



## EQUALITY & DIVERSITY POLICY

ESS Modular is committed to implementing positive action and providing a work environment which promotes equality for existing and prospective employees, free from discrimination in the following areas: gender, race, nationality, age, disability, religion or belief, sexual orientation, gender re-assignment or any other irrelevant factor.

This policy applies to all employees, potential employees, self-employed contractors and clients. This policy should be read, and is operated, in conjunction with the company's policies on health and safety, on sexual harassment, harassment and bullying and on employment equality.

### Policy

- ESS Modular are committed to equal opportunity of employment and all employment decisions will be based on merit, qualifications and abilities. All employment related decisions will not be influenced or affected by an employee's gender, race, nationality, age, disability, religion or belief, sexual orientation, gender re-assignment or any other irrelevant factor.
- ESS Modular fully supports a working environment free from discrimination, harassment and sexual harassment. To promote a harmonious working environment based on mutual respect, which is free from sexual and other forms of harassment or bullying within which employees are encouraged to develop their full potential in the interests of the individual and the company.
- ESS Modular will endeavour to ensure that practices and policies relating to recruitment, employment, training and promotion that are free of obstacles, both systemic and deliberate, that directly or indirectly discriminate against people. This is in compliance with the requirements of the Equality Act, namely gender, race, nationality, age, disability, religion or belief, sexual orientation, gender re-assignment or any other irrelevant factor.
- Training, experience and promotional opportunities are open to all employees of the Company. All decisions made will be based on employee's existing skills, knowledge, and attitude to perform the job effectively and efficiently, to the standards required by the company both now and for the future.
- All employees with similar job descriptions or performing similar functions/roles within this company will be treated equally with regard to all aspects of their terms of employment, i.e. working conditions, selections for short term working, transfers, procedures for disciplinary measures and termination of employment.
- Every manager has a responsibility to support and communicate the Equality & Diversity Policy. In addition to ensuring their own behaviour does not cause problems, management are responsible for knowing the company policy and ensuring that staff members adhere to company policy.
- All employees of ESS Modular have a responsibility to adhere to this policy. This includes maintaining acceptable standards of behaviour at all times towards all colleagues and customers alike.
- Employees are encouraged to raise questions or concerns about this Policy. These queries should be brought to the attention of their immediate supervisor or Human Resources; the Company assures its employees that any concerns or



complaints made will be without fear of reprisal. An employee engaging in any form of discrimination will be subject to disciplinary action up to and including termination.

### Procedure

- The aim of the policy is to promote equality of employment opportunities by ensuring that all employment practices are operated on the basis of the relevant qualifications, merits, abilities and potential of individuals and are free from any criteria which cannot be justified by the demands of the position. Specifically, the objectives of the policy are to ensure that all employees of ESS Modular are recruited, selected, trained, given access to relevant work experience, promoted and otherwise treated on the basis of their relevant merits and abilities.
- The Company will ensure that all employees involved in making employment related decisions will be provided with training and guidance to ensure that they understand their position, the Company's policies and procedures.
- The Company will always state, "We are an equal opportunity employer" in any form of advertising for a job, either internally or externally.
- When recruiting, full job specifications will be prepared, outlining requirements that are absolutely essential for the job in question. Non-essential qualifications/ qualities will be described as desirable.
- Where traditional title or role for a job in the company implies either male or female, e.g. warehouseman, the Company will always expressly state that the position is open to both men and women.
- The Company will take appropriate disciplinary action towards an employee who fails to follow the Company's Equality & Diversity Policy.
- Any pay and benefit documentation will be stored for a minimum period of three years in case. All personnel records of potential/past employees will be kept for one year after either the termination or the application for employment, training or promotion.
- These records include training and work experience, CV's, applications, interview notes or any similar documentation.
- The company will take appropriate measures to enable a person who has a disability to have access to employment, to participate or advance in employment and to undertake training.
- Any employee who feels that they have been treated unfairly in terms of access to employment, conditions of employment, training, work experience or promotion etc should apply the Company's Grievance procedure.

### Review

- The Company is committed to review the Equality policy and procedures on a regular basis in line with changes in the law, relevant case law or other developments.
- A competent person will be designated to ensure that monitoring, training and reviews occur.

This statement is endorsed by the Company's Directors, who take responsibility for its execution and share responsibility for the implementation of this policy.



**Paul Tierney, Managing Director**

**Date: 3<sup>rd</sup> May 2019**

