

**Attero Recycling Ltd**

**Equal Opportunities Policy**

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## **1. Equal Opportunities Policy**

The Company is an equal opportunities employer and is committed to treating all of its employees and job applicants equally, The Company does not, and will not, discriminate against any employee, ex- employee or job applicant on grounds of their race, colour, nationality, national or ethnic origin (together referred to in this Policy as "race"), sex, sexual orientation, pregnancy or maternity, gender reassignment, marital or civil partner status, religion, belief, disability or age (Protected Characteristics).

Where complaints of unlawful discrimination are made, the Company will investigate these and take appropriate steps and measures in the light of such investigations.

### **1.1 About this Policy**

This Policy sets out the Company's approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

This Policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

This Policy does not form part of any employee's contract of employment and we may amend, and/or vary, it at any time.

### **1.2 Who is responsible for this Policy?**

The Site Manager shall have day-to-day responsibility for implementing and monitoring this Policy, with overall responsibility being vested in the Operations Director. Any queries about this Policy, or concerning equal opportunities issues generally, should be referred to the HR Department.

All managers must set an appropriate standard of behaviour, lead by example, and ensure that those they manage adhere to this Policy and promote the Company's aims and objectives as regards to equal opportunities.

If you are involved in management or recruitment, or if you have any questions about the content or application of this Policy, you should contact the HR Department to request training or further information.

Appropriate training will be given regarding the Policy.

### **1.3 Discrimination**

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform, if applicable), and on work-related trips or events including social events.

**1.4 The following forms of discrimination are prohibited under this Policy and are unlawful:**

**Direct Discrimination** - this occurs where a person is treated less favourably than another because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

**Indirect Discrimination** - this may occur where a provision, criterion or practice applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified. The motive is wholly irrelevant to whether direct or indirect discrimination has occurred. It is the effect of a decision, rule or requirement on an individual which causes the discrimination, not its intention.

**Disability Discrimination** - this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability and failure to make reasonable adjustments to alleviate disadvantages caused by a disability. For the purposes of this Policy someone has a disability if he or she has, or has had, a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Examples include learning difficulties, impairments to mobility, coordination or ability to lift and carry speech, hearing or eyesight. Recurring and progressive illnesses are also covered.

**Harassment** – this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in the Company's Dignity at Work Policy.

**Victimisation** - retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

**Inducement/ supporting discrimination:** acts to induce, pressurise or support another person to discriminate against another are also prohibited.

**2.0 Equal Opportunities in Practice**

Unlawful discrimination can occur in all aspects of the working relationship. For example, it may occur in areas of recruitment, promotion, other selection exercises (such as redundancy selection), access to benefits/facilities, pay increases, training, discipline and dismissal.

Managers should be able to ensure that their decisions in any context can be justified on objective business grounds.

Where Managers might be concerned that a possible inference of discrimination may arise from an intended decision, they should liaise with the HR Department.

## **2.1 Disability Discrimination**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact the HR Department to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager or HR Department may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of the Company's premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

Where Managers are in any doubt as to whether an intended decision may be discriminatory on the grounds of disability, they should liaise with the HR Department. Managers and employees should also check with HR if they are uncertain as to whether a physical or mental illness or condition is a disability for the purposes of this Policy.

## **2.2 Recruitment and Selection**

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person, where possible.

This means that:-

- We take steps to ensure that the Company's vacancies are advertised to a diverse labour market.
- We adopt a consistent, non-discriminatory approach to the advertising of all vacancies and will not confine recruitment to areas or media sources which provide solely, or mainly, applicants of a particular group.

A copy of this Policy will be made available on request to all applicants and communicated to all private contractors, reminding them of their responsibilities towards the equality of opportunity.

Where used, job descriptions will be revised to ensure that they are in line with this Policy. Job requirements will be accurately reflected in any personnel specifications.

Reasonable adjustments will be made to the arrangements for interview/selection so as not to disadvantage a disabled employee/applicant, where the Company is aware of an employee/applicant with a disability.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used. For example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments);
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.;
- Positive action to recruit disabled persons; or
- Equal opportunities monitoring (which will not form part of the selection or decision-making process).

Where necessary, job offers can be made conditional on a satisfactory medical check.

Decisions on job appointments, promotions and transfers will be on the basis of merit and ability, against objective criteria that avoid discrimination, and will be made without reference to Protected Characteristics. A disability may be taken into account by the Company when making such decisions, but only where this is justified.

The Company is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from UK Visas and Immigration.

To ensure that this Policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, the Company monitors applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this Policy. Analysing this data helps the Company take appropriate steps to avoid discrimination and improve equality and diversity.

### **2.3 Terms & Conditions of Employment**

Conditions of service and benefits are reviewed regularly to ensure that they are available to all who should have access to them and that there are no unlawful obstacles to accessing them. Consideration of Protected Characteristics will play no part when considering entitlement or access to benefits or salary levels. A disability may be taken into account by the Company for these purposes, but only where this is justified.

### **2.4 Performance Reviews**

Considerations of Protected Characteristics will play no part when assessing an individual's performance. A disability may be considered in this context either where it is raised by you or where it is justifiable for the Company to take it into account, e.g. where it is adversely affecting performance. The Company will assess whether a reasonable adjustment to working conditions could be made to improve performance.

## **2.5 Counselling and Disciplinary Issues**

Considerations of Protected Characteristics will play no part in deciding whether or not an individual needs to receive informal counselling or be subject to the Company's formal Disciplinary Procedure. A disability may be relevant in this context, but will be taken into account only where this is justified.

## **2.6 Access to facilities, training and opportunities**

Training needs will be identified through regular appraisals. You will be given appropriate access to training to enable you to progress within the organisation and all promotion decisions will be made on the basis of merit. Senior staff will receive training in the application of this Policy to ensure that they are aware of its contents and provisions.

Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.

The Company's conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all of you who should have access to them and that there are no unlawful obstacles to accessing them.

## **2.7 Termination of Employment**

We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

We will also ensure that disciplinary procedures and/or penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

## **2.8 Part-time and Fixed-term Work**

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

## **2.9 Confidentiality**

The Company will not divulge any information about someone's disability to any other employee unless it is necessary to do so, e.g. to ensure a reasonable adjustment can be implemented.

Where it becomes necessary to pass on such information, the Company will, wherever possible, discuss the matter with the disabled employee in the first instance, and will ensure the information divulged to any third party is the least necessary.

## **2.10 Monitoring**

The HR department or Site Manager will be responsible for monitoring UK compliance with this Policy, as well as its effectiveness.

Where analysis indicates that decisions made by a particular Manager or Department have a disproportionate impact on persons with a particular Protected Characteristic, then the circumstances of this will be investigated by the HR Department.

### **2.11 Positive Discrimination**

The Company does not practice positive discrimination; that is, it will not treat one person more favourably than another simply because they have a Protected Characteristic, unless, for example, an occupational requirement applies or because a person's disability requires it (such as where the Company has a duty to make reasonable adjustments).

### **2.12 Breaches of this Policy**

The Company takes a strict approach to breaches of this Policy, which will be dealt with in accordance with the Company's Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through the Company's Grievance Procedure or through the Company's Dignity at Work Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under the Company's Disciplinary Procedure