

# Equal Opportunities



Wood is committed to providing equal opportunities for all our remarkable people and to the creation of a working environment that is free from discrimination, where everyone can reach their maximum potential.

The rich diversity of experience, expertise, backgrounds, and beliefs that our people bring together globally, differentiates our business and enhances our ability to deliver performance excellence. Creating an inclusive and diverse workplace enables us to offer different skills, ideas, approaches and expertise to the business and our customers contributing to our high performing organisation.

## Purpose:

This policy sets out how Wood ensures equal opportunities in all aspects of employment.

## Scope:

This policy applies to all Wood people across our global organisation.

## Policy Requirements:

We aim to ensure equal opportunities are provided to all by:

- Creating a working environment in which individual differences and the contributions of all our remarkable people are recognised and valued.
- Ensuring all our people work in an environment that promotes trust, mutual dignity and respect and one that is free from discrimination. Discrimination on any basis or status is unacceptable and will not be tolerated.
- Ensuring that job roles are reflective of the requirements that are necessary for the effective performance of the job.
- Selecting for employment, promotion, training, or any other benefit based on merit, ability and suitability for the job, taking account of any reasonable adjustments that may be required for people with a disability.
- Ensuring training, development and progression opportunities are made available to all.

- Reviewing all our employment practices, policies and procedures, remuneration and benefits to ensure they are administered without regard to any protected status.
- Encouraging our remarkable people to develop to their full potential.
- Ensuring Wood meets all statutory obligations under the relevant and applicable legislation.

## What is discrimination?

Wood does not tolerate discrimination in any form. Local, national, and international law refer to protected characteristics. Examples of which are: age, disability, gender and race.

Discrimination can take the form of direct, indirect, associative, or perceptive discrimination and it may occur intentionally or unintentionally.

**Direct discrimination** occurs when a person is treated less favourably than someone else because of a protected characteristic.

**Indirect discrimination** occurs when a provision, criterion or practice is applied that has a detrimental impact on a person and it cannot be objectively justified.

**Associative discrimination** means treating someone less favourably than another person because of their association with a person who has a protected characteristic.

**Perceptive discrimination** means treating a person less favourably based on an incorrect perception that they have a protected characteristic.

## Wood Speak Up Resources:

If you witness or experience discrimination, Wood's "Speak Up" culture promotes an "open door" atmosphere by encouraging initial discussion of issues with managers. If you feel you need to "Speak Up" about discrimination that you have been subjected to or witnessed, the guidance is to raise this through one of the following avenues:

- your manager
- another manager in the business
- your local HR representative
- Wood Legal, Ethics & Compliance
- the Ethics Helpline  
<https://woodplc.ethicspoint.com>

Please remember, this is only the guidance and above all, you should take the course of action that you feel comfortable taking.

### **Investigation:**

Wood takes all concerns seriously and is committed to investigating reports of discrimination. Wood owes an equal duty of care to both the person making the complaint and the alleged perpetrator and any allegation will be promptly, sensitively and confidentially investigated.

### **Protection from Retaliation:**

It is Wood's policy that individuals making a report in good faith should not experience any negative action or retaliation by Wood as a result. This includes threats, intimidation, discrimination, demotion, suspension, reassignment, or any other form of retaliation or victimisation. "Good faith" means you must have an honest belief that the information provided is truthful even if the information turns out to be incorrect. If you believe you have been subjected to any form of retaliation as a result of making a report or assisting in any investigation, or you witness retaliation against someone else, you should report it using the Wood Speak Up resources. Allegations of retaliation will be taken seriously and investigated confidentially



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