

## Equality and Diversity Policy

Heritage Envelopes Ltd, and Bestpac UK Ltd are committed to the principles of equality, diversity and human rights. Their vision of driving continuous improvement across their business can only be achieved by making the most of the talents and resources of all their staff.

By recognising and valuing individuals' unique differences they will be better placed to develop understanding and confidence amongst all groups of people within Heritage Envelopes Ltd and Bestpac UK Ltd.

They will treat all individuals who operate within and outside both Heritage Envelopes Ltd and Bestpac UK Ltd with whom they associate openly, fairly, with dignity and respect.

They will provide a working environment free from any harassment, bullying, victimisation or unlawful discrimination, ensuring equality of opportunity throughout all of their processes and practices.

All members of staff, contractors, associates and business suppliers will be expected to demonstrate their commitment to these principles and are encouraged to challenge unacceptable behaviour in relation to issues of:

- Gender
- Race
- Ethnic or National Origin
- Marital Status disability
- Mental Health
- Religion
- Age
- Sexual Orientation
- Or any other reason of difference

They will ensure that all their policies and procedures reflect these principals.



Mark Sears  
Chief Executive Officer

Reviewed and approved: 13<sup>th</sup> September 2022

Review Date Due: 13<sup>th</sup> September 2023