

Equality, Diversity & Inclusion policy for We Clear Junk Ltd

We Clear Junk Ltd is committed to promoting equality, diversity and inclusion in all aspects of our operations. We believe that everyone has the right to be treated fairly and with respect, regardless of their race, ethnicity, gender, sexual orientation, age, religion, disability, or any other characteristic.

We are committed to ensuring that all our employees, customers and stakeholders are treated equally and with respect. We will actively seek to identify and eliminate any discrimination or bias, whether intentional or unintentional, that may occur within our company.

Our commitment to equality, diversity and inclusion will be reflected in the following areas:

1. Recruitment and employment

We Clear Junk Ltd will ensure that all recruitment and employment processes are free from discrimination and bias. We will provide equal opportunities to all candidates and will not discriminate on the basis of race, ethnicity, gender, sexual orientation, age, religion, disability or any other characteristic. We will also ensure that all our employees are treated fairly and with respect, regardless of their background or personal characteristics.

2. Training and development

We Clear Junk Ltd will provide all employees with equal opportunities for training and development. We will ensure that all training programs are inclusive and accessible to all employees, regardless of their personal characteristics.

3. Harassment and discrimination

We Clear Junk Ltd has a zero-tolerance policy towards harassment and discrimination. We will not tolerate any form of harassment or discrimination, whether it is based on race, ethnicity, gender, sexual orientation, age, religion, disability or any other characteristic. Any employee found to have engaged in harassment or discrimination will be subject to disciplinary action, up to and including dismissal.

4. Communication and engagement

We Clear Junk Ltd will communicate our commitment to equality, diversity and inclusion to all employees, customers and stakeholders. We will encourage all employees to share their ideas and experiences, and we will actively seek feedback from our customers and stakeholders to ensure that we are meeting their needs and expectations.

5. Monitoring and review

We Clear Junk Ltd will monitor and review our Equality, Diversity & Inclusion policy on a regular basis to ensure that it remains relevant and effective. We will also monitor our operations to identify any areas where we may need to take action to promote equality, diversity and inclusion.

We Clear Junk Ltd is committed to promoting a culture of equality, diversity and inclusion in all aspects of our operations. We believe that this is essential for the success of our business and for the well-being of our employees, customers and stakeholders.

We Clear Junk Ltd Equal Opportunities, Diversity & Inclusion Policy

Equality, Diversity and Inclusion Statement

1. We Clear Junk Ltd is committed to promoting equality, diversity, and inclusion in all aspects of our operations. We will provide equal treatment to all employees and job applicants, regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or

national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

About this Policy

2. This policy applies to all aspects of employment with We Clear Junk Ltd, including recruitment, pay and conditions, training, promotion, disciplinary and grievance procedures, and termination of employment. It covers all employees, officers, consultants, contractors, casual workers, and agency workers.

Responsibility for this Policy

3. The Managing Director is responsible for ensuring compliance with discrimination law and for the effective operation of this policy. All managers must set an appropriate standard of behaviour, lead by example, and ensure that their employees adhere to the policy. Managers will receive appropriate training on equal opportunities awareness and recruitment and selection best practice. The policy is reviewed regularly.

Discrimination

4. We Clear Junk Ltd has a zero-tolerance policy towards any form of discrimination or harassment, including sexual harassment. Discrimination based on Protected Characteristics is prohibited and unlawful, including direct and indirect discrimination, harassment, victimisation, and disability discrimination.

Recruitment and Selection

5. Recruitment, promotion, and other selection exercises will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person and with the involvement of the Human Resources Department, where possible. We will advertise vacancies to a diverse section of the labour market and monitor applicants' ethnic group, gender, disability, sexual orientation, religion, and age. Job applicants should not be asked questions that suggest discrimination on the basis of a Protected Characteristic.

Training, Promotion, and Conditions of Service

6. We Clear Junk Ltd will provide all employees with equal opportunities for training and development. Workforce composition and promotions will be regularly monitored to ensure equality of opportunity. Our conditions of service, benefits,

and facilities will be reviewed regularly to ensure that they are available to all employees who should have access to them.

Termination of Employment

7. We will ensure that redundancy criteria and procedures are fair and objective and are not discriminatory. Disciplinary procedures and penalties will be applied without discrimination.

Disabilities

8. We encourage employees to tell us about their disability so that we can provide appropriate support. We will consider reasonable adjustments to accommodate the needs of disabled employees and monitor the physical features of our premises to improve access.

Part-time and Fixed-Term Work

9. Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions unless different treatment is justified.

Breaches of this Policy

10. We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Complaints of discrimination can be raised through our Grievance Procedure or Anti-harassment and Bullying Policy. Victimisation or retaliation against staff who complain about discrimination is prohibited.