



## Wild Roots Kitchen & Bar Ltd. Sustainability & Environmental, Equal Opportunities & Equality, Diversity & Respect to Work Policies

### SUSTAINABILITY & ENVIRONMENTAL POLICY

Wild Roots Kitchen & Bar (Wild Roots) deliver incredible, ethical catering for corporate events, working lunches and private parties which we combine with a collaborative approach to reduce our collective carbon footprint.

The catering industry is renowned for being very wasteful in nature, but here at Wild Roots, we wanted to do things differently!

Sustainability and social responsibility are central to absolutely everything that we do and before we make any decisions, buy anything or agree to any idea, we try very hard to consider the environmental and social impact of our actions, so that we can work out how to do things better.

We created Wild Roots to enable us to control the supply chain and create environmentally-friendly choices, offering locally-sourced and sustainably-raised meat, fish and vegetables as well as a much wider range of plant-based menu options for our customers, than you'd usually expect to find at your usual catered event. All wrapped in fully compostable and/or recycled and recyclable packaging\*.

We don't get it right every time and we know that it's an ever-evolving challenge, but we are trying every day to reduce our carbon footprint and to become more eco-aware in our approach to everything we tackle as a business. We do this in the following ways:

**Being plant-based at our core** and offering an increased choice of plant based options to our customers. It's incredibly important to us, to demonstrate that being plant-based and avoiding palm oil doesn't mean you can't enjoy awesome, delicious and inspiring food with a considerably lower carbon-footprint. We do create meat and dairy based dishes too for those of you who can't give up the bacon sarnies and cheeseboards, but we want everyone to have an amazing set of food choices, regardless of their dietary requirements and the number of guests they have to cater for.

**Shopping local whenever & wherever we can.** Our ingredients are sourced from predominantly Welsh based suppliers and we work hard with our two main kitchens; *Plant 2 Plate* in Caerphilly and *Ivey Patisserie* in Church Village to make better and more sustainable choices, as well as local buying decisions. We always try to use produce from our own allotments and gardens too.

Composting as much as possible. We recycle as much of our own food and packaging waste as we can through our own composters, which we in turn use to feed our allotments and gardens. We are trying to be as circular in our approach as we can!

\*Commit to plastic-free packaging. We are fully committed to minimising the single-use plastic in our packaging and our supply chain and have spent many hours that we will never get back on researching and investigating our packaging and labels - all of which are fully compostable (even the glue!).

It's not unusual for Zoë to be found testing out various forms of compostable packing in her Hot Composter to see how well they actually break down in practice and as this compost goes straight onto her allotment, she definitely considers it worth all the effort!

We haven't yet managed to find the perfect solution for everything – sometimes plastic is actually a more recyclable alternative to 'commercially compostable' (unless you have a hot composter!) but we are constantly on the lookout for better, more genuinely sustainable options.

We also have a 'How To...' Recycling guide available to download, to keep you updated on how to dispose of everything that we send out.

**Local deliveries.** We only deliver to businesses in the Cardiff area. Whilst we know we could extend our business by offering our services further afield, we can't, in all good conscience, deliver far and wide as our primary commitment is to minimise our carbon footprint!

We have to deliver by car as public transport is just not up to the task and the cost of purchasing an electric vehicle is just too prohibitive in the current climate. Therefore, until we can come up with a better and truly low-carbon emitting alternative method of delivery, we will continue to commit to this approach.

As a business, we know that our journey to zero carbon by 2030 is very challenging and whilst we are opposed to the practice of 'off-setting' as the only method in which businesses strive to make a positive carbon contribution (because we believe there's a great risk of using this, as an excuse to carry on making the same bad environmental choices, whilst believing they are absolved of the responsibility for those choices), we do also see the value in reforestation projects and as a result, we support the Welsh charity 'Size of Wales' through every transaction that we make. Size of Wales work with Indigenous and local people worldwide to grow trees and protect at least 2 million hectares of tropical forests – an area the size of Wales.

In addition, to ensure we are constantly being challenged to improve our sustainability credentials and efforts, we have established a formal Environmental Management System (EMS) which meets the requirements of the Seren Environmental Standard at Phase 2 (as described in BS 8555). A certificate of compliance is available upon request.

The EMS is audited annually to provide all stakeholders that the commitments I make in this publicly available Policy are robustly audited and fulfilled.

## GREEN GROWTH PLEDGE

Further, we subscribe to the *Green Growth Pledge*, which is part of the specialist sustainability support available through Business Wales and provides a practical way for businesses to demonstrate their positive impact on the people and places around them and join a growing community of forward-thinking organisations.

