are a crucial part of any Equal Opportunities Policy and should ensure there are no barriers to the employment of any group. The Managing Director has responsibility to ensure fair and lawful recruitment practices.

- Prior to advertising all jobs are authorised by a Director.
- All jobs are advertised on our Web Site. Advertisements should not discriminate on the grounds of colour, race, religion or belief, nationality, ethnic or national origin, gender, age, mental or physical handicaps, marital status or sexual orientation. Consideration should be given to advertising formats where appropriate, to encourage applications from all sectors of society.
- Entec will endeavour to accommodate the particular needs of any person suffering from a disability in the meaning of the Disability Discrimination Act 1995 at all stages of the recruitment process.



- All psychometric tests that are used for recruitment purposes have been verified by an approved source as being non-discriminatory. Psychometric testing will not be used as the only criterion of selection.
- The recruitment procedure will be monitored. Managers will record reasons for rejecting candidates.

Terms and Conditions of Employment, Related Benefits and Access to Training

All terms and conditions of employment and related benefits will be applied consistently to all staff irrespective of colour, race, religion or belief, nationality, ethnic or national origin, gender, age, mental or physical handicaps, marital status or sexual orientation except in cases where health and safety requirements apply.

Entec believes the success and prosperity of the Company is generated by its staff. This success can be maximised by developing each individual's potential to the full. The Company's training and development programme has been developed to broaden competencies, address the future needs of the Company and motivate staff. Equal consideration will be given to all staff for training and development.

Staff and Job Applicants with Disabilities

Entec will seek to ensure that disabled people have full and fair consideration for all jobs for which they offer themselves as suitable candidates and to assist disabled people to realise their full potential within the working environment. This will be done in accordance with the Disability Discrimination Act 1995. In order to fully utilise the skills and potential of disabled people, Entec will give consideration to:

- Making adjustments to premises.
- Allocating some of the disabled person's duties to another person.
- Transferring him/her to fill an existing vacancy.
- Altering his/her working hours.
- Assigning him/her to a different place of work.
- Allowing him/her to be absent during working hours for rehabilitation, assessment or treatment.
- Acquiring or modifying equipment.
- Modifying instructions or reference manuals.

In considering these adjustments the extent to which they would stop the disabled person being at a disadvantage, practicality and cost will be taken into account.

Implementation, Monitoring and Equal Opportunities Training



Practices and policies within Entec will be constantly monitored to ensure that the Equal Opportunities Policy is being properly implemented and where barriers to equal opportunity are identified, any necessary changes will be made. To achieve this we need to keep information on ethnic origin, gender, and disability of staff and job applicants. This information will be used for equal opportunities purposes only.

Harassment Policy

It is Entec's policy to maintain a non-discriminatory working environment, which is free from harassment or bullying, particularly of a sexual, racial or disability based nature. The harassment of staff by any individual (management or colleague) is viewed seriously and will be dealt with under our Disciplinary Procedure. Such behaviour may contravene criminal and/or civil law.

All allegations of harassment will be thoroughly and promptly investigated in accordance with our Disclosure Policy. Where allegations are substantiated, appropriate disciplinary action, up to and including dismissal will be taken against any person responsible.

Harassment includes any conduct of a sexual or racial nature, or related to an individual's disability, or is conduct, which is unwanted by or offensive to the recipient. It includes unwelcome physical, verbal or non-verbal conduct. Examples include:

- Unwelcome sexual attention.
- Insults, derogatory comments, ridicule or "jokes" of a sexual or racial nature, or those linked to disability.
- Lewd, suggestive or over familiar behaviour.
- Display or circulation of sexually suggestive or racist material.

Harassment can be persistent and repeated, continuing after the person subjected to it makes it clear they want it to stop. However, a single incident can also constitute harassment if it is sufficiently serious.

Remedial Procedure

If you believe that you have been discriminated against on the grounds of colour, race, religion or belief, nationality, ethnic origin or national origin, gender, age, mental or physical handicaps, marital status, or sexual orientation or you have been the subject of harassment or bullying, you are strongly encouraged to raise the matter in accordance with our Disclosure Policy, a copy of which is available on Entec Info or from HR.



Simon Armes-Reardon
Managing Director

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