

Policy: **Equality, Diversity & Inclusion Policy**

Policy No.	Authorisation Date	Next Review Date
POL_UK_HREDI-V1	January 2026	January 2027
Enquiries Contact:	Approval Authority	Policy Author
Rick.birch@kbpackaging.com	KB Packaging (UK) LLP Directors	Rick Birch

1. Policy Statement

KB Packaging (UK) LLP is committed to fostering an inclusive, diverse, and equitable workplace. We believe that diversity enhances creativity, collaboration, and business performance. Discrimination, harassment, or victimisation of any kind is unacceptable.

This policy aligns with the Equality Act 2010 and other relevant UK legislation, and applies to all employees, contractors, clients, suppliers, and visitors.

2. Scope

This policy applies to all areas of employment, including:

- Recruitment and selection
- Terms and conditions of employment
- Promotions and career development
- Training and development
- Work assignments and secondments
- Remuneration and benefits
- Workplace conduct and behaviour
- Termination of employment

It also applies to interactions with clients, suppliers, and other external stakeholders.

3. Legal Framework

KB Packaging (UK) LLP complies with the Equality Act 2010, which protects individuals from discrimination based on the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

4. Principles

- Equality: Every individual is treated fairly and without bias.
- Diversity: We value and respect differences in backgrounds, experiences, and perspectives.
- Inclusion: We ensure that all employees feel respected, supported, and empowered to contribute fully.

5. Responsibilities

Management and Leadership

- Demonstrate commitment to EDI through policies, actions, and decision-making.
- Ensure all staff are aware of this policy and receive appropriate training.

Human Resources / People Team

- Monitor diversity metrics and implement initiatives to promote inclusion.
- Provide guidance and support to employees and managers regarding EDI matters.

Employees

- Treat colleagues, clients, and suppliers with respect.
- Avoid discriminatory behaviour or language.
- Report any incidents of discrimination, harassment, or bullying.

6. Recruitment and Selection

KB Packaging (UK) LLP is committed to fair and unbiased recruitment. Key practices include:

- Job advertisements are inclusive and accessible.
- Selection is based on skills, experience, and suitability for the role.
- Shortlisting and interviewing are conducted objectively.
- Reasonable adjustments are provided for candidates with disabilities.

7. Training and Development

- All employees receive training on equality, diversity, and inclusion during induction.
- Ongoing training is provided to support inclusive leadership and awareness.
- Career development opportunities are available to all employees without discrimination.

8. Workplace Behaviour

- Harassment, bullying, or discrimination will not be tolerated.
- Employees are encouraged to raise concerns with their line manager or HR.
- Allegations will be investigated promptly, fairly, and confidentially.
- Disciplinary action will be taken where appropriate

9. Monitoring and Review

- EDI metrics (e.g., recruitment, retention, pay gaps) will be monitored regularly.
- This policy will be reviewed annually and updated to reflect legal changes or organisational developments.

10. Reporting and Complaints

Employees who feel they have experienced or witnessed discrimination or harassment should:

- Raise the issue with their line manager or HR.
- If unresolved, escalate to senior management or the designated EDI officer.

All complaints will be treated seriously, confidentially, and without retaliation.

11. Communication

This policy is:

- Available to all employees via [Company Intranet / Staff Handbook].
- Communicated to new hires during induction.
- Shared with clients, partners, and suppliers as appropriate.

Version Control

Policy No.	Date	Version No.	Nature of Change
POL_UK_HREDI-V1	Jan 2026	1	New Policy

This policy is supported and enforced by the Board of Directors.

Signed: 

Name: Richard Birch

Position: Director

Date: 14/01/2026