



EQUAL OPPORTUNITIES POLICY

Equal Opportunities Statement

IE Bolt & Nut (2012) Ltd are committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

About this policy

This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

The Director(s) are responsible for this policy and any necessary training on equal opportunities.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers, and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers, or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified. This also applies where a provision, criterion, or practice puts an individual at substantively the same disadvantage as those with a relevant protected characteristic, even if the individual does not share that characteristic.

Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy. The company also recognises its statutory duty to take reasonable steps to prevent sexual harassment of employees in the course of their employment.

Victimisation: subjecting a person to a detriment because they have done, or are believed to have done, a 'protected act' (such as making or supporting a complaint about discrimination or harassment).

Discrimination arising from disability: this involves treating a disabled person unfavourably because of something arising in consequence of their disability, where such treatment cannot be shown to be a proportionate means of achieving a legitimate aim.



EQUALITY & DIVERSITY POLICY

Recruitment and selection

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Following a job offer, the company may conduct medical checks to ensure an applicant can perform functions intrinsic to the work (taking into account any reasonable adjustments).

Disabilities

Disability definition - A physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

Part-time and Fixed-term work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Breaches of this policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

Terms in work contracts which prevent employees from discussing their pay for the purpose of identifying discrimination are unenforceable.



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This policy will be reviewed at regular planned intervals to ensure ongoing suitability.

SIGNED:

DATE: 20th March 2026

Adam Reeve - Managing Director

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