



EQUALITY, DIVERSITY & INCLUSION POLICY

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1. DEFINITIONS



EQUALITY, DIVERSITY & INCLUSION POLICY

1. Introduction

At Envirowrap Solutions Limited we are committed to the importance of promoting equal opportunities, valuing diversity and creating an inclusive working environment for all our employees. We operate in increasingly diverse environments, both in our UK operations, Ireland and internationally, and this is evident in our workforce, clients, customers, suppliers and partners.

In our increasingly competitive business environment we understand that the performance and engagement of our employees is central to business success. We are committed to creating an environment in which each employee is able to fulfil their potential and maximise their contribution.

Equality, diversity and inclusion (ED&I) are championed at the highest level in the organisation by the Chief Executive and Executive Committee.

2. Scope

This document describes the UK policy for equality, diversity and inclusion (ED&I). This policy applies to all employees and job applicants. It is not contractual and may be varied at the Company's discretion.

3. Aims

In line with Equality Act 2010 (UK), we will:

Ensure equality, diversity and inclusion in the workplace are supported and celebrated;
Offer fair treatment in every aspect of working life in Envirowrap Solutions Limited, this applies to all employment policies and practices including those relating to:

- ✓ Recruitment, selection and retention
- ✓ Terms and conditions of employment
- ✓ Working environment
- ✓ Learning and development
- ✓ Promotion and career progression
- ✓ Redundancy and re-deployment.

Promote a culture where employees recognise the value that a diverse and inclusive workforce brings

Be recognised as an employer with a positive reputation for diversity and inclusion practices.



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These aims apply to all nine protected characteristics as defined in the Equality Act 2010:

| Protected Characteristic | Definition |
|---|--|
| Age | Refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds). |
| Disability | A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. |
| Gender Reassignment | The process of transitioning from one gender to another. |
| Marriage and civil partnership | Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters. |
| Pregnancy and maternity | Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. |
| Race (includes colour, nationality and ethnic origins); | Refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. |
| Religion and belief | Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition. |
| Sex | A man or a woman. |
| Sexual orientation | Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes |

In line with the legislation those perceived as having one of the protected characteristics are also protected.

4. Policy Application

To achieve our aims, Envirowrap Solutions Limited commits to the following:

Ensuring that the principles of this policy are embedded in HR strategy and all policies and procedures are regularly monitored and reviewed.

Providing awareness training and guidance to all employees and managers to ensure our commitment to ED&I is known and understood.



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Monitoring and measuring diversity throughout the employment lifecycle using qualitative and quantitative information to assist in identifying and removing any direct or indirect associative and perceptible discrimination.

Challenging and investigating discriminatory behaviour and enforcing the disciplinary procedure, when this is considered necessary.

Communicating, through internal communication channels, and regularly reviewing ED&I initiatives that have successfully been implemented.

Supporting the communities in which we live and work to ensure that we are involved, accessible and socially responsible.

Working with external groups and advisory bodies to keep up to date with external best practice.

Some examples of how we will achieve this are:

Ensuring that practices and assumptions made about ability based on age are eliminated and will not use age as a criterion to restrict access to services (unless it can be objectively justified).

Discouraging assumptions made about ability based on an individual's disability, impairment or health condition.

Reviewing our recruitment processes for disabled applicants and taking appropriate measures, so far as is practicable to ensure that applicants with a disability have the same opportunities as those without disabilities.

Supporting employees who experience disability whilst in their post to include the provision of reasonable adjustments and access to the occupational health service. This will include access to appropriate equipment, information, decision making and means of communication through, for example, the use of, tape, Braille, interpretation for hearing impaired people etc.

Supporting all employees, as appropriate to the needs and demands of the business, in making personal choices about their parenting, caring and work roles and responsibilities and help them find a work life balance that supports all priorities.

Actively supporting those employees taking family friendly leave. For instance, we will ensure all employees are welcomed back appropriately and kept in contact with whilst on maternity, adoption or paternity leave.

Valuing the skills developed in the home and community as well as those developed in the workplace and will, as appropriate to the needs of the business support employees to play an active part in the community they live in:



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Ensuring everyone feels comfortable in the workplace to discuss their own personal marital / relationship status and their own family situation.

Confronting homophobic attitudes, behaviours and language and promote an understanding of individual rights and attributes.

Ensuring we take a proactive role in promoting the understanding of gender, transgender as well as marital / civil partnership status.

Ensuring religious festivals, holidays and rights of worship are recognised and accommodated wherever and whenever reasonably practicable taking into consideration business needs and requirements.

Ensuring dietary needs are catered for where reasonably practicable, for example at training events and special events;

5. Measuring policy effectiveness

Some ways in which we will measure the effectiveness of our ED&I policy include:

Collating and reviewing quantitative and qualitative data throughout the employee lifecycle to identify any areas requiring action.

Publishing annual diversity data regarding the demographics of our workforce, for example in the Annual Report.

Recognition by external bodies in the form of awards, nominations and accreditations Benchmarking against other organisations and external audits.

6. Further Information

Please contact the Kent Office team should you have any further queries.

If you require this policy in another format please contact the Kent Office team.

7. Monitoring

We continuously review this Policy, together with all of our employment policies and practices to maintain our focus on equality of opportunity.



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To ensure that this Policy and other procedures are operating effectively, the Directors will continue to monitor and measure the records of our employees, benchmark our performance as a Company and ensure that any patterns or trends are identified and resolved.

Tony Allsop
Managing Director
Envirowrap Solutions Limited

8. Document Control

This document may not be altered, edited or changed in any way without written authorisation and endorsement from the Managing Director .

| Revision Number | Date | Revision description | Authorised by | Endorsed by |
|-----------------|------------|----------------------|---------------|--------------|
| 1 | 01-01-2013 | New policy | Tony Allsop | Rob Turnbull |



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Appendix One

Definitions

| Term | Definition |
|---|---|
| Discrimination arising from disability | Occurs when someone is treated unfavourably because of something connected with their disability and cannot justify such treatment. |
| Discrimination based on association | Occurs when you treat another person less favourably because of their association with another person who has a protected characteristic (other than pregnancy and maternity). |
| Discrimination based on perception | Occurs when you treat another person less favourably because you mistakenly think that they have a protected characteristic. |
| Discrimination because of pregnancy and maternity | It is discrimination to treat a woman (including a female pupil of any age) less favourably because she is or has been pregnant, has given birth in the last 26 weeks or is breastfeeding a baby who is 26 weeks or younger. It is direct sex discrimination to treat a woman (including a female pupil of any age) less favourably because she is breastfeeding a child who is more than 26 weeks old. |
| Direct discrimination | Occurs when someone is treated less favourably than another person because of a protected characteristic |
| Diversity | Accepting each person as an individual and valuing people's differences both visible and non-visible |
| Equality | Removing barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people within Envirowrap |
| Harassment | Unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Applies to all the protected characteristics except pregnancy, maternity, marriage and civil partnership. An employee can complain about behaviour they find offensive even if it is not directed at them. |
| Inclusion | Creating a working culture where differences are not merely accepted, but valued; where everyone has the opportunity to develop themselves consistent with our vision and values. Our aim is to be an organisation where people feel involved, respected and connected to our success. |
| Indirect discrimination | Occurs when a policy, rule or procedure applies to everyone but has a disproportionate impact on people with a protected characteristic |
| Third party harassment | Employers are potentially liable for harassment of their employees by people they do not employ. An employer is only liable if the harassment has occurred on at least two previous occasions, and if it knows that it has taken place and has not taken reasonable steps to prevent it from being repeated. |
| Victimisation | Occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. |