

AET Global Diversity and Inclusion Policy



1. Scope

This policy covers all individuals working on shore at all levels and grades on behalf of any company within the AET Group in any capacity whatsoever, including without limitation, the executive leadership team, employees, consultants, contactors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff, and volunteers (collectively referred to as “Employees” throughout this policy).

This policy does not form part of any Employee's contract of employment and AET may amend it at any time.

In the event of a conflict between this policy and local laws, local laws will prevail.

2. Intent

2.1 This policy also applies to the advertising of jobs, recruitment and selection, training and development, opportunities for promotion, conditions of service, benefits, facilities, pay, health and safety, conduct at work, grievance and disciplinary procedures and to termination of employment including redundancy.

3. Policy Body

3.1 AET is committed to embrace and promote diversity and inclusivity in the workplace, prohibit unlawful discrimination of Employees and job applicants, and ensure that the talent, competency, skills and abilities of all individuals are optimized on a meritocratic basis. We believe that a diverse and inclusive environment will lead to a highly engaged and committed workforce who will contribute to improving business performance, delivering the best customer experience, driving sustainable shareholder value, and creating the cutting edge of innovation and technology in the design and construction of our assets.

3.2 AET practices and promotes meritocracy. We are committed to create an inclusive and meritocratic environment that attracts, retains and builds diverse teams who can contribute to their full potential.

Recruitment

3.3 AET is committed to seeking out talents from the broadest possible talent pool to meet our business needs in various global and cultural environments. We welcome applicants from diverse communities. We will ensure fair treatment in our recruitment process that include ensuring our job advertisements are relevant and non-discriminatory. We shortlist potential candidates whose skills and experience closely match the job requirements. We interview diverse pool of candidates with a diverse panel to ensure equality of opportunity throughout the process to eliminate unconscious biasness.

3.4 AET welcomes Employees with disabilities and strictly prohibits all forms of disability discrimination. Any individuals who believe they may need accommodations to perform their jobs should feel free to contact Human Resources without fear of retaliation. It is AET's policy to engage in an interactive process with employees to determine whether there exists a reasonable accommodation that would permit the employee to perform safely all essential functions of the job without creating an undue hardship.

Career Development and Progression

3.5 We retain top caliber talent to ensure business growth and performance. All appointments and promotions are made based on skill, ability and individual performance and merit.



- 3.6 AET is committed to the continued development of the personal and business skills of our Employees. All Employees have access to training and other career development opportunities appropriate to their experience and requirements. Employees will be treated in a fair and unbiased way and given every encouragement to realize their potential.

Total Rewards and Recognition

- 3.7 AET uses industry data to determine how we pay for the job. Salary and promotion adjustments are based on merits and there are regular reviews to reward for performance. Our inclusive benefit program considers best and local market practices including meeting minimum legislated requirements where applicable.
- 3.8 AET's commitment to promote diversity and inclusion prohibits all forms of unlawful discrimination in the workplace. We train our Leaders and Line Managers to ensure that they can create an inclusive work environment and manage HR policies, processes and procedures without bias. Employees are responsible for ensuring that the standards set by this policy are observed, that their own conduct is exemplary and any compliant is addressed promptly.

4. Cross References

- AET Global Anti-Harassment and Bullying Policy
- AET Global Recruitment Policy
- AET Global Disciplinary Policy
- AET Global Grievance Policy
- AET Code of Conduct and Business Ethics (CoBE)
- AET Global Equal Opportunities Policy