



## EQUAL OPPORTUNITIES AND DIVERSITY POLICY

This policy applies to all employees, potential employees, clients, visitors, contractors, and customers.

### **Purpose**

This Policy sets out Polyflor Ltd.'s commitment to always treat equally and with fairness its employees, customers, contractors, and those who come into contact with the Company.

### **Our Commitment**

We are committed to seeking continuous improvement and compliance with legislation based on the following principles.

- Everyone has the right to be treated with dignity and respect.
- We will not discriminate on the grounds of race, gender, disability, nationality, religion, philosophical belief, political belief, age, sexual orientation, family status, trade union activity or any other factor.
- The Company will consider all aspects of diversity (gender, language, culture, literacy, and disability) when it arises.
- We will adopt fair and inclusive practices throughout our operations and will seek to eliminate all prejudice, discrimination, bullying and harassment.
- All employees have a personal responsibility for the practical application of this policy in their day-to-day activities and must always support the policy.
- Non-compliance with this policy will be treated seriously and will not be tolerated.

The Board of Directors of Polyflor Ltd are required to ensure:

- They create a productive and safe working environment, promoting diversity and inclusion in the workforce.
- They develop new practices, as appropriate, to ensure all employees, contractors and customers are treated fairly; and
- They can demonstrate continuous improvement in practices to promote diversity and equal opportunities for all.

### **Legislation and Codes of Practice**

We will comply with current national and international legislation and relevant codes of practice in the countries we operate. We will monitor our compliance with this policy and the requirements of relevant underpinning legislation as appropriate.

### **Recruitment**

All recruitment will be carried out regarding fairness, equality, and consistency for all candidates at all times. Recruitment practices will be inclusive, and we will endeavor to ensure there are no barriers to employment of suitable candidates.

### **Training**

We will provide our staff with the necessary guidance and training to ensure the effective implementation of this policy.

### **Complaints**

Any employee who feels that he or she has grounds for complaint in relation to bullying, discrimination, harassment or victimisation has the right to pursue the complaint through our grievance procedures.

### **Human Rights**

We will treat all employees fairly and honestly, regardless of where they work. All staff will have agreed terms and conditions in accordance with local law or practice and will be given appropriate job skills training.

We will pay a fair wage reflecting local markets and conditions. We will always meet any national minimum wage.

Working hours shall not be excessive. They shall comply with industry guidelines and national standards where they exist.

We will not employ illegal child labour, forced or bonded labour or condone illegal child labour.

Employees have the rights of freedom of association and collective bargaining. We respect the right of our employees to choose whether or not to join a trade union without influence or interference from management. Furthermore, we support the right of our employees to exercise that right through a secret ballot.

We will negotiate in good faith with the properly elected representatives of our employees.

We will abide by the non-discrimination laws in every country where we operate.

We will not use or condone the use of corporal punishment, mental or physical coercion or verbal abuse. We have disciplinary procedures for any member of staff whose conduct falls below the required standard.

We have formal grievance procedures through which staff can raise personal and work-related issues.

All staff will be given reasonable access to rest facilities.

### **Data Protection**

We will comply with the relevant principles governing data protection.

MANAGING DIRECTOR  
FOR AND ON BEHALF OF BOARD OF DIRECTORS

Date: 22 December 2022