



TRICEL
GENERATIONS OF INNOVATION

EQUALITY, DIVERSITY, AND INCLUSION POLICY

SEPTEMBER 2024

Welcome

At Tricel, we believe that everyone deserves to feel valued and respected at work.

Diversity, inclusion, equality are not just words to us- they are essential to creating a positive and productive workplace. By embracing diversity, we bring together diverse backgrounds, experiences, and perspectives that help us grow and innovate.

Inclusion means making sure everyone has a voice and feels they belong.

When we include everyone, we create an environment where people feel safe to share their ideas and contribute their best work. Equality is about fairness. It is about making sure that every person has the same opportunities to succeed, no matter who they are.

By focusing on diversity, inclusion, and equality, we create a better workplace for everyone. When employees feel respected and supported, they are more engaged and motivated. This not only benefits our employees but also helps us serve our customers better.

If you have any questions regarding this policy or its content, then please get in touch.



Colette O'Donoghue
Head of HR and Water UK



1. Purpose

Tricel recognises that its employees and customers come from diverse backgrounds, with varying experiences and needs. We are committed to ensuring equality, diversity and inclusion are embedded into our day-to-day working practices. Tricel actively promotes fairness, respect, equality, diversity, inclusion, and engagement and is committed to continuous improvement.

Through our policies and in our day-to-day work and fulfilment of our legal responsibilities, Tricel is committed to promoting equality and fairness and combating discrimination. This applies to everyone in line with the employment equality acts in Ireland and in the United Kingdom.

2. Scope

This policy provides equal opportunities and ensures that no job applicant, employee, customer or business associates receives less favorable treatment throughout their interactions with the Company. employees... Equality, diversity and inclusion imposes rights and responsibilities on every employee. All employees will be informed that the Equality, Diversity and Inclusion Policy is in operation and that they are bound to comply with its requirements. This policy ensures that our statutory equality duties outlined in the employment equality acts in Ireland and in the United Kingdom are met.

3. Objectives

To effectively implement its commitment to being an equal and diverse firm, Tricel has identified the following objectives:

- Provide equality, diversity, and inclusion training to all employees, which will include content on their responsibilities, relevant legislation, and this policy.
- Ensure opportunities are accessible to all, introducing reasonable accommodation to facilitate this where required.
- Create an environment where employees and customers are treated fairly and with dignity and respect.
- Enforce a zero-tolerance approach in relation to discrimination, bullying, harassment, sexual harassment, and inappropriate behaviour, thoroughly investigating any reported incidents and taking appropriate actions.
- Ensure fair treatment for job applicants, which is free from bias.
- Provide a safe, supportive, and welcoming environment where everyone can contribute to their fullest potential.
- Challenge discrimination and promote equality, diversity, and inclusion.
- Provide training to employees on Tricel's approach to equality, diversity and inclusion, its commitment to zero tolerance in relation to discrimination, bullying, harassment, sexual harassment and inappropriate behaviour and the contents of this policy.



4. Key Equality, Inclusion and Diversity Concepts

Diversity can be defined as the visible and non-visible differences between individuals. These differences can be related to race, ethnicity, religion, age, disability, sexual orientation, and gender, as well as the many differences in values, attitudes, beliefs, cultural views, skills, knowledge, education, background, employment, parenthood, marital or civil status, and life experiences of every individual.

Equal Opportunities can be defined as ensuring all those involved with or wishing to be involved with Tricel, regardless of their diversity, are provided with opportunity based on their ability or potential to perform the required activity.

Discrimination is unequal treatment of an individual because of their membership of a particular class or group, such as sex or race.

- Direct discrimination occurs where a person is treated less favourably than another person is, has been, or would be treated in a comparable position based on one or more of the protected grounds as outline in the equality employment acts in Ireland or the United Kingdom. For example, refusing to send someone on a training course because they are married or have children.
- Indirect discrimination occurs where a person is subject to an apparently neutral provision that puts them at a particular disadvantage compared with other persons because of, for example, their race or gender: for example, declaring a role as being suitable only for a full-time employee without proper justification (i.e., establishing the need for a full-time employee rather than for part-timers or job sharing).

Discrimination may be subtle and unconscious and may not be easy to identify. For example, discrimination sometimes results from general assumptions about the capabilities, characteristics and interests of groups or individuals, which are allowed to influence the treatment of employees or job applicants. This includes unconscious bias.

5. Management and Delivery of this Policy

Fairness, respect, equality, diversity, inclusion, and engagement are the responsibility of everyone with Tricel.

The senior management team at Tricel is committed to embedding equality, diversity, and inclusion within the business, ensuring that everything we do and the way it is done refers to and considers the impact upon our equality objectives.

