Equal Opportunities Policy Statement

February 2026

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SYNTHOTECH

Synthotech Equal Opportunities Statement

Synthotech is fully committed to providing equal opportunities in employment and eliminating unfair and unlawful discrimination. This policy is intended to ensure we put this commitment into practice, and that colleagues do not commit unlawful acts of discrimination, whether intentional or not.

Unlawful discrimination occurs when a person is treated less favourably in their:

- Recruitment and employment
- Provision of goods, facilities or services

on any of, or combination of, the following grounds:
Sex, gender reassignment, pregnancy or maternity, skin colour, race, nationality, ethnic or national origins, sexual orientation, age, religion or beliefs, disability or marital or civil partnership status.

Under the Equality Act 2010 the definition of 'employee' is extended to include:

- Employees (those with a contract of employment)
- Workers and agency workers (those with a contract to do work or provide services)
- Some self-employed people (where they have to personally perform the work)
- Specific groups such as police officers and partners in a business

Discrimination

The Company will not treat someone less favourably on these grounds, whether this is directly through unlawful restrictions to employment or access to services, or indirectly by creating circumstances that make it harder for certain groups of society to gain access to employment or services.

In addition, the Company will not treat someone directly or indirectly, less favourably on the above grounds because they are perceived to have such a characteristic or because they associate with someone who has such a characteristic.

Unlawful discriminatory behaviour related to the grounds described above includes (but is not limited to):

- Verbal abuse
- Display of offensive material
- Accessing offensive material on the internet
- Preventing full participation in work activities
- Preventing access to training opportunities and promotion
- Preventing (or making more difficult) access to company products and services
- Bullying, Harassment and Sexual Harassment
- Failure to make reasonable adjustments where arrangements disadvantage an individual due to their disability

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Equal Opportunities in Employment

The Company is committed to avoiding unlawful discrimination in all aspects of its employment including recruitment, promotion, opportunities for training, pay and benefits, discipline, grievances and selection for redundancy.

Person and job specifications will be limited to those requirements that are necessary for effective job performance. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions unless they conflict with the effective and responsible running of the Company.

The Company will consider any indirectly discriminatory effects of its standard working policies, and where necessary and practicable allow reasonable variations of standard working practices to overcome barriers caused by disability.

Equal Opportunities in Company Operations

The Company will not discriminate unlawfully against customers using or seeking to use facilities, or services provided by the Company.

Equal Opportunities and Ex-Offenders

The Company will consider ex-offenders for employment on their individual merits.

The Company's approach towards employing ex-offenders differs, however, will depend on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

a) Jobs covered by the Rehabilitation of Offenders Act 1974:

The Company will not automatically refuse to employ an individual just because they have a previous criminal conviction.

During job interviews, the Company will ask job applicants to disclose any unspent convictions but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which they have applied, the Company will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment.

b) Jobs that are exempt from the Rehabilitation of Offenders Act 1974

If the job into which the Company is seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, the Company will require the applicant to disclose all convictions, whether

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spent or unspent. Even in these circumstances, however, the Company will not refuse to employ an individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

Furthermore, if the job is exempt, the Company will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. The Company will seek the applicant's agreement to make a joint application to the Criminal Records Bureau or the Scottish Criminal Record Office for a standard or enhanced disclosure (as appropriate). The Company will reimburse the individual the fee for obtaining the appropriate criminal records certificate.

The Company is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 1998. Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person.

Colleague Responsibilities

Employees are required to assist the Company to meet its commitments to provide equal opportunities in employment, and provision of its facilities and services.

If you are the victim of, or a witness to, discriminatory actions you are required to report this to your Line Manager, Human Resources or a Company Director.

Acts of discrimination, harassment, sexual harassment, victimisation and bullying against workers or customers are disciplinary offences and will be dealt with under the Company’s disciplinary procedure. Serious instances may be considered Gross Misconduct and could lead to dismissal without notice.

Grievances

If you feel you have been discriminated against, you are encouraged to raise this issue with your Line Manager, Human Resources or a Company Director, and if it is not addressed to your satisfaction (or if you feel that raising the issue informally is not appropriate) then raise a formal Grievance as per the instructions in the Company Grievance Procedure.

You will not be victimised for having made a grievance or for having assisted a fellow worker to raise an issue.

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