

# **AET Global Equal Opportunity 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. AET welcomes diversity amongst its Employees. AET is committed to the promotion of equal opportunities and the avoidance of unlawful discrimination for Employees and job applicants and to ensure that the talent, competency, skills and abilities of all individuals are optimized on a meritocratic basis.
- 2.2. It is the policy of AET to provide equal opportunities in employment; learning and development opportunities; and recruitment and selection irrespective of color, race, age, nationality, ethnic or national origin, sex, disability, marital status or sexual orientation, religion or belief (known as “Protected Characteristics”).
- 2.3. This policy 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 seeking out and retaining top caliber talent to ensure business growth and performance. All appointments and promotions are made on the basis of skill, ability and individual performance.
- 3.2. AET will comply with anti-discrimination and equal opportunities legislation in the jurisdiction in which each Employee is based.
- 3.3. AET is committed to the continued development of the personal and business skills of our Employees. Employees will be treated in a fair and unbiased way and given every encouragement to realize their potential.
- 3.4. All forms of unlawful discrimination in the workplace are prohibited and AET is committed to providing equal opportunities for job applicants and throughout employment, including in the appointment, remuneration, recruitment, training and promotion of staff. Discrimination



includes direct and indirect discrimination, harassment, victimization and disability discrimination.

- 3.5. AET is committed to ensuring that no employee receives less favorable treatment or is unlawfully discriminated against on grounds of disability, gender, sex, sexual orientation, marital status, race, color, religious convictions, age, nationality or ethnic origin.
- 3.6. Employees and job applicants who are disabled, or who become disabled, are encouraged to tell AET about their condition so that AET can consider what reasonable adjustments or support may be appropriate.
- 3.7. 3 Line Managers are responsible for ensuring that the standards set by this policy are observed and that their own conduct sets a good example in this respect and acting promptly upon any complaints.
- 3.8. Breaches of the AET Global Equal Opportunity Policy.
  - If an Employee believes that they may have been discriminated against or subject to harassment, they are encouraged to raise the matter through AET's Grievance Procedure or through the AET Anti-Harassment and Bullying Policy. If Employees need advice or are uncertain on how to proceed with the procedure, they should speak to their HR Business Partner in their respective region.
  - Allegations regarding potential breaches of this policy will be treated in strictest confidence and investigated in accordance with the relevant procedures.
  - Individuals who make such allegations in good faith will not be victimized or treated less favorably as a result, however false allegations which are found to have been made in bad faith will be dealt with under AET's Disciplinary Procedure.
  - Any individual who is found to have committed acts of discrimination or harassment will be subject to disciplinary action. Such behavior may constitute gross misconduct and subject to summary dismissal. AET always takes a strict approach to breaches of AET's Equal Opportunity Policy.

#### 4. Cross References

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