

## Equal Opportunities Policy Statement

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### Purpose of Policy

At EFA Engineering Limited, we are committed to fostering an inclusive environment where all employees and applicants are treated fairly and without discrimination. Our policy is based on merit and the genuine needs of our organization, ensuring that no one is unfairly treated based on race, colour, nationality, gender, sexual orientation, disability, or any other protected characteristic.

Our goal is to create a workplace that allows our staff, contractors and clients to thrive without fear of discrimination, harassment, or victimization. This commitment extends across various aspects of employment, from recruitment to termination, and includes training, career development, work practices, and social events.

Responsibilities regarding equal opportunities are shared among all staff members, with the Managing Director holding overall responsibility. Managers have a crucial role in setting an example and ensuring compliance within their teams.

Our internal policy outlines various forms of discrimination, including direct and indirect discrimination, victimization, and harassment, providing clear definitions and examples to guide our actions. It also addresses disability discrimination, emphasizing the importance of making reasonable adjustments to accommodate individuals' needs.

Recruitment processes prioritize fairness, prohibiting discriminatory practices and emphasizing the relevance of criteria to the job. We monitor various demographics during recruitment to assess our equal opportunities measures and identify areas for improvement.

Career development, conditions of service, disciplinary procedures, and termination of employment are all guided by principles of fairness and non-discrimination. We are committed to fostering a diverse, inclusive, and fair work environment, where everyone can excel based on their abilities and merit.

This is a statement of policy only and does not form part of any contract of employment/agreement/engagement. This policy is an integral part of our Business Management System and is subject to an annual review and revision when necessary.

Alex Edwards  
Managing Director

