

EQUAL OPPORTUNITIES POLICY

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Introduction

Countrystyle Recycling Ltd ('Countrystyle') wholeheartedly supports the principle of equal opportunities in employment for its permanent and temporary staff. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible.

Countrystyle recognises that many people in our society experience discrimination. Discrimination is acting unfairly against a group or individual through, for example, exclusion, verbal comment, denigration, harassment, victimisation, a failure to appreciate needs, or the assumption of such needs without consultation. Discrimination can be direct or indirect (where there is a requirement or condition on all, but which has an adverse impact on a particular group and cannot be justified).

All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. Employees have a duty to co-operate with Countrystyle to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination.

Employees should draw the attention of their manager to suspected discriminatory acts or practices.

Purpose

Countrystyle aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to our organisation's performance and to develop an organisational culture that positively values diversity.

We are committed wherever practicable, to achieving and maintaining a workforce that broadly reflects the local community in which we operate. Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their employment at Countrystyle.

Our aim is that the workforce intake will be truly representative of all sections of society, subject to any limitations imposed by the type of activities undertaken by Countrystyle. Selection for employment or promotion or any other benefit will be on the basis of merit and ability only. Selection for training will be on the basis of job requirement only.

Countrystyle will challenge discrimination in its own policies. It aims to provide equality and fairness for all job applicants and employees whether part-time, full-time, fixed term or temporary, irrespective of gender, marital status, race, ethnic origin, colour, nationality, national origin, religion or belief, disability, sexual orientation, gender reassignment, age or socio-economic status.



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Responsibilities

This policy applies to all Countrystyle employees. Countrystyle also expects any agency staff, casual staff, contractors and others working on its behalf to comply with this policy. Failure to do so is likely to result in the working arrangements being terminated.

Employees can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination.

Procedure

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under Countrystyle's Disciplinary Procedure.

Employees who feel they have been discriminated against should raise the matter with their line manager. Initially the employee and manager should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear.

If they are dissatisfied with the outcome, if the complaint is very serious, or their line manager is the cause of the complaint, the employee should raise the matter, in writing, as a formal grievance under Countrystyle's Grievance Procedure.

Countrystyle will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by the Company.

Appropriate training and guidance will be provided to develop equality and diversity. Adequate resources will be made available to fulfil the aims of this policy. The policy will be widely promoted, and copies will be freely available.

Equal Opportunities in Employment

Countrystyle will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Countrystyle will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done. When considering requests for variations to these standard working practices, Countrystyle will refuse such requests only if it considers it has good reasons, unrelated to any prohibited ground of discrimination, for doing so.

Countrystyle will comply with its obligations in relation to statutory requests for contract variations. The Company will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability..

Review

This policy will be monitored periodically by Countrystyle to judge its effectiveness and will be updated in accordance with changes in the law.