By signing up to the pledge, each company is asked to make a commitment to one or more actions to help them reduce impact or ensure sustainable performance.

The 3 areas of our business that we have identified using the Green Growth Pledge, are:

- 1) Working with responsible suppliers
- 2) Efficient transport
- 3) Preventing waste & pollution

Actions that we are taking that will lead to sustainability improvements, are:

- Undertaking regular meetings with our suppliers to gauge their impacts and the ways in which we can reduce our collective carbon footprint.
- Minimising transportation and ensuring we shop as locally as possible, both directly and through our supply chain.
- Minimising our waste levels through regular review of our product ranges and our packaging

We also focus on the following **Global Sustainable Development Goals** (SDGs) through our actions and business decisions:

- 8. Decent work & economic growth
- 13. Climate action
- 12. Responsible Consumption & Production
- 15. Life on Land

The above goals and commitments support our overarching EMS which is to:

- Prevent pollution
- Protect the environment
- Continual improvement of our EMS to enhance our environmental performance
- Fulfil any compliance obligations whether legal or other voluntary commitments to which we subscribe

This Policy shall be reviewed periodically to ensure we are compliant in fulfilling all commitments. We welcome feedback on this Policy as part of our willingness to co-operate and share best sustainable practices for the greater good of both the local and global community.

Zoë Binning

Director- Wild Roots Kitchen & Bar

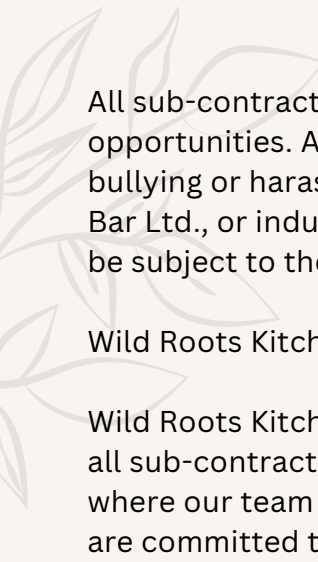
version 1

12th June 2023

## EQUAL OPPORTUNITIES STATEMENT

Wild Roots Kitchen & Bar Ltd. is committed to a policy of equal opportunities, diversity and inclusion for all sub-contractors, employees, clients and suppliers. At all times, the Company aims to:

- Select, recruit, develop and promote the very best people, basing judgement solely on suitability for the job;
- Ensure all applicants and employees receive fair and equal treatment irrespective of sex, sexual orientation, gender reassignment, marital status, pregnancy and maternity, nationality, colour, race, national origin, religion or belief, age or disability;
- Maintain a working environment free from harassment and intimidation;
- Ensure that existing and new legislative Acts based on a stated right to equal treatment are strictly adhered to;
- Deal speedily and effectively with any complaints of alleged discrimination and/or harassment, ensuring all such complaints are fully investigated and that remedial action is taken where necessary.



All sub-contractors and employees are required to comply with the Company's policy on equal opportunities. Any employee found to be in breach of the policy, including discriminating, bullying or harassing another employee or any third party associated with Wild Roots Kitchen & Bar Ltd., or inducing or instructing another sub-contractor or employee to breach the policy, will be subject to the Company's Disciplinary Procedure.

Wild Roots Kitchen & Bar Ltd. is an equal opportunity employer.

Wild Roots Kitchen & Bar Ltd. is committed to being a successful, caring and welcoming place for all sub-contractors and employees. We want to create a supportive and inclusive environment where our team members can reach their full potential, without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances will be positively valued.

## EQUALITY, DIVERSITY AND RESPECT TO WORK POLICY

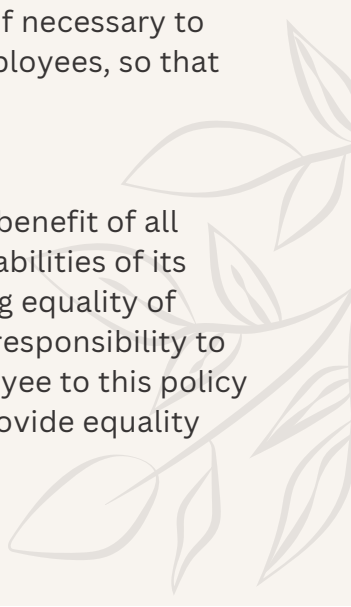
### 1. Introduction and Our Commitment

We are committed to a policy of equality of opportunity, non-discrimination and to providing a service that follows practices which are free from unfair and unlawful discrimination. All employees, applications, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. As will our clients and customers.

