



**TEXTILE  
RECYCLING  
INTERNATIONAL**



## **EQUAL OPPORTUNITIES, DISCRIMINATION & DIVERSITY POLICY**

**As a Group we are committed to providing a working environment where equal opportunities are promoted, diversity is respected and discriminatory practices are prohibited.**

The Group is committed to promoting equality of opportunity for all staff and job applicants and encouraging diversity in employment. Group companies aim to provide a working environment where:

- equal opportunities are promoted and discriminatory practices are prohibited;
- all individuals are able to make the best use of their skills, free from discrimination and harassment; and
- in which all decisions are based on merit and sound commercial principles.

It is the obligation of all staff to conduct themselves in a manner that supports this Policy at all times.

The Directors of Group companies have overall responsibility for the effective operation of this Policy and for ensuring compliance with equality law. The prime objective is to ensure that all of our employees enjoy equality of opportunity in line with current legislation and best practice.

## Introduction

The Group wishes to create an environment in which individual differences and the contribution of all members of staff are recognised and valued fairly.

Group companies do not discriminate against staff on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy and maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

The principles of non-discrimination and equality of opportunity also apply to the way in which they treat visitors, clients, customers, suppliers and where relevant, former staff members.

All staff have a duty to act in accordance with this Policy, to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

## Scope and Purpose of the Policy

This Policy covers all Group company's employees, whether part-time, full-time, permanent or temporary as well as directors, officers, consultants, contractors, casual workers, agency staff (collectively referred to as staff in this Policy) and job applicants.

This Policy applies to all people issues. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures and termination of employment.

## Forms of discrimination

The following are examples of discrimination which are against Group Policy:

- **Direct discrimination**, where a person is treated less favourably because of a protected characteristic.
- **Associative discrimination**, where a person is treated less favourably because of their association with someone with a protected characteristic.
- **Discrimination by perception**, where a person is treated less favourably because they are perceived to have a protected characteristic.
- **Indirect discrimination**, where a requirement or condition which cannot be justified is applied equally to all groups but has a disproportionately adverse effect on one particular group.
- **Victimisation**, where a person is afforded less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard.
- **Harassment**, which is any unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

## **Roles and Responsibilities**

Every individual in the Group has a personal responsibility to familiarise themselves with this Policy and to act in accordance with its provisions. This means treating colleagues and third parties in a respectful, inclusive and non-discriminatory way.

Directors of Group companies have a specific responsibility to set appropriate standards of behaviour, to lead by example and to ensure that those they manage adhere to this Policy.

Managers and supervisors have specific responsibility for ensuring that decisions affecting employees or potential employees are taken in a non-discriminatory manner and that the objectives of this Policy are cascaded throughout the Group company.

Appropriate training will be provided as necessary in order to ensure individuals behave in a manner which shows a clear understanding of, and commitment to, diversity and equality.

## **Recruitment and selection**

The Company ensures that it has access to a wide labour market and that it secures the best employees to match its requirements.

The Group aims to ensure that no job applicant suffers discrimination because of a protected characteristic and strives to ensure that applicants are assessed fairly and on merit. The Company's recruitment procedures aim to ensure that individuals are treated on the basis of their relevant merits and abilities. In particular:

- Job selection criteria should be relevant to the job and not disproportionate. Shortlisting of applicants should be done by more than one person wherever possible.
- Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying.
- Vacancies should be advertised to a diverse labour market.

## **Staff training, promotion and disciplinary procedures**

All relevant staff will be given appropriate access to training as required and all promotion decisions will be based on merit.

Group companies will also ensure that disciplinary penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

## **Disability discrimination**

Any member of staff who is, or becomes, disabled is encouraged to inform their employer about their condition, so that they can be supported as appropriate.

Staff who experience difficulties at work because of a disability should consider contacting their line manager and/or the human resources department to discuss any reasonable adjustments that could help them overcome their difficulty. The employer will consider the matter carefully and will try to accommodate staff. Where a particular adjustment would not be reasonable the employer will explain its reasons and will try to find an alternative solution where possible.

Existing facilities and working practices are constantly reviewed to cater, wherever possible, for people with individual requirements or disabilities.

## **Breaches of this Policy**

Individuals who believe they have been discriminated against are encouraged to raise the matter with their line manager, HR or under the Company's grievance procedure

Allegations regarding potential breaches of this Policy will be treated in confidence and investigated. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result.

Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal.

## **Adoption and Review**

This Policy does not form part of any employee's contract of employment and may be amended at any time.

This Policy has been adopted by the Group and will be monitored and updated regularly, to ensure that it continues to be relevant and effective.

As systems develop, it will be necessary regularly to review this Policy. Employees will be informed if there are any changes that might affect them.

This Policy has been adopted by the Group and should be read in conjunction with the equal opportunities policy of the relevant Group company.