It is the responsibility of HR to implement, monitor and evaluate the policy in terms of employment practices (selection, recruitment, and retention) and training.

The policy will be communicated to all employees using a variety of methods, such as the HR portal and handbook.

Employees will receive appropriate training to ensure they understand their responsibility not to discriminate and to treat everyone with respect and dignity. Employees are expected to be aware of personal prejudices, unconscious bias and stereotypes and avoid labels at all times.

Every employee is entitled to a working environment that promotes dignity, equality, and respect for all. Tricel will not tolerate any acts of unfair discrimination (including bullying, harassment, and sexual harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic. For further information please refer to the Dignity at Work policy. Tricel requires that all employees complete Tricel's Dignity at Work Training in line with the company's Dignity at Work policy.

6. Employment of People with Disabilities

Tricel is committed to providing equal opportunity to people in all aspects of employment. This includes ensuring that people with disabilities have full access to employment, training, promotion, and career development in the organisation.

In keeping with its promotion of equality of opportunities in the employment and selection of staff, will not discourage those with a disability. Decisions to appoint a job candidate will be based on the candidate's ability regarding their competence, qualifications and qualities needed to carry out the role. All offers of employment are subject to a pre-employment health screening.

Tricel is committed to providing a safe working environment for all employees. Tricel will ensure that any reasonable adjustments are made to enable employees with a disability to carry out their duties efficiently and effectively.

Tricel will provide equal access to training and development for employees with disabilities, and will also ensure that, where possible, employees with disabilities are facilitated in making a full contribution, through the alteration

of work stations and the adjustment or modification of equipment within reason.

7. Selection, Recruitment and Retention

Tricel aims to promote equality, diversity, and inclusion as an employer. It also aims to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable within the context of the policy.

Selection, recruitment, training, promotion, and employment practices generally will be subject to regular review to ensure they comply with this policy.

Employees involved in the selection and recruitment process, and in the management of employees, will receive appropriate training to ensure they recognise when they are making stereotypical assumptions or judgements about people, and avoid any discriminatory practices in the way in which they shortlist, recruit, or manage employees.

Tricel's performance appraisal focuses on the Company's expectation in respect to employees' standards of behaviour related to the company core values and the behaviour's we expect all employees to adopt while at work. The organisation will offer the same development and training opportunities to all employees to achieve high standards of performance.

The Company is committed to ensuring that the appraisals and feedback received are carried out in a sensitive and non-discriminatory manner. Further information can be found within the Training and Development policy.

Tricel is committed to providing relevant training for all employees to prevent inequality within the workplace.

Tricel will ensure that opportunities for promotion are made known to all employees through email, notice boards, HR Portal and within the careers page on the Tricel website. All promotional decisions will be made based on merit and will not be influenced by any of the protected characteristics in the Equality legislation. Steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

In addition, the organisation is committed to:

- through reasonable adjustments to ensure the continued employment of any employee who becomes disabled while working for our organisation.
- working with employees to regularly review work practices to ensure they do not exclude people with disabilities.

8. Monitoring of this policy

The Company will review and amend this policy on a regular basis to assess its effectiveness and may be amended from time to time.

9. Roles and Responsibilities

The following provides a definition of the individual roles of those participating in the Equality, Inclusion and Diversity Policy:

Employees

- To read and comply with the Equality Inclusion and Diversity policy.
- To demonstrate the principles of diversity and inclusion within daily activities, roles, and functions.
- To ensure that provisions in relation to staff with a disability are adhered to.
- To treat fellow employees with Respect and Dignity.
- Attending any relevant training where required.

Line Manager/Team Leader/Supervisor

- To demonstrate the principles of diversity and inclusion within daily activities, roles, and functions.
- Promote the core values within their daily work.
- To be aware of the supports available to them.
- Attending any relevant training where required.
- To treat all employees fairly and equally
- Ensure performance is reviewed fairly and equally.
- Seek advice from HR where necessary.



HR

- Develop and implement policies and practices that provide equality, allow for inclusion and value diversity.
- Ensure that no job applicant, employee, or customer receives less favourable treatment on any of the nine grounds (age, gender, race, civil status, family status, disability, sexual orientation, religion or belief and membership of the travelling community) through the implementation of training.
- Support managers and employees to demonstrate the principles of equality, inclusion and diversity within the daily activities, roles, and functions.
- Ensure Interviewers have received interview training prior to the interview taking place.
- Liaise with manager to make reasonable adjustments for employees who have a disability.
- Ensure that opportunities for promotion/open vacancies are known to all relevant employees.
- Review and amend the policy as necessary in line with any changes in the legislation.





Tricel, Ballyspillane Industrial Estate, Killarney, Co. Kerry, V93 X253. Ireland.

Tel: +353 (0) 64 6632421 **www.tricel.ie**