



HIGHLANDER PAPER RECYCLING LTD

EQUAL OPPORTUNITIES POLICY STATEMENT

The Company is committed to providing a working environment in which employees are able to realise their full potential and to contribute to the success of the business. Our aim is to identify and eliminate discriminatory practices and behaviours throughout the organisation. Employees are expected to support this commitment and to assist in its realisation in all possible ways.

Specifically, the Company aims to ensure that no employee or job applicant is discriminated against, either directly or indirectly, by perception or association, or by harassment on the grounds of age, race or nationality, disability, religion or similar philosophical belief, sexual orientation or gender.

All employees, whether part time or full time, permanent or temporary, will be treated fairly and with respect. All employees will be helped and encouraged to develop their full potential so that their talents and resources may be fully utilised to maximise the efficiency of the organisation.

This commitment applies to all aspects of employment, including those outlined below:

- Recruitment and selection
- Training
- Promotion and career development opportunities
- Terms and conditions of employment, and access to employment related benefits and facilities
- Grievance handling and the application of disciplinary procedures
- Selection for redundancy

The company management and all members of staff have a shared responsibility to ensure that the Equal Opportunities Policy is adhered to and to promote dignity and equality of opportunity at work. Breaches of the Equal Opportunities Policy by staff members will be regarded as potential misconduct and could lead to disciplinary proceedings.

**Approved by Board of Directors
February 2020**