

EQUALITY, DIVERSITY & INCLUSION POLICY

Policy: Equality, Diversity and Inclusion
Released by: People & Development

Valid as of: January 2025
Next review: January 2026
Reviewed and issued annually

At KAEFER, we are proud to be an equal opportunities employer, recognising that our success in a highly competitive world depends on the talents, skills, and abilities of our workforce. We are committed to fostering an inclusive environment that values diversity and ensures that all individuals are treated with dignity, respect, and fairness.

In line with our value of respect, we are dedicated to building a workplace free from discrimination, harassment, and bullying, where every individual feels respected, valued, and empowered to reach their full potential.

Our Commitment

- **Equality in Employment:** KAEFER ensures equal opportunities in all aspects of employment and avoids unlawful discrimination against employees, job applicants, and customers.
- **Dignity at Work:** We strive to maintain a work environment where harassment, bullying, or any form of inappropriate behaviour is not tolerated, promoting a culture of dignity and respect for all.
- **Broad Applicability:** This commitment applies to all facets of the employment relationship, including but not limited to recruitment, training, promotion, dismissal, transfer, retirement, absence management, benefits, and terms and conditions of employment.

Scope of the Policy

This policy is applicable to:

- All employees of KAEFER.
- Individuals who interact with our workforce, including job applicants, visitors, clients, competitors, customers, and suppliers.
- Trainees and apprentices, who will be provided with this policy and guided on its relevance to their roles.

Policy Enforcement

- **Accountability:** Breaches of this policy may constitute gross misconduct and could result in disciplinary actions, including dismissal.
- **Leadership Engagement:** The Director of People & Development holds responsibility for monitoring the policy's effectiveness, while the Chief Executive Officer oversees its implementation and supervision.

Policy Review and Compliance

- All policies and procedures under the People & Development function will be reviewed annually to ensure compliance with the Equality Act 2010 and alignment with best practices. Where necessary, corrective measures will be taken to address any adverse impacts on the principles outlined in this policy.
- This policy should be read in conjunction with the KAEFER Equality, Diversity & Inclusion Procedure. 051. Both documents reflect legal requirements, particularly the Equality Act 2010, and aim to promote the highest standards of equality and inclusion.

Employee Responsibility - All employees are expected to:

- Familiarise themselves with the principles outlined in this policy and associated procedures.
- Apply these principles in their daily activities and interactions.
Failure to adhere to this policy may lead to disciplinary action under the company's procedures.

Reviewed and issued annually by Laura Bowes (People & Development Director) January 2025. Next review January 2026