

Diversity Policy

Policy Statement:

HF Recycle Limited is committed to fostering a diverse and inclusive workplace that celebrates and respects the differences and unique contributions of all individuals. We believe that diversity enhances creativity, innovation, and overall business success. This Diversity Policy outlines our commitment to promoting diversity, equality, and inclusion throughout our organisation.

1. **Definition of Diversity:** We recognise diversity in its broadest sense, encompassing characteristics such as age, disability, gender, gender identity and expression, race, ethnicity, religion or belief, sexual orientation, socio-economic background, and other protected characteristics under the Equality Act 2010.

2. **Equality of Opportunity:** We provide equal opportunities for employment, career development, and advancement to all individuals, regardless of their background or protected characteristics. Decisions regarding recruitment, selection, promotion, training, and development are made based on merit, skills, qualifications, and job-related criteria.

3. **Inclusive Workplace:** We strive to create an inclusive workplace culture that respects and values the contributions and perspectives of all employees. We promote an environment free from discrimination, harassment, or any form of prejudice, and foster open communication, collaboration, and mutual respect.

4. **Recruitment and Selection:** We actively promote diversity in our recruitment and selection processes, ensuring that job advertisements and descriptions are inclusive and free from bias. We encourage applications from individuals representing diverse backgrounds and ensure that the selection process is fair, objective, and unbiased.

5. **Training and Development:** We provide training and development opportunities to enhance diversity awareness, cultural competency, and inclusivity among our workforce. Training programs aim to promote understanding, empathy, and respect for different perspectives, experiences, and backgrounds.

6. **Employee Resource Groups:** We support and encourage the formation of employee resource groups (ERGs) that bring together individuals with shared characteristics or interests. ERGs provide a platform for networking, support, and advocacy, and contribute to a more inclusive workplace.

7. **Leadership and Accountability:** The leadership team at HF Recycle Limited is responsible for championing diversity, setting an example, and fostering an inclusive culture. Managers and supervisors are accountable for promoting diversity, ensuring equitable treatment, and addressing any concerns related to diversity and inclusion.

8. **Communication and Engagement:** We foster open and transparent communication channels that encourage dialogue, feedback, and the expression of diverse perspectives. We actively seek employee input and engage in initiatives that



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promote diversity and inclusion, both within the company and in the wider community.

9. Monitoring and Review: We regularly monitor and review our diversity initiatives and progress to ensure their effectiveness and identify areas for improvement. We set measurable goals, track key diversity metrics, and report on our diversity and inclusion efforts.

10. External Partnerships: We actively seek opportunities to collaborate with external organisations, networks, and communities that promote diversity, equality, and inclusion. By engaging in partnerships, we contribute to broader efforts to create a more diverse and inclusive society.

Responsibility:

The responsibility for implementing and maintaining this Diversity 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 Diversity Policy and agree to comply with its principles and requirements.

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

Mr. Vrushabh Jadav
Recycling Plant General Manager, HF Recycle Limited
Date: 01/10/2021