We are committed to employment practices, policies and procedures which ensure that no employee, or applicant, receives less favourable treatment on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background, domestic circumstances, social and employment status, HIV status, gender reassignment, political affiliation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. This policy also seeks to ensure that no person is victimised or subjected to any form of bullying or harassment.

Diversity will be viewed positively and, in recognising that everyone is different. We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. We recognise the unique contribution that each individual's experience, knowledge and skills can make and they are to be valued equally. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure fair, equitable and consistent treatment of employees and potential employees, so that they are not subject to unfair or unlawful discrimination, intentional, unintentional, direct or indirect.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in Wild Roots Kitchen & Bar Ltd. as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout Wild Roots Kitchen & Bar Ltd..



At all times, Wild Roots Kitchen & Bar Ltd. aims to:

- Select, recruit, develop and promote the very best people, basing judgement solely on suitability for the job;
- Ensure all applicants and employees receive fair and equal treatment irrespective of sex, sexual orientation, gender reassignment, marital status, pregnancy and maternity, nationality, colour, race, national origin, religion or belief, age or disability;
- Maintain a working environment free from harassment and intimidation;
- Ensure that existing and new legislative Acts based on a stated right to equal treatment are strictly adhered to;
- Deal speedily and effectively with any complaints of alleged discrimination, bullying and/or harassment, ensuring all such complaints are fully investigated and that remedial action is taken where necessary.

## 2. Responsibilities

Wild Roots Kitchen & Bar Ltd. will fulfil its commitment to equal opportunity by:

- Knowing and understanding its legal obligations under the Equality Act 2010 and also other associated legislation and appropriate case law
- Ensuring that all future policies and procedures regarding employment issues are developed in strict accordance with this policy on Equal Opportunities
- Communicating this policy statement throughout Wild Roots Kitchen & Bar Ltd. including to new hires and existing staff
- Ensuring any employee who believes that they have been unfairly treated, has access to the relevant policy in order to raise the matter under a documents procedure.
- Regarding any deliberate discriminatory action, including harassment, by any employee as a serious disciplinary offence

All sub-contractors and staff are expected to observe this policy in their behaviour towards other employees, clients, candidates and members of the public.

The Directors have overall responsibility for ensuring promoting and ensuring this policy and other related procedures are implemented. They are responsible with support from their teams to provide training, communication and monitoring and ensuring compliance within their area of responsibility.

The Directors are responsible for dealing with any complaints swiftly and sensitively. They should champion equality and diversity, ensuring their own behaviour and conduct is in line with this policy. They should maintain confidentiality at all times and only share information of any complaints with people who need to know.

Each sub-contractor or employee is responsible for their actions and personal behaviour. Any individual's conduct outside of work that could have a bearing on their employment or could bring the Company's name or reputation into disrepute will be dealt with under Wild Roots Kitchen & Bar Ltd.'s disciplinary procedure. Employees can be held personally liable as well as, or instead of, Wild Roots Kitchen & Bar Ltd. for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

In addition, all employees shall:

- Co-operate with measures introduced by management to ensure equal opportunity and non-discrimination.

- Uphold their moral and legal duty not to discriminate against other employees, job applicants, suppliers, clients or any other business contacts.
- Not induce or attempt to induce other employees or management to practice unlawful discrimination, harassment or bullying.
- Not victimise or attempt to victimise individuals on the grounds that they have made complaints or provided information on discrimination.
- Not harass, abuse, bully or intimidate other employees or members of the public on any grounds and specifically on account of their gender, race, nationality, marital status, pregnancy, age, colour, disability, social background or sexuality, for example, in attempts to discourage them from continuing their employment.
- Inform management if they suspect that discrimination is taking place in employment decisions or in service provision.

### 3. Forms of Unacceptable Behaviour Relating to the Equality Act

This policy aims to exclude the following forms of unacceptable behaviour:

Direct discrimination – Treating an individual less favourably than someone else was or would have been treated because of one of the protective characteristics

Indirect discrimination – An equally applied condition or requirement that has disproportionate adverse effect on particular groups that cannot be shown to be fair.

Associative discrimination - Treating an individual less favourably than someone else was or would have been treated because they “associate with” someone with a protective characteristic.

Perceptive discrimination - Discriminating against a person because there is a belief or perception that the individual possesses that characteristic, even if they do not in fact do so.

