Equality, Diversity and Inclusion Policy Statement

February 2026

SYNTHOTECH

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Synthotech Equality, Diversity and Inclusion Statement

Synthotech Ltd is committed to creating a culture of equality, diversity and inclusion amongst its workforce and to eliminating unlawful discrimination. We believe our strength lies in the unique perspectives, experiences, and talents of our people. The aim is for our workforce to be truly representative of all sections of society and for every colleague to feel respected and able to give their best. The business in providing goods and services is also committed against unlawful discrimination of customers, suppliers or the general public.

Core Principles

Equality

- All colleagues are treated fairly and with respect, regardless of gender, age, race, ethnicity, disability, religion, sexual orientation, or socioeconomic background.
- We provide equal access to opportunities for career development, promotion, and training.

Diversity

- We recognise and value the differences that make individuals unique.
- We welcome diverse perspectives and ideas, particularly in problem solving and innovation processes.

Inclusion

- We create an environment where everyone feels safe, heard, and encouraged to contribute
- We take active steps to ensure meetings, communications, and social events are accessible and inclusive

Equality Act 2010

To not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- Age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- Sex
- Sexual orientation

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Oppose and avoid all forms of unlawful discrimination

This includes in:

- Pay and benefits
- Terms and conditions of employment
- Dealing with grievances and discipline
- Dismissal
- Redundancy
- Leave for parents
- Requests for flexible working
- Selection for employment, promotion, training or other development opportunities

Practical Implementation, Synthotech's Commitment:

Recruitment and Selection

- Use inclusive language in job adverts.
- Ensure job descriptions focus on essential skills and avoid unnecessary barriers (e.g., degree requirements unless critical).
- Shortlist and interview candidates based on merit through structured assessments.

Training and Development

- Provide basic EDI training to all staff - Training managers/supervisors and all other colleagues about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include colleagues conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. (Toolbox Talk – EDI)
- All colleagues should understand they, as well as Synthotech, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow colleagues, customers, suppliers and the general public.
- Encourage participation in development opportunities across all levels.

Leadership and Accountability

- Managers are expected to lead inclusively, challenge inappropriate behaviours, and support a positive workplace culture.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow colleagues, customers, suppliers, visitors, the general public and any others in the course of the organisation's work activities.
- Such acts will be dealt with as misconduct under Synthotech's Grievance policy and Disciplinary Procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to

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dismissal without notice and in some cases may amount to both an employment rights matter and a criminal matter.

Inclusive Workplace Culture

- Support flexible working where possible, particularly for colleagues with caring responsibilities or accessibility needs.
- Encourage open dialogue and feedback around EDI issues.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all colleagues are recognised and valued.
- Make opportunities for training, development and progress available to all colleagues who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Make decisions concerning colleagues being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Synthotech meets the aims and commitments set out in this policy by reviewing the make-up of the workforce.
- Synthotech will assess how well the equality, diversity and inclusion policy is working in practice and take action if necessary.

Review

To ensure fairness Synthotech will review employment practices and procedures when necessary or in response to significant changes in legislation or company structure.

Grievances

Use of the company's grievance policy or disciplinary procedure does not affect a colleague's right to make a claim to an employment tribunal within three months of the alleged discrimination.

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