

Handy Rubbish Equality, Diversity & Inclusion Policy



Company Number: 14314389

Trading Name: Handy Rubbish (AM ONE LONDON LTD)

Registered Office: Unit 19, 1–13 Adler Street, London, England, E1 1EG

Website: www.handyrubbish.co.uk

Date of Issue: 01 January 2025

Valid Until: 01 January 2030 (reviewed annually)

1. Policy Statement

Handy Rubbish is committed to promoting equality, diversity, and inclusion (EDI) and ensuring that no job applicant, employee, or subcontractor is discriminated against, either directly or indirectly, on unlawful grounds, including but not limited to race, colour, nationality, ethnic or national origin, sex, marital or civil partnership status, pregnancy or maternity, gender reassignment, sexual orientation, disability, religion or belief, or age.

We aim to provide a working environment that is free from discrimination, harassment, bullying, and victimisation, where all individuals are treated with dignity and respect.

Breaches of this policy will be taken seriously and may result in disciplinary action, including dismissal or termination of contract.

2. Responsibilities

- The **Board of Directors** holds overall responsibility for ensuring this policy is implemented in line with statutory requirements and relevant Codes of Practice.
- The policy will be shared with all staff, subcontractors, and agencies involved in recruitment or service delivery.
- Private contractors and subcontractors will be reminded of their own responsibilities to uphold equality of opportunity.

3. Recruitment, Selection & Career Development

- Recruitment, selection, promotion, and career development will be based solely on merit.

- Job descriptions and person specifications will reflect only genuine requirements of the role.
- Advertising of vacancies will not be restricted to sources that mainly attract applicants of a particular group.
- All applicants will be considered fairly, based solely on their ability to do the job.
- Selection criteria will be regularly reviewed to ensure they are job-related and free from bias.
- Shortlisting and interviewing will, where possible, be carried out by more than one person.
- Interview questions will be relevant to the job and non-discriminatory.
- Candidates who need support completing applications or attending interviews will be provided reasonable adjustments wherever practicable.

4. Harassment & Bullying Policy

Handy Rubbish does not tolerate harassment or bullying in any form.

Harassment is defined as unwanted conduct which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Examples of Harassment:

- Patronising or belittling comments.
- Remarks about appearance, body, or clothing.
- Leering, staring, or unwelcome gestures.
- Unwanted sexual invitations, suggestions, or pressure.
- Promises or threats relating to employment in exchange for sexual favours.
- Displaying offensive or sexually explicit materials.
- Unwelcome touching, hugging, or assault.

Bullying may include:

- Threats of or actual physical violence.
- Persistent offensive jokes or remarks.
- Unfair work allocation or unrealistic workloads.
- Insulting or intimidating behaviour intended to undermine or humiliate.

The key test is that the behaviour is **unwelcome, uninvited, and unreciprocated**.

5. Procedure for Complaints

- Employees or contractors who feel they have been subjected to discrimination, harassment, or bullying should, if possible, raise the matter informally with the person concerned.
- If the behaviour does not stop, or if the matter is too serious to resolve informally, the complaint should be reported to the **Managing Director**.
- Notes should be kept of incidents, including dates, times, and details of the conduct.
- Formal complaints will be investigated under the Company's **Grievance Procedure**. Steps will be taken to separate the complainant from the alleged harasser or bully during the

investigation.

- Employees who raise genuine concerns will not be victimised for doing so. However, malicious complaints made in bad faith may result in disciplinary action.

6. Monitoring & Review

- Handy Rubbish will review recruitment, selection, and employment practices to ensure fairness and compliance with equality law.
- This policy will be reviewed annually and updated as required to reflect changes in legislation or best practice.

Signed:

Position: Managing Director

Handy Rubbish is a trading name of **AM ONE LONDON LIMITED** (Reg. No. 14314397).
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