

HOWFORD RECYCLING LIMITED

EQUALITY DIVERSITY AND INCLUSION POLICY

The Directors are committed to encouraging equality, diversity and inclusion among our workforce and avoiding unlawful discrimination.

Our aim is for our workforce to be truly representative of all sectors of society and our customers, and for each employee to feel respected and able to give their best. We have a small workforce and the aim could be difficult to be fully achieved.

The company, in providing goods and/or services and/or facilities, is also committed against unlawful discrimination of customers or of the wider public.

We aim to;

Provide equality, fairness and respect to all employees whether permanent, temporary, full or part time.

Not unlawfully discriminate characteristics protected under THE EQUALITY ACT 2010 of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race which includes colour, nationality, ethnic or national origin, religion or belief, sex and sexual orientation.

Avoid and oppose all forms of unlawful discrimination to include pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, parental leave, requests for flexible working, selection for employment, promotion, training, and other developmental opportunities.

The company commits to;

1 Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.

2 Create a working environment free from bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training all staff about their rights and responsibilities under this policy.

All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination in the course of their employment, against fellow employees, customers, suppliers and the public.

3 Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, the public and any others in the course of their work activities.

All such acts will be dealt with as misconduct under our grievance and disciplinary procedures, see your contract of employment, and appropriate action will be taken. Serious or repeated complaints could amount to gross misconduct and could lead to dismissal without notice.

Sexual harassment may amount to both an employment rights issue and a criminal matter.

4 Make opportunities for training, development and progress available to all staff encouraging them to benefit from their full potential.

5 Decisions concerning staff being based on merit (apart from any limited exceptions and exemptions allowed under the Equality Act).

6 Review employment practices and procedures when necessary to ensure fairness and to update them and this policy taking into account changes in the law.

7 Monitor the makeup of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability. Encourage equality diversity and inclusion to meet the aims of this policy.

Monitoring will include assessing how well this policy works in practice and will be reviewed annually.

Use of the grievance procedure does not affect an employees rights to make a claim to an employment tribunal within three months of the alleged discrimination.

Policy reviewed January 2021.