

Equality, Diversity and Inclusion Policy

Introduction

Our business, FPWM Ltd t/a Footprint Recycling, is committed to fostering a diverse, inclusive, and equitable workplace. We believe that diversity enriches our work environment, enhances our ability to serve our clients, and drives innovation and growth. This policy outlines our commitment to creating an environment where all employees feel valued, respected, and empowered to contribute their unique perspectives and talents.

Objectives

- Promote Diversity: Ensure that our workforce reflects the diverse communities we serve.
- Inclusive Environment: Create a workplace culture that values and respects differences and encourages the full participation of all employees.
- Equal Opportunity: Provide equal employment opportunities and career advancement for all employees, regardless of their background.
- Continuous Improvement: Regularly review and improve our diversity and inclusion practices.

Commitment to Diversity

We are dedicated to fostering diversity across all levels of our organisation, including but not limited to diversity in:

- Gender
- Race and Ethnicity
- Age
- Disability
- Sexual Orientation
- Religion
- Cultural Background

Policy Statements:

Recruitment and Hiring

- Operate fair recruitment practices to ensure all recruitment and hiring practices are free from bias and discrimination.

- Advertise job vacancies in at least 2 different places to reach a wide range of people from different backgrounds.
- Request our recruiting managers to agree to make each other aware if they notice stereotyping.
- Where possible, conduct first interviews on the phone so not to make decisions based on the physical appearance of the person being interviewed.
- Have more than one person reviewing job applications, interviewing applicants and deciding who gets the job.
- Allow time to make decisions on recruitment, promotions or grievance and disciplinary outcomes.
- Always keep a written record of why decisions were made.

Workplace Culture

- Train managers on how to be inclusive
- Educate our team members on unconscious bias and encourage everyone to have a fair and inclusive attitude.
- Encourage staff to give feedback and be open.
- Integrate inclusivity into our core values.
- Use inclusive language.
- Create safe spaces.
- Create an inclusive task force group.
- Have an equality, diversity and inclusion champion at manager level to speak up for under-represented groups and flag any issues that need addressing
- Expand our company holiday calendar.
- Recognise and reward everyone's performance.
- Continue to foster neurodiversity in the workplace.

Career Development

- Equal Opportunities: Ensure all employees have equal access to career development opportunities, mentorship, and professional growth.
- Performance Evaluation: Implement fair and unbiased performance evaluation processes that recognise and reward contributions from all employees.

Anti-Discrimination and Harassment

- Zero Tolerance Policy: Maintain a zero-tolerance policy for discrimination, harassment, and any form of disrespectful behaviour. All complaints will be taken seriously and addressed promptly.
- Grievance Procedures: Establish clear procedures for reporting and addressing complaints related to discrimination and harassment, ensuring confidentiality and protection against retaliation.



Monitoring and Accountability

- Regular Reviews: Conduct regular reviews of our diversity and inclusion practices and policies to ensure they are effective and aligned with our goals.
- Diversity Metrics: Track and report on diversity metrics to measure progress and identify areas for improvement.
- Accountability: Hold leadership accountable for promoting and maintaining a diverse and inclusive workplace. Include diversity and inclusion objectives in performance evaluations for managers and leaders.

Conclusion

By committing to these principles and actions, Footprint Recycling aims to foster a workplace that is equitable, diverse and inclusive for all. Our commitment to diversity, inclusion and equality is integral to our business success and reflects our core values. We are dedicated to creating a workplace where everyone feels respected, valued, and empowered to contribute to our collective success. By fostering a diverse and inclusive environment, we can drive innovation, better serve our clients, and create a more vibrant and dynamic workplace.

We will continuously strive to improve our diversity and inclusion efforts and welcome feedback from our employees and stakeholders to help us achieve these goals.

Approved by: Robyn Brook

Date: September 2025

Next Review Date: September 2026