



Last revised 02.06.2019

Employment policy

Definition:

Employment policies are concerned with the activities of an organisation relating to employment processes, recruitment, diversity, training and equal opportunities.

Summary:

The purpose of this policy is to set out our approach to recruiting fairly and non prejudicially, access to training, promoting the benefits of a diverse body of employees such as in age, race and gender and the implementation of a zero tolerance attitude to unfair discrimination through equal opportunities for all.

Who this policy covers:

This policy applies directly to all individuals working at all levels within ESG as employees or agents and any subsidiaries and their employees and agents, wherever located. The policy is provided to other associates of ESG, including our suppliers, who will be required to comply with those provisions of the policy which apply to them by the inclusion of relevant provisions in all contractual arrangements with ESG.

In this policy, "third party" means any individual or organisation that is come into contact with.

ESG employment objectives:

ESG recognises not just its legal and ethical responsibilities related to employment but also that the benefits of a sound and fair policy are beneficial to the company as a whole as well as employees and individuals. Improved morale through consistency and the display of ethical practice reduce attrition and increase employee productivity

Its specific objectives in this overall aim are as follows:

- To rigorously enforce equal opportunities throughout all stages of employment (see below section 'Equal Opportunities')
- To provide all employees with a written contract and ensuring employees are aware of their rights and of their responsibilities.
- To ensure awareness within ESG of the benefits of having a diverse group of employees which bring to the organisation a pool of experience, skills, perspectives and points of view



- To ensure that all employees are aware of grievance procedures and are encouraged to bring any matters up with their line manager as soon as possible
- To stay up-to-date on all legislation and best practice relating to employment
- To encourage feedback at all stages from employees on all aspects of employment in ESG
- To offer training to employees and to encourage employees to suggest where they might improve due to training which has not yet been considered
- To keep daily records of employment leaves, attendance and timings and have regular feedback with employees if issues appear
- To manage and motivate employees by competitive salary, pension/provident, benefits, environment and encouragement
- To promote wherever possible from the current employees of ESG
- To communicate to all employees best employment practice and policy
- To reward exceptional work and encourage improvement through regular performance management
- To provide at least the national average of leave availability and an up-to-date annual list of leaves to employees and a facility to view consumed and available leave
- To ensure that all recruitment uses effective and reliable methods of recruitment. ESG has its own Applicant Tracking System, which relevant members of staff have access to. Applicants are to be managed with respect and in a timely manner whether successful or not in their application

Equal opportunities:

ESG considers equal opportunity in the workplace not just a legal requirement but an ethical one which must be implemented and managed. Specifically ESG considers the following as essential objectives:

- To ensure that all stages of employment such as but not limited to recruitment, training, promotion, salary and benefits are not linked in any way to gender, race, pregnancy or maternity, marital or civil partnership status, gender reassignment, religious beliefs, age, sexuality or disability. ESG will not condone any contrary behaviour from its employees and employees are reminded that serious acts of harassment against anyone due to the above may also be illegal and actionable against the employee in law.
- To ensure that all applicants and employees are afforded equal opportunity
- To ensure that all employees are aware of grievance procedures related to discrimination and are encouraged to report any such allegations or suspicions as soon as possible
- To ensure that all recruitment uses the principle of open competition based entirely on merit and through effective and reliable methods of recruitment. All positions are available to anyone with the required qualifications, unless an exception is provided by regional law such as by the Sex Discrimination or Race Discrimination Act and Disability Discrimination Act. All unsuccessful applicants will be given a timely and accurate reason for rejection if it is requested.
- To ensure that all suppliers and customers are treated equally regardless of individual gender, race, pregnancy or maternity, marital or civil partnership status, gender reassignment, religious



Tel: +44 (0)20 7609 2800
Email: enquiries@e-s-g.co.uk

beliefs, age, sexuality or disability. ESG will not condone any contrary behaviour from its suppliers or customers.

Policy responsibility and monitoring

Direct responsibility for this policy and its monitoring and reporting lie with Imad Khanzada, ESG Operations Manager (imadk@esolutionsgroup.co.uk). All enquiries, comments and suggestions to be made to Imad Khanzada. All individuals are responsible for conforming to the policy and for its success.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

ESG Global