

EQUALITY, DIVERSITY AND INCLUSION POLICY

AMF Mech Ltd, trading as AMF MEP · Equality Act 2010 (Great Britain) and the Northern Ireland equality legislation

AMF Mech Ltd, trading as AMF MEP, is committed to treating everyone fairly. We recruit, pay, develop and promote on merit, and we do not tolerate discrimination, harassment or victimisation of any kind. This policy replaces the Company's previous Equality, Diversity & Inclusion and Equal Opportunities policies, which are withdrawn.

1. Who and what this covers

It applies to every employee, and to contractors, agency workers and job applicants, in every part of the working relationship: recruitment and selection, terms of employment, pay, training and development, promotion, work allocation, discipline and grievance, and the end of employment. It also governs how we expect our people to be treated by, and to treat, clients, design-team members and contractors.

2. Protected grounds

In Great Britain the Equality Act 2010 protects nine characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

The Equality Act 2010 does not extend to Northern Ireland. Staff employed in Northern Ireland are protected by that jurisdiction's own legislation, which covers broadly the same grounds through separate instruments: the Sex Discrimination (Northern Ireland) Order 1976 (sex, marital and civil partnership status, gender reassignment); the Race Relations (Northern Ireland) Order 1997; the Disability Discrimination Act 1995 as it applies in Northern Ireland; the Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003; and the Employment Equality (Age) Regulations (Northern Ireland) 2006. Northern Ireland also protects two grounds that Great Britain does not: religious belief and political opinion, under the Fair Employment and Treatment (Northern Ireland) Order 1998.

AMF's own standard is simple and applies wherever you work: we protect every one of the grounds above, and we treat religious belief and political opinion as protected for all staff, not only those based in Northern Ireland.

3. What is not acceptable

- Direct discrimination: treating someone worse because of a protected ground.
- Indirect discrimination: applying a rule or practice that puts people sharing a protected ground at a disadvantage, unless it is a proportionate way of achieving a legitimate aim.
- Harassment: unwanted conduct related to a protected ground that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Sexual harassment is dealt with in the Bullying and Harassment Policy.
- Victimisation: treating someone badly because they have complained about discrimination or supported someone else's complaint.
- Discrimination arising from disability: treating someone unfavourably because of something arising from their disability, unless it is a proportionate way of achieving a legitimate aim.
- Failing to make reasonable adjustments for a disabled employee, worker or applicant.

4. Reasonable adjustments and accessibility

If you are disabled, or become disabled, tell your line manager or the Head of Operations what would help. We will discuss it with you and make reasonable adjustments, to equipment, working pattern, workload, software, the recruitment process, or how and where you work. Our remote-first model already gives us considerable flexibility, and we use it. Adjustments are reviewed with you if your needs or the work change.

5. Recruitment

Vacancies are filled on merit against the requirements of the role. Selection criteria are job-related, the same questions are put to candidates at the same stage, and right-to-work checks are carried out identically for every new starter, as the

Right to Work Checklist requires. Health questions are not asked before a job offer except in the limited circumstances the law allows.

6. Raising a concern

If you experience or witness discrimination, raise it with your line manager or the Director; if the concern involves the Director, raise it with the Head of Operations. You can also raise it formally under the grievance procedure in the Staff Handbook, which sets out how a complaint is heard and your right of appeal. Concerns are taken seriously, handled confidentially and investigated. You will not be disadvantaged for raising something in good faith. Discrimination and harassment are disciplinary matters and, where serious, gross misconduct.

7. Putting it into practice

Every employee is responsible for their own conduct, and managers are responsible for setting the standard. This policy is covered at induction and is reviewed at least annually. It is not part of any contract of employment and the Company may amend it from time to time; nothing in it reduces any statutory right.

SIGNED BY



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John Fleming
Head of Operations
for and on behalf of AMF Mech Ltd, trading as AMF MEP

Signed: 20 August 2026 Review due: August 2027

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