

Equal opportunities policy

Our commitment to equality

At **Woodville Recycling Limited**, we are committed to fostering a workplace and service environment that values equality, diversity, and inclusion. We are proud to be an equal opportunities employer, dedicated to ensuring that all individuals are treated fairly and without discrimination. Our commitment extends to providing services that reflect these values, ensuring compliance with all relevant laws and best practices.

Policy objectives

This policy aims to:

- Ensure that all employees and job applicants are treated fairly, irrespective of sex, pregnancy, gender identity, sexual orientation, religion, marital status, age, race, ethnicity, disability, or any other protected characteristic.
 - Promote a diverse and inclusive workplace where everyone has the opportunity to succeed.
 - Ensure that our recruitment, promotion, training, and general workplace practices align with equality principles.
 - Create a culture where all staff members are valued, respected, and given equal opportunities to develop and thrive.
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Our responsibilities

The senior leadership at **Woodville Recycling Limited** is committed to providing the resources and guidance necessary to eliminate discrimination and promote equality at every level of the organisation. Managers and supervisors play a key role in upholding these principles, but all employees are expected to contribute by treating colleagues and clients with dignity and respect.

Employment practices

We are dedicated to ensuring equality of opportunity in all areas of employment, including:

- **Recruitment and selection:** We base decisions on skills, qualifications, and suitability for the role. Job applicants are considered solely on their merit, without bias or prejudice.
- **Promotion and training:** Opportunities for promotion and professional development are offered fairly and equitably to all employees, based on performance and ability.

- **Pay and benefits:** Our pay structures are designed to reward loyalty, experience, and contribution, and are applied consistently across the organisation.
 - **Conditions of work:** All employees are treated equally in terms of working conditions, rights, and entitlements.
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Workplace conduct

Every employee at **Woodville Recycling Limited** is responsible for fostering a positive working environment where discrimination, harassment, and bullying are not tolerated. This includes:

- Respecting diversity and avoiding behaviour that could be seen as discriminatory, including indirect discrimination or unconscious bias.
 - Refraining from making assumptions about colleagues based on characteristics such as race, gender, age, or disability.
 - Being mindful that assumptions or perceptions about others, even if unintended, can have a negative impact.
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Unconscious bias

We recognise the impact unconscious bias can have in the workplace. Unconscious bias refers to unintentional judgments or opinions formed about individuals based on factors such as background, appearance, or social identity. **Woodville Recycling Limited** is committed to addressing and mitigating the effects of unconscious bias by promoting awareness and ensuring fair treatment in all employment decisions.

Support for disabled employees

We are committed to supporting employees with disabilities or those who acquire disabilities during their employment. This includes:

- Making reasonable adjustments to the workplace or job role where possible.
 - Encouraging open dialogue between management and employees to identify adjustments that can support the individual in fulfilling their duties.
 - Reviewing all proposals for adjustments carefully, while balancing the needs of the business and the employee.
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Complaint procedures

If an employee feels they have been subjected to discrimination, harassment, or unfair treatment, they are encouraged to raise their concerns through our Grievance Procedure or by directly contacting Steve Lilliman, Director. We are committed to providing a supportive



environment where such complaints are taken seriously and addressed promptly. Retaliation against individuals who raise concerns in good faith will not be tolerated.

In cases where an employee has been wrongly accused of discrimination, they have the right to lodge a grievance through the appropriate channels.

Training and awareness

Woodville Recycling Limited is committed to providing ongoing training and development opportunities to ensure all employees understand the importance of equality and diversity. We aim to continually raise awareness of best practices and legal requirements to create a workplace where everyone can succeed without discrimination.

Monitoring and review

We regularly review our equality policies and practices to ensure they remain effective and relevant. The senior management team is responsible for monitoring compliance with this policy and identifying any areas for improvement. Periodic reviews of workforce diversity and recruitment outcomes help ensure that our commitment to equal opportunities is upheld.

Equal opportunities in service delivery

In addition to our internal practices, **Woodville Recycling Limited** is committed to delivering services that are accessible and fair to all clients. We will:

- Ensure that our services meet the needs of a diverse client base.
- Regularly assess and review service delivery to ensure compliance with equality and diversity principles.