



BESPOKE RECYCLING SOLUTIONS

Unit 25-27, Estate Road 5, South Humberside Industrial Estate, Grimsby DN31 2TG

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EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Principle

At Bespoke Recycling Solutions we ensure that the workplace consists of people stemming from various backgrounds in skills, knowledge and experience.

We have a zero-tolerance approach to discrimination and require our human resources staff to hire and promote equally, irrespective of age, gender, beliefs, ethnicity, or disability.

We will investigate all instances of potential discrimination in the workplace. Perpetrators will be subject to disciplinary and/or legal action.

This policy is endorsed and supported by the Bespoke Recycling Solutions management and stakeholders.

Approach

We seek to eliminate discrimination in the workplace through:

- Setting out a clear equal opportunities policy
- Ensuring that management and HR staff and employees are aware of actions that may constitute discrimination
- Providing equality, fairness and respect for all in our employment, whether temporary, part-time or full time
- Encouraging employees to be vigilant and to report any suspicions of discrimination
- Taking firm and vigorous action against any party involved in discrimination.
- Not unlawfully discriminating because of characteristics of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- Opposing and avoiding all forms of unlawful discrimination.

Definitions

The term “discrimination” is commonly used to describe the unjust or prejudicial treatment of different categories of people, especially on the grounds of ethnicity, age, sex, or disability. For the purposes of employment this can include selective employment, biased treatment at work, unfair treatment with regards to opportunities, or unfair judgement resulting in disciplinary action or dismissal.

Some examples of discrimination, when done with regard to age, gender, beliefs, ethnicity, or disability, are:

- Failure to offer employment
- Failure to offer equal terms of employment (for example pay, benefits, terms of employment)
- Failure to offer equal opportunities for job progression (for example training or promotion)
- Discrimination in the workplace (for example bullying or harassment)



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This policy covers any discrimination irrespective of whether committed by:

- Employees (including full, part time and temporary employees, consultants, contractors, agency workers)
- Suppliers and sub-contractors
- Customers
- Members of the public.

If a person is in any doubt as to whether an act constitutes discrimination they should seek the advice of the senior management team.

If anyone has a suspicion that discrimination may be taking place, they must report the incident via the whistleblowing procedure. Staff or managers should not attempt to investigate any allegations themselves but must refer matters to the senior management team.

Coverage

This policy applies to all individuals working at all levels and grades, including (but not limited to) senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, casual workers and agency staff, temporary staff, volunteers, interns, agents, sponsors or any other person associated with Bespoke Recycling Solutions (collectively referred to as “employees” in this policy).

This policy shall also be complied with by all our advisers and agents and all suppliers and sub-contractors used by us.

Your Responsibilities

The prevention, detection and reporting of discrimination are the responsibility of all those working for us whether as employees, suppliers or otherwise.

Any employee who breaches this policy will face disciplinary action that could result in dismissal for gross misconduct. Any suppliers, agents, advisers and other third-party contractors who breach this policy may (inter alia) have their contracts terminated.

We reserve the right to report any allegations of discrimination to the relevant regulatory authority.

Reporting

The prevention, detection and reporting of fraud is the responsibility of all our employees and suppliers. Employees are responsible for:

- Ensuring that all members of the company and relating parties are free from discrimination
- Protecting the integrity of the business
- Reporting known or suspected discrimination



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- Assisting in the investigation of suspected discrimination

We encourage the early reporting of concerns or suspicions of behavior that may be in breach of this policy. Concerns should be raised with a people manager (if appropriate) or with the senior management team.

Any concerns raised to people managers must not be investigated by them but must be passed to the senior management team who will investigate on their behalf.

Communication and Training

The policy will be communicated at regular intervals, using a range of appropriate media and providing opportunities for questions and concerns to be fully addressed. The policy will also be communicated to other stakeholders, including customers, suppliers and joint venture partners, as opportunity or the need arise.

Implementation

The Managing Director is responsible for the implementation of this policy across Bespoke Recycling Solutions including the communication and detailed interpretation, monitoring and any action in response to an apparent breach of this policy.

The management team is responsible for maintaining and reviewing this policy, and for clarifying and resolving general issues and reporting of investigations undertaken.

The Human Resources representatives will ensure that appropriate internal processes are put in place to prevent discrimination and will oversee any audit of policy compliance on behalf of the Managing Director, which may be considered necessary.

The Managing Director shall update management on at least an annual basis on compliance with this policy.

Line management is responsible for communication and implementation of this policy to employees and all other affected parties.

Signed on behalf of Bespoke Recycling Solutions:

Luke Boden

Managing Director