



Equal Opportunities Policy

Policy Statement:

HF Recycle Limited is committed to promoting equal opportunities and creating a diverse and inclusive workplace. We value the skills, talents, and contributions of all employees and seek to provide a working environment that is free from discrimination, prejudice, and bias. This Equal Opportunities Policy sets forth our commitment to fairness, respect, and equal treatment for all employees, job applicants, and stakeholders.

- 1. Scope and Application:** This policy applies to all aspects of employment, including recruitment, selection, training, promotion, and the conditions of employment. It also extends to interactions with customers, suppliers, contractors, and other external parties.
- 2. Prohibition of Discrimination:** We prohibit discrimination against individuals or groups based on protected characteristics under the Equality Act 2010, including but not limited to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 3. Recruitment and Selection:** We ensure that all recruitment and selection processes are fair, transparent, and based on merit. Decisions regarding employment are made without regard to protected characteristics, and reasonable accommodations are provided to applicants with disabilities, where required.
- 4. Training and Development:** We provide equal opportunities for training and development, ensuring that employees have access to appropriate learning opportunities regardless of their background or protected characteristics. Training programs aim to enhance diversity, inclusion, and cultural sensitivity.
- 5. Promotion and Career Progression:** Opportunities for promotion and career progression are available to all employees based on their skills, abilities, and qualifications. The selection process is transparent and free from discrimination, and decisions are made objectively and without bias.
- 6. Harassment and Bullying:** We are committed to maintaining a working environment that is free from harassment, bullying, and intimidation. Such behaviour, whether directed at protected characteristics or not, is strictly prohibited and will be addressed promptly and effectively.
- 7. Flexible Working and Work-Life Balance:** We recognize the importance of work-life balance and support flexible working arrangements, where possible, to accommodate the needs of employees. Requests for flexible working will be considered fairly and objectively.
- 8. Reporting Mechanism:** We encourage 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 raise concerns without fear of retaliation.

9. 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.

10. Monitoring and Review: We monitor our policies, practices, and procedures to ensure compliance with this Equal Opportunities Policy. Regular reviews are conducted to identify areas for improvement, and feedback from employees and stakeholders is actively sought.

Responsibility:

The responsibility for implementing and maintaining this Equal Opportunities 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 Equal Opportunities 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