



## EQUALITY, DIVERSITY & INCLUSION POLICY STATEMENT

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At Air 3 Limited, we are committed to fostering an inclusive environment where everyone is treated with dignity and respect.

We believe that diversity in all its forms enriches our workplace, enhances our creativity, and drives our success. This policy outlines our commitment to promoting equality and diversity throughout our organization.

### 1. Purpose

The purpose of this policy is to ensure that all employees, job applicants, clients, contractors, and stakeholders are treated fairly and equitably, regardless of their age, race, ethnicity, nationality, gender, sexual orientation, religion, disability, marital status, or any other characteristic protected by law. We aim to create a work environment that is free from discrimination, harassment, and victimization.

### 2. Scope

This policy applies to all employees, including full-time, part-time, temporary, and contract workers, as well as anyone representing Air 3 Limited, such as consultants, subcontractors, and clients.

### 3. Responsibilities

**Management:** The management team is responsible for promoting equality and diversity within the organization, setting an example of inclusive behaviour, and ensuring that all employees are aware of their rights and responsibilities.

**Employees:** All employees are expected to treat each other, clients, and stakeholders with respect and dignity, avoiding any behaviour that could be perceived as discriminatory, harassing, or offensive.

### 4. Equal Opportunities

Air 3 Limited is committed to providing equal opportunities for all employees and job applicants. Recruitment, selection, training, promotion, and other employment decisions will be based on merit, qualifications, and skills, without regard to any protected characteristic.

### 5. Diversity and Inclusion

We value diversity and recognize the unique perspectives and talents that each individual brings to the organization. We will actively promote diversity and inclusion initiatives, such as employee resource groups, training programs, and awareness campaigns, to create a more inclusive workplace culture.

### 6. Harassment and Bullying

Harassment, bullying, or any form of intimidation based on a protected characteristic is strictly prohibited and will not be tolerated. This includes but is not limited to verbal abuse, offensive jokes, gestures, physical intimidation, and unwelcome advances. Any employee who experiences or witnesses harassment should report it to their manager or senior manager immediately.



## 7. Reasonable Adjustments

Air 3 Limited is committed to making reasonable adjustments to accommodate the needs of employees with disabilities or other special requirements, ensuring that they can perform their job duties effectively and participate fully in the workplace.

## 8. Compliance and Review

This policy will be reviewed regularly to ensure that it remains effective and compliant with relevant legislation and industry best practices. Any updates or changes will be communicated to all employees in a timely manner.

## Conclusion

Air 3 Limited is dedicated to creating an inclusive and diverse work environment where everyone is treated with fairness, dignity, and respect. We believe that embracing equality and diversity is not only the right thing to do but also essential for our continued success as a leading building contractor.

*Signed:* \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "P. Morgan", written over a horizontal line.

*Date:* January 2024

For and on behalf of Air3 Limited  
Peter Morgan - Managing Director

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