PE Limited

Engineering & Geological Software Development

Equality, Diversity and Inclusion Policy

Last Reviewed: November 2025

3000 Cathedral Hill, Cathedral Square, Guildford, United Kingdom GU2 7YB

Tel: +44 131 474 7030 **Fax:** +44 131 474 7031 **Email:** edinburgh@petex.com **Website:** www.petex.com

Registered Office: 3000 Cathedral Hill, Cathedral Square, Guildford, United Kingdom GU2 7YB *Registered in England & Wales: 6429211*

1. Purpose and Scope

At PE Limited, we are committed to promoting equality, diversity and inclusion (EDI) in all aspects of our work. We aim to create and sustain a workplace where everyone is treated fairly, valued for their unique contribution and empowered to reach their full potential.

This policy applies to all employees, contractors, agency and temporary staff, and extends to our interactions with customers, suppliers and business partners.

We believe that embracing diversity and fostering inclusion strengthens our company culture, drives innovation and enhances the quality of the products and services we deliver.

2. Objectives

Through this policy, PE Limited aims to:

- Promote equality of opportunity in every aspect of employment and business decisions.
- Prevent unlawful discrimination, harassment and victimisation.
- Foster a workplace culture where everyone feels respected, supported and included.
- Ensure all employment decisions are fair, transparent and based solely on merit, ability and business need.
- Provide appropriate guidance and awareness to help employees understand their rights and responsibilities under equality and inclusion principles.
- Treat customers, suppliers and partners with fairness and respect and expect the same in return.
- Review this policy regularly to ensure it remains effective, compliant and relevant to best practice.

3. Equal Opportunities in Employment

PE Limited is committed to providing equal opportunities and preventing unlawful discrimination in every aspect of our work. This includes recruitment, pay, promotion, training, benefits, performance management, discipline and redundancy.

We comply with the Equality Act 2010, which protects individuals from discrimination based on: age, disability, gender reassignment, marriage or civil

partnership, pregnancy or maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex and sexual orientation.

We also recognise our duty to make reasonable adjustments to ensure that people with disabilities are not placed at a disadvantage in the workplace or when accessing our services.

To promote fairness and accessibility:

- Job descriptions and requirements are limited to what is genuinely needed for each role.
- Candidates are assessed objectively, and reasonable adjustments are provided where necessary.
- Standard working practices are reviewed to help remove barriers.

We expect everyone who works with or for PE Limited to uphold the same standards of respect and fairness.

4. Diversity and Inclusion at Work

We want everyone at PE Limited to feel safe, respected and able to be themselves. We believe that diversity of background, experience and thought strengthens our organisation.

Inclusion is about valuing different perspectives, encouraging open dialogue and ensuring every voice can be heard. We encourage all colleagues to contribute to a positive, inclusive and supportive workplace.

PE Limited provides guidance and awareness sessions to help employees understand what inclusion looks like in practice and how they can contribute to it every day.

5. Non-Discrimination, Harassment and Victimisation

PE Limited has zero tolerance for discrimination, harassment or victimisation of any kind. Everyone has the right to work in an environment of dignity and respect.

Unlawful discrimination includes:

- Direct discrimination–treating someone less favourably because of a protected characteristic.
- Indirect discrimination–applying a policy or practice that disadvantages certain groups without justification.
- Associative or perceptive discrimination–unfair treatment due to association with, or perception of, a protected characteristic.
- Harassment–unwanted behaviour that violates a person’s dignity or creates an offensive environment.

- Victimisation–treating someone badly because they raised or supported a complaint.
- Failure to make reasonable adjustments–not taking appropriate steps to remove barriers for people with disabilities.

While this policy reflects UK equality law, PE Limited applies the same standards of fairness and inclusion across our operations, adapting to local laws and cultural contexts as appropriate.

6. Roles and Responsibilities

Promoting equality, diversity and inclusion is everyone's responsibility.

Senior leaders set the tone from the top and ensure this policy is applied consistently.

Managers lead by example, encourage inclusive behaviours and ensure fair recruitment, development and performance processes.

All employees are expected to treat others with respect, challenge inappropriate behaviour and contribute to a positive working environment.

7. Suppliers and Business Partners

Our commitment to equality, diversity and inclusion extends beyond our own workforce. We aim to work with suppliers, contractors and business partners who share our values of fairness, respect and integrity.

Where appropriate, we encourage our partners to adopt similar principles within their own organisations.

8. Training and Awareness

PE Limited provides employees and managers with appropriate guidance and awareness sessions to ensure understanding of their rights and responsibilities under this policy.

9. Raising Concerns

PE Limited is committed to maintaining an environment in which everyone feels safe to speak up about any concerns related to equality, diversity and inclusion.

We take all concerns about discrimination, harassment or victimisation seriously. Any issues raised will be handled with sensitivity, confidentiality and fairness, and addressed promptly in line with our company's commitment to respect and integrity.

Individuals who raise concerns in good faith will be protected from retaliation or disadvantage.

10. Monitoring and Review

This policy will be reviewed annually, or sooner if there are significant changes in legislation or business practice, to ensure it remains compliant and effective.

Approved by:

Chief Financial Officer

Date: November 2025

Next Review Due: November 2026