



## ZOTEFOAMS

### Equality, Diversity and Inclusion Policy

#### 1. SUMMARY

- 1.1 This policy applies to Zotefoams plc and all its subsidiary companies and associates and/or, where specified by agreement, joint-venture entities. ('Zotefoams')
- 1.2 Zotefoams is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating discrimination.
- 1.3 The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.
- 1.4 The company - in providing goods and/or services - also stands against all forms of discrimination of customers or the public.

#### 2. OUR POLICY'S PURPOSE

- 2.1 As an international business, Zotefoams plc is committed to fostering an inclusive culture, where every person is encouraged to contribute to the organisation irrespective of age, gender or gender reassignment, ethnicity, sexual orientation, marital status, disability, religious beliefs or educational, professional and socio-economic backgrounds. The organisation has regard, in particular, to female and diverse ethnic representation in its workforce and management.
- 2.2 We aim to treat all employees fairly and equally, whether permanent, temporary, part-time or full-time.
- 2.3 We oppose and avoid all forms of discrimination. This includes:
  - pay and benefits
  - terms and conditions of employment
  - dealing with grievances and discipline
  - dismissal
  - redundancy
  - leave for parents
  - requests for flexible working
  - selection for employment, promotion, training or other developmental opportunities

#### 3. OUR COMMITMENTS

Zotefoams is committed to:

- 3.1 Encouraging equality, diversity and inclusion in the workplace, as they are good practice and make business sense



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- 3.2 Creating a working environment free of bullying, harassment, victimisation and discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees on their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and preventing bullying, harassment, victimisation and discrimination.

All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

- 3.3 Taking seriously complaints of bullying, harassment, victimisation and discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of Zotefoams' work activities.

Such acts will be dealt with as misconduct under Zotefoams' grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. Harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- 3.4 Making opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential so that their talents and resources can be fully utilised to maximise the efficiency of the business.

- 3.5 Making decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

- 3.6 Reviewing employment practices and procedures when necessary to ensure fairness and updating them and the policy to take account of changes in the law.

- 3.7 Monitoring the make-up of the workforce regarding age, sex, ethnic background, sexual orientation, religion or belief, and disability where it is legal to do so with the goal of encouraging equality, diversity and inclusion and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plans, are working in practice, reviewing them annually, and considering and taking actions to address any issues.

## 4. AGREEMENT TO FOLLOW THIS POLICY

- 4.1 The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives.

## 5. OUR DISCIPLINARY AND GRIEVANCE PROCEDURES

- 5.1 Details of Zotefoams' grievance and disciplinary procedures can be found on SharePoint. This includes with whom an employee should raise a grievance, which is usually their line manager but provides guidelines of escalation and alternatives.



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5.2 Use of Zotefoams' grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

### **6. MONITORING AND REVIEW**

6.1 The Head of HR will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness.

6.2 This policy does not form part of the worker's contract of employment.