

# PETROFAC LIMITED DIVERSITY AND INCLUSION POLICY

## Vision

As a global business, we represent diverse cultures whilst sharing the same Petrofac values and behaviours, and we draw strength from this diversity. Petrofac will ensure equality of opportunity and fairness in all areas of employment and values the diversity of employees, customers and those living in the communities in which Petrofac has a presence.

## Commitment

Petrofac creates an environment that encourages collaboration, openness and respect, where concerns can be raised and discussed without any fear of reprisal. Petrofac is committed to the prevention of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation. The intention is to make all employees feel involved, engaged and respected, irrespective of age, gender, marital status, race or ethnicity, nationality, disability, religion or religious or other beliefs, sexual orientation, social or educational background or family care responsibilities. The Company promotes a culture that values meritocracy, openness, fairness and transparency.

To achieve this, Petrofac is committed to:

- promoting an inclusive workplace where people feel they make a valued contribution and are part of the success of the business;
- providing equal opportunities, and eliminating any unfair or unlawful discrimination;
- not tolerating harassment, abusive or inappropriate language or intimidating or discriminatory behaviour anywhere in our business;
- providing all employees with the opportunity to develop their skills and talent, reflecting the Petrofac values, aligned with the objectives of the business. Recruiting, training and rewarding the best person for the job and encouraging all employees to reach their full potential; and

- creating a working environment, irrespective of location, which is free from discrimination, harassment or bullying, and within which all individuals are treated with respect and fairness.

## Objectives

To meet this commitment Petrofac will:

- comply with all relevant legislation associated with diversity and inclusion and relevant best practice for the geographies in which we operate;
- ensure that no individual or group is directly or indirectly discriminated against for any reason connected with employment;
- proactively tackle discrimination or disadvantage;
- deal with complaints of discrimination seriously and take disciplinary action against any employee who is found to have committed an act of unlawful discrimination;
- ensure that employees are made aware of this policy through their employment and treat breaches of this policy as gross misconduct;
- monitor the effectiveness of this policy and the associated complaints procedure; and
- conduct a regular review of all policies, procedures and practices in relation to recruitment and selection, terms and conditions of employment, learning and development opportunities, career development, promotion and grievance and discipline, to ensure that they comply with any legislative changes and best practice.

## Responsibility and implementation

Responsibility for compliance with this policy lies with the Group Chief Executive, the Group Director of Human Resources and the business units' Chief Operating Officers. The policy will be reviewed on an ongoing basis to reflect changes in the law, and internal business requirements. Progress relating to the policy will be reviewed periodically.

The practical application of this policy falls upon managers and supervisors who are involved in the daily supervision of employees.

All employees have a responsibility to ensure that this policy is fully implemented, not only when they are working on Petrofac premises, project sites or the premises of customers but also at work related events and whilst travelling on business.



**Tareq Kawash**  
**Group Chief Executive**