

Anti-Discrimination and Harassment Policy

Policy Statement:

HF Recycle Limited is committed to providing a work environment that is free from discrimination, harassment, and bullying. We value diversity, promote inclusivity, and strive to create a respectful and supportive workplace for all employees. This policy outlines our commitment to preventing discrimination and harassment and sets forth our procedures for addressing such incidents.

- 1. Prohibition of Discrimination:** HF Recycle Limited prohibits discrimination against employees or job applicants on the basis of race, color, national origin, ethnicity, gender, gender identity or expression, sexual orientation, age, disability, religion, or any other protected characteristic under the Equality Act 2010.
- 2. Prohibition of Harassment and Bullying:** We prohibit any form of harassment or bullying, including but not limited to verbal, physical, or written actions that create an intimidating, offensive, hostile, or degrading environment. This includes harassment related to a person's protected characteristics or any unwelcome conduct of a sexual nature.
- 3. Equal Opportunities:** We are committed to providing equal opportunities in recruitment, training, development, promotion, and other employment-related practices. Decisions regarding employment matters will be based on qualifications, merit, and business needs.
- 4. Reporting Mechanism:** We encourage all employees who believe they have been subjected to or witnessed discrimination or harassment to report such incidents promptly. We provide a confidential and accessible reporting mechanism that allows individuals to report concerns without fear of retaliation.
- 5. Investigation and Response:** All reports of discrimination or harassment will be promptly and thoroughly investigated. The company will take appropriate disciplinary action against individuals found to have engaged in discriminatory or harassing behavior, up to and including termination of employment.
- 6. Support and Confidentiality:** We will provide support to those who report incidents of discrimination or harassment and ensure that their concerns are treated with utmost confidentiality. We will take reasonable steps to protect the privacy and well-being of all parties involved.
- 7. Awareness and Training:** We will provide regular training and awareness programs to educate employees about their rights and responsibilities, the importance of diversity and inclusion, and the prevention of discrimination and harassment.
- 8. Compliance Monitoring and Review:** We will monitor compliance with this policy and regularly review and update it to ensure its effectiveness. Feedback from employees and stakeholders will be actively sought to improve our practices.



Workshop 6, 140 Barkby Road, LE4 9LF
Company Reg.: 13604574 VAT: 406509019
www.hfrecycle.co.uk info@hfrecycle.co.uk

Responsibility:

The responsibility for implementing and maintaining this Anti-Discrimination and Harassment Policy rests with the management team of HF Recycle Limited. All employees, including managers and supervisors, are expected to support and adhere to the principles outlined in this policy.

By signing below, I acknowledge that I have read and understood the HF Recycle Limited Anti-Discrimination and Harassment Policy and agree to comply with its principles and requirements.

A handwritten signature in black ink, appearing to read 'Jadav V', is written over a horizontal line.

Mr. Vrushabh Jadav

Recycling Plant General Manager, HF Recycle Limited.

Date: 01/10/2021