

Equal Employment Opportunity Policy

COATES GROUP

September 2024

1. Purpose

Coates Group believes that Diversity, Equity, and inclusion (“DEI”) are essential to our continued success. We believe that placing value on individual diversity of thought, experience, and beliefs will support Coates in attracting and developing high calibre talent. Our goal is that this will foster a vibrant, collaborative, and high-performance culture where everyone is treated with dignity and respect at all times.

The aim of this policy is to foster a diverse and inclusive workplace that:

- Enables our People to feel seen and heard, valued for their individual thoughts, experiences and beliefs and treated with respect and fairness at all times.
- Ensures equity and fairness in our People Management processes, so that decisions and initiatives are free from discrimination, harassment, and victimisation.
- Encourages diversity of thought that shapes our innovative and creative thinking, problem solving and decision making.

The Equal Employment Opportunity (EEO) policy extends to Coates (all Coates Group entities) and our People (employees, contractors, and any others employed through third-party organisations), and applies to all phases of employment, including:

- Recruitment and hiring
- Training
- Performance evaluation
- Promotion
- Administering compensation and benefits
- Termination

This Policy applies to any occasion in connection with Coates, any Coates-related function or event (whether sanctioned by Coates or not, on or away from Coates premises), or when representing Coates in any capacity.

This policy is to be read in conjunction with any relevant local laws and our Global Bullying, Discrimination and Harassment Policy.

2. Equal Employment Opportunity Guidelines

Equal Employment Opportunity can be defined as the principle and standard that all employees and applicants have the opportunity to be employed and promoted based on merit and have the right to be treated fairly and equitably, free from discrimination.

Under this policy we seek to:

- 1 Advertise for, select, or promote employees according to experience, technical and professional competencies, and alignment to the Coates values.
- 2 Monitor situations commonly covered by Equal Opportunity that include:

Content of application forms	Employment offers
Access to promotions and secondments	Access to employment benefits
Recruitment advertising	Preparation of role charters
Determining salary increases and/or bonuses	Position or job title changes Redundancy
Performance management including setting performance plans and performance reviews	Access to Training and Development

- 3 Identify and eliminate barriers that may be encountered, such as discriminatory selection criteria, access to learning and development.
- 4 Provide a workplace which is supportive and free from discrimination on the grounds of attributes such as, but not limited to:
 - Race, colour
 - Religion or religious beliefs
 - national or ethnic origin or immigrant status
 - sex, pregnancy or marital status and breastfeeding
 - age
 - impairment or disability
 - sexual orientation, gender identity and intersex status

Additionally, People are entitled to work in an environment free from direct and indirect discrimination, harassment, and bullying. For more information, please refer to the Global Bullying, Discrimination and Harassment Policy.

3. Actions

As well as ensuring Coates follows EEO laws that apply to each region in which it operates, we also take additional actions to promote fairness and diversity as part of our Equal Opportunity policy. At Coates, we:

- Provide parental leave and flexible work arrangement policies.
- Hire, train and evaluate employees through job-related criteria.
- Emphasise the importance of inclusive behaviors within our culture by reflecting them in our Coates values.
- Implement multiple reporting channels to make it easier for employees to report any discriminatory or inappropriate behaviour.

4. Reporting Inappropriate Behaviour

It is the responsibility of Coates Group to provide a safe and inclusive work environment that is free from discrimination, harassment, and bullying. Steps to prevent this will be taken, and People will be educated about appropriate behaviour both in and outside of the workplace.

It is also the responsibility of all People to ensure that they do not discriminate against, harass, or bully another person.

Inappropriate behaviour will not be tolerated, and appropriate action will be taken.

If you are subject to or become aware of any inappropriate behaviour please refer to the Global Bullying, Discrimination and Harassment Policy, Code of Conduct and Grievance Management Policy.

5. Responsibilities

It is the responsibility of all leaders and People Managers to:

- Ensure all employment decisions, such as hiring, promotions, and career development, are based on individual merit and the ability of individuals to perform the job effectively
- Ensure all People are aware of and comprehend their obligations, responsibilities, and rights pertaining to equal employment opportunity
- Identify and address behaviour that is inconsistent with Coates Policies
- Complete all relevant leader training, role model the expected behaviours and provide advice and guidance to employees.
- Develop, implement, and review plans to create and foster a workplace culture that promotes DEI and equal employment opportunities

It is the responsibility of the People and Culture team to ensure that;

- All People are aware of and comprehend their obligations, responsibilities, and rights pertaining to equal employment opportunity
- Any issue that arises which do not align with the principles of equal employment opportunity are addressed promptly and sensitively.
- Standards, guidelines, processes, and procedures are developed and reviewed to support the implementation of this policy.
- Leaders and people managers are supported in taking action to develop and implement plans to foster a workplace culture that promotes DEI and equal employment opportunities.
- Training, guidance, and support are provided to all People regarding the principles and practices of equal employment opportunity.

It is the responsibility of all People to ensure that;

- They understand and comply with this policy and treat all People in accordance with Coates' Code of Conduct.
- They refrain from participating in any form of bullying, discriminatory or harassing behaviours.
- They report any unfair treatment they've witnessed or experienced, or other inappropriate behaviour in accordance with the Grievance Policy.

6. Victimisation

A person must not victimise or otherwise subject another person to detrimental action because of making a complaint in good faith.



Employees who are found to be engaging in victimisation may face disciplinary action up to and including termination of employment. People who witness or suspect victimisation should promptly report it to their manager or the People and Culture Team at peopleandcultureau@coatesgroup.com.

7. Amendments

Coates reserves the right to change, vary or revoke this Policy at any time at our discretion and in accordance with our legal obligations. Coates will keep you informed of any changes to this Policy.