

Equal Opportunities



Wood is committed to providing equal opportunities in all aspects of employment, and to creating a working environment that is free from discrimination, where everyone can achieve their potential. We celebrate the diversity of our workforce and expect everyone to respect and embrace their colleagues' differences. We require all our people to treat each other fairly and with dignity and respect.

Purpose:

This policy sets out how Wood ensures equal opportunities in all aspects of employment for all our people (and potential people) in our global organisation. This benefits Wood and our people by:

- Improving opportunities within the organisation through internal promotion.
- Utilising the knowledge of different members of the community.
- Understanding market segments and consumer behaviour.
- Becoming an employer of choice.
- Having a more representative 'balanced' workforce.
- Valuing and respecting personnel, attracting, and retaining a wider talent pool.

Scope:

This policy applies to all Wood people (and potential people) across our global organisation and is reviewed annually. Wood does not tolerate discrimination because of age, disability, gender expression, gender identity, marital or civil partner status, maternity, pregnancy, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex, sexual orientation or any other status or basis protected by local, national, or international law. These are known as protected characteristics.

Discrimination can take the form of direct, indirect, associative, or perceptive discrimination and it may occur intentionally or unintentionally. Direct discrimination occurs where a person is treated less favourably than another because of a protected characteristic. Indirect discrimination occurs where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim. Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a relevant protected characteristic. Perceptive discrimination is

where an individual is directly discriminated against or harassed based on a perception that they have a relevant protected characteristic when they do not, in fact, have that relevant protected characteristic.

Any person who believes that they have been subject to discrimination must raise this under their employing company's grievance policy or via the Ethics Helpline.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Anyone who makes such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach of this policy which are found to have been made in bad faith will, however, be dealt with under the employing company's disciplinary policy.

Policy Requirements:

We will ensure equal opportunities by:

- Creating a working environment in which individual differences and the contributions of all our people are recognised and valued.
- Ensuring all our people work in an environment that promotes mutual dignity and respect and that does not tolerate intimidation, bullying or harassment.
- Ensuring that job roles are limited to those requirements that are necessary for the effective performance of the job.
- Selecting for employment, promotion, training, or any other benefit on the basis of merit, ability and suitability for the job, taking account of any reasonable adjustment that may be required for people with a disability.
- Ensuring our training, development and progression opportunities are available without regard to any of the grounds of discrimination.
- Reviewing all our employment practices and procedures, remuneration and benefits to ensure fairness.
- Encouraging our people to develop to their full potential.
- Ensuring the talents and resources of our people are fully utilised to maximise the efficiency of the organisation.
- Ensuring that breaches of this policy are investigated and if regarded as misconduct, apply appropriate disciplinary proceedings.
- Endeavouring to meet all statutory obligations under the relevant and applicable legislation.



Name Marion Leyni
Position President, People Services & Systems
Date 11 February 2022