

ETHICS AND INTEGRITY POLICY STATEMENT

ECTA is committed to high standards of corporate governance, business ethics and integrity for all its activities, aiming to act at all times in a socially responsible manner.

Equality of opportunity and diversity

ECTA actively promotes equality of opportunity for all existing and potential future employees, learners and customers, and does not discriminate on grounds of ethnic origin, gender, age, religion, disability, political or sexual orientation. We all have a responsibility to treat one another with fairness and dignity

Safeguarding

ECTA is committed to safeguarding the welfare and protection of children, young people and vulnerable adults who have contact with our organisation. We believe that everyone who has a role in working with children, young people and vulnerable adults has a moral responsibility to safeguard and promote each individual's welfare and protection from abuse. Safeguarding Policy

Health and Safety

The health and safety of everyone associated with our company is an integral part of ECTA's business activities, and a responsibility that each and every one of us must share. Our general approach to health and safety is one of identification, management and control of risks, continual improvement and the development and maintenance of a positive safety culture.

Our centres and staff are required to maintain and report on appropriate systems which include:

- clear statements of responsibility;
- communication of health and safety matters throughout their business;
- appropriate instruction, training and supervision;
- involving employees, learners and customers in health and safety issues;
- appointment of competent persons;
- measurement and monitoring of performance; and
- periodic audit and regular review.

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These are documented and regularly reviewed. Regular communication occurs throughout ECTA through channels such as face to face briefings, notice boards and inductions and training.

Sustainability

ECTA is committed to minimising the effect of its operations on the environment, and believes that this is a core element of good business practice. We work continuously to identify, monitor, evaluate and manage the impact of our business on the environment.

Part of our commitment involves the engagement of our employees and other stakeholders at all levels: the benefits of good energy and waste management are made clear, encouraging a responsible attitude towards energy and paper use and conservation.

Key areas in which we have taken action include:

- minimising waste and energy consumption in all operations and investigating alternate procedures which are practical to implement;
- promoting recycling and the use of recycled materials;
- minimising the number and length of journeys taken by our employees, and encouraging car sharing, and use of public and alternative means of transport; and
- actively seeking environmentally and socially responsible options when purchasing goods and services, and encouraging our partners and suppliers to do the same.

Business Ethics

ECTA is committed to achieving and maintaining the highest standards of corporate governance, integrity and business ethics for all of its activities. ECTA seeks to provide a consistently high standard of care, integrity and skill, promoting honesty and openness in conducting business.

ECTA endeavours to operate fairly, legally, openly and honestly. Employees are required to conduct themselves in a manner that is professional, ethical, fair and open. Our employees are encouraged to report any activities that appear to be in breach of these principles.

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Our People

Our employees are our most important asset.

As a service business, our future success and our growth are dependent on the quality of service that we can offer to our learners, customers, and funding partners.

Our objective is to ensure all employees have the correct training, skills and motivation to do their job to the highest standard now and in the future. Our employees are actively encouraged to develop their individual skills and qualifications and to participate in continual professional development. We seek to promote from within our organisation wherever possible.

We maintain regular and consistent channels of communication through a combination of: formal and informal briefings, newsletters, and the company website.

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