Harassment – Behaving in a way which is unwanted by the recipient, violates the dignity of an individual or creates an environment which is intimidating, hostile, degrading, humiliating or offensive for that individual. Also causing offence, distress or any other detrimental effect to the individual, including behaving in an unwanted manner which is related to one of the protected characteristics. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Harassment can include:

- Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour
- Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes, banter, offensive language
- Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-cooperation and exclusion or isolation from social activities

Third-party harassment - occurs when an individual is harassed and the harassment is related to a protected characteristic by third parties such as clients or customers.

Bullying can be defined as:

Bullying - Unacceptable behaviour as perceived by the employee, which subjects the individual or group to unwelcome attention, intimidation, humiliation or ridicule or violation of an individual’s dignity. Furthermore, offensive, abusive, or insulting behaviour, abuse of power or unfair sanctions which makes the recipient feel upset, threatened or vulnerable. Deliberately

undermining a competent employee by imposing unreasonable workloads or frequent unjustified criticism.

Victimisation - when an individual is treated detrimentally because they have made a complaint or intend to make a complaint about discrimination or harassment under the Equality Act 2010 or have given evidence or intend to give evidence relating to a complaint about discrimination or harassment.

#### 4. Our Expectations

Wild Roots Kitchen & Bar Ltd. will take all reasonable steps to ensure the elimination of harassment, bullying and discrimination. Harassment, bullying and/or discrimination of any kind will not be tolerated and they are considered to be gross misconduct.

Employees are expected to fully comply with the equal opportunities policy and may be disciplined if they are found to be in breach of it. Deliberate acts of discrimination, bullying or harassment are considered to be gross misconduct and can lead to dismissal. and an informal discussion can lead to greater understanding and agreement

#### 5. Dealing with Complaints of Discrimination, Bullying & Harassment

If you are the subject of harassment, bullying or discrimination your complaint can be made formally or informally. In either case, it will be dealt with promptly.

##### Informal Resolution

Very often people are not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the unwanted behaviour will stop.

You are therefore encouraged to try, if you feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that his/her actions are unwanted and should not be repeated. This may be done verbally or in writing in which case you should keep a copy of the documentation and, where possible, the times and dates of incidents should be recorded.

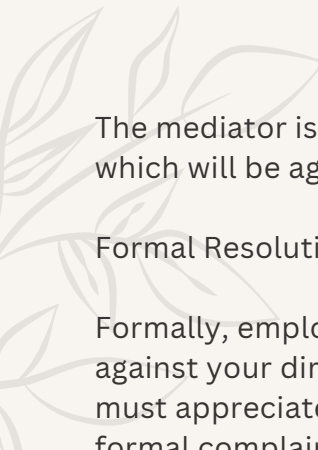
If you feel unable to approach the alleged harasser, a work colleague, or your manager could be asked to speak to them on your behalf. A note should be made of the action taken.

##### Mediation

Mediation is a voluntary process and may be considered as an informal approach in resolving the issues between individuals. It may be used in situations such as:

- Dealing with conflict between colleagues or between a line manager and staff;
- Rebuilding relationships after a formal dispute has been resolved;
- Addressing a range of issues including relationship breakdown, personality clashes, communication problems etc.

It should be noted that not all cases will be suitable for mediation and that both parties must be in agreement for it to go ahead. Should mediation be considered an option, please discuss with Director who will arrange for a mediation session.



The mediator is in charge of the process of seeking to resolve the issue but not the outcome, which will be agreed by the individuals.

### Formal Resolution

Formally, employees should use the grievance procedure. In the event of the grievance being against your direct Manager, you should make your complaint directly to a Director. Employees must appreciate that Wild Roots Kitchen & Bar Ltd. may only be able to take formal action if a formal complaint is made.

Where the outcome of a grievance investigation shows that there has been unwanted behaviour on the part of an employee as outlined in this policy, disciplinary action may be taken, which depending on the severity of the behaviour, could lead to dismissal.

Employees are assured that allegations will be dealt with quickly and taken seriously. Under no circumstances should it be feared that an employee would be victimised for making or being involved in a complaint. Victimisation of a complainant is in itself a disciplinary offence. If you have been made aware by that your behaviour is unacceptable, you should:

- Listen carefully to the complaints and the particular concerns raised;
- Respect the other person's point of view: they have a right to work in an environment free from harassment;
- Remember that it is the other person's reaction/perception to your behaviour that is important;
- Agree the aspects of your behaviour that you will change;
- Review your general conduct/behaviour at work and with workplace colleagues

## 6. Equality Statement

In applying this policy, Wild Roots Kitchen & Bar Ltd. will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

