Equal Opportunity Monitoring

**STRICTLY CONFIDENTIAL**

**Position applied for:**

We, Ethical Trading Initiative are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our recruitment selection criteria and procedures (including the areas or media sources which are used in the recruitment process) are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

We would like to use your data to ensure that this policy is fully and fairly implemented. We will use your data to compile statistics on the representation amongst our workforce of the categories listed. To use this information, we need your consent. Signing in the space below will indicate that you consent to your data being used for the purposes stated. You may withdraw your consent at any time by contacting our HR at HR@eti.org.uk. Completion of this form is optional. Any responses you give will assist us in our commitment to equality, diversity and inclusion in the workplace. Your responses will be kept strictly confidential and will not be used in any decisions directly affecting you.

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| --- | --- |
| Print name  |  |
| Date  |  |

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| Please provide the following information: |
| Which of the following best describes your gender? Man  Woman  Prefer to self-describe  Prefer not to say Option to self-describe, please add here:  |
| Gender Identity: Do you identify as trans? Yes  No  Prefer your own term  Prefer not to say  Option to self-describe, please add here:  |
| Is the gender you identify with the same as the sex you were assigned at birth? Yes ☐ No ☐ Prefer not to say ☐ |
| **Age** 16-24  25-29  30-34  35-39  40-44  45-49 50-54  55-59  60-64  65+  Prefer not to say  |
| What is your ethnicity?Ethnicity is understood here as the group you identity with based on shared ancestry, language, culture or experiences. It is about the group to which you perceive you belong. Please tick the appropriate box:Prefer not to say  Asian or Asian Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background, please write in:  Black, African, Caribbean or Black BritishAfrican  Caribbean  Any other Black, African or Caribbean background, please write in: Mixed or Multiple ethnic groupsWhite and Black Caribbean  White and Black African  White and Asian  Other Mixed or Multiple ethnic background, please write in: WhiteEnglish  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller  Any other White background, please write in: Other ethnic groupArab  Any other ethnic group, please write in:  |
| Do you consider yourself to have a disability or health condition? Yes  No  Prefer not to say  What is the effect or impact of your disability or health condition on your work? Please write in here:The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant. |
| Do you consider yourself to be neurodiverse? [If yes, please tick all that apply.]Attention Deficit (Hyperactive) Disorder AD(H)D  Autistic Spectrum Disorder (ASD)  Dyslexia  Dyscalculia  Dyspraxia  Obsessive Compulsive Disorder (OCD)  Another form of neurodiversity (e.g., Tourette’s Syndrome) Please specify  Prefer to self-describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No  Prefer not to say  What is the effect or impact of your neurodiversity on your work? Please write in here:The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant. |
| Which of the following best describes your sexual orientation?Bisexual  Gay  Heterosexual  Lesbian  Prefer to self-describe  Prefer not to say  Option to self-describe, please add here:  |
| What is your religion or belief?Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  No religion or belief  Prefer not to say  If other religion or belief, please write in:  |
| When you were 14 years old, what did the main income earner in your household do for a living? What was their main job? If this question does not apply to you (for instance, if you were in care), you can indicate this below. Clerical /intermediate occupations e.g., secretary, personal assistant, nursery nurse, office clerk, call centre agent  Middle or junior manager e.g., office manager, warehouse manager, restaurant manager  Modern professional occupations e.g., teacher, nurse, social worker, artist, musician, software designer  Routine manual and service occupations e.g., van driver, cleaner, porter, waiter/waitress, bar staff  Semi-routine manual /service occupation e.g., postal worker, security guard, machinist, receptionist, sales assistant  Senior manager/ administrator e.g., finance manager, chief executive  Technical and craft occupation e.g., fitter, plumber, printer, electrician  Traditional professional occupation e.g., accountant, solicitor, scientist, medical practitioner  Long-term unemployed e.g., claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year  Prefer not to say  Other (e.g., independent income) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This question does not apply to me  Prefer not to say   |

**Equal Opportunities Employment Policy Statement**

The aim of the Equal Opportunities Employment Policy is to ensure that no job applicant or employee receives less favourable treatment on grounds of sex, race, colour, religion, disability, ethnic or national origin, age, sexual orientation, marital or parental status or social class, nor is disadvantaged by conditions or requirements which cannot be justified.

The Ethical Trading Initiative will promote positive employment practices designed to eliminate discrimination, thereby ensuring adherence to the appropriate Acts of Parliament and Codes of Practice.

**Policy Statement:**

1. All employees will be recruited, promoted, transferred and trained on the basis of ability, job requirement and fitness for the job, as defined in the Person Specification and Job Description.
2. Employees will not be dismissed or made redundant on the grounds of sex, race, colour, religion, disability, ethnic or national origins, age, sexual orientation, marital or parental status or social class.
3. Employees will not be discriminated against on any of the above grounds in performance appraisal and any performance review system introduced will reflect this Policy.
4. Employees will not be discriminated against on any of the above grounds in the affording of Terms of Employment or in the provision of benefits, facilities and services.
5. Employees will not be discriminated against on any of the above grounds in the operation of grievance disputes and disciplinary procedures.
6. Certain posts may carry genuine occupational qualifications. These will be few, and the need for such a title will be reviewed whenever such a post falls vacant.
7. The Ethical Trading Initiative will set up and maintain such records as are necessary to enable monitoring of the effectiveness of this policy. These records will be made available to any member of staff who wishes to view them.
8. A copy of The Ethical Trading Initiative Policy will be given to all new employees and the induction training of new employees will include a reference to the Policy. Additionally, induction training will point out the employee's own responsibilities under the various Acts and the appropriate Codes of Practice.
9. Necessary training to ensure the effective implementation of this Policy will be carried out by The Ethical Trading Initiative.
10. Any employee who considers that he or she is suffering from unequal treatment on the grounds of sex, disability, race, colour, ethnic or national origin, religion, age, sexual orientation, marital or parental status or social class may raise a complaint through The Ethical Trading Initiative’s agreed Grievance Procedure.
11. All recruitment advertising will clearly state that The Ethical Trading Initiative is an Equal Opportunity employer.
12. This Policy will be reviewed in the light of changing legislation or guidance from appropriate bodies in conjunction with staff organisations throughout the established consultative machinery.

All staff have a responsibility for this Policy. The HR Representative will have a monitoring responsibility.