Diversity, Equity and Inclusion Policy

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Mogas Design Limited • Company No. 15188968 • 5th Floor, 167–169 Great Portland Street, London, W1W 5PF (correspondence address only)

1. Policy statement

Mogas Design Limited is committed to fair treatment, equal opportunity, respect and inclusion in the delivery of engineering consultancy services. Decisions on contractor engagement, work allocation, training, development and professional collaboration are based on competence, legitimate project needs and objective criteria. We will not tolerate unlawful discrimination, harassment, victimisation or bullying. Equity means identifying and addressing barriers fairly and proportionately, not guaranteeing identical outcomes or lowering safety-critical competence standards.

2. Scope and business arrangements

Mogas is a husband-and-wife, two-director company (60%/40% share ownership) with no salaried employees. The main operating location is a converted garden office at a director's home, while the London address is used for correspondence. Independent contractors normally work remotely from their own premises. This policy applies to the directors and to conduct and decisions affecting contractors, applicants, suppliers, clients and other stakeholders in connection with Mogas work. Contractors are not thereby treated as employees; legal status and duties depend on the actual circumstances.

3. Legal framework and protected characteristics

Mogas will comply with applicable equality law, including the Equality Act 2010 where relevant. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Protection and specific duties vary by context and legal status. The company will also promote respectful conduct more broadly.

4. Fair selection and allocation of work

Engage engineers and other contractors through clear, job-relevant requirements: discipline, technical skills, experience, relevant registrations/authorisations, independence, availability, insurance where required, and client or regulatory requirements. Avoid discriminatory assumptions or irrelevant personal information. Maintain a pool of approximately two or three potential competent engineers for each discipline to improve resilience, with actual selection based on suitability and availability. Keep proportionate records of key selection and allocation decisions.

5. Equity, accessibility and reasonable adjustments

Invite practical discussion of barriers to participation, such as accessible meeting arrangements, communication methods, remote collaboration tools and suitable scheduling. Consider and make reasonable adjustments where a statutory duty applies, including in contractor or recruitment relationships as appropriate. Document any relevant requests sensitively and assess site safety or technical competence requirements objectively. Never disclose disability or other sensitive personal details beyond legitimate need. Inclusion measures include inviting contributions from all relevant project team members, sharing project requirements and feedback consistently, using accessible digital communications wherever practicable, respecting cultural and individual needs, and avoiding informal arrangements that exclude suitably qualified contractors from consideration. Each director will address observed exclusionary behaviour promptly.

6. Respectful conduct and professional behaviour

Treat colleagues, contractors, clients and site personnel with dignity. Do not engage in unwanted conduct, offensive remarks, intimidation, exclusion, discriminatory jokes, sexual harassment or retaliation against someone raising a

concern. During online meetings, email, messaging, client visits and engineering reviews, communicate professionally and accommodate differing viewpoints. Apply the company Code of Conduct and client site rules.

7. Competence and safety-critical appointments

Diversity and equitable opportunity operate alongside technical assurance: only appropriately competent and authorised persons may perform design checking, mechanical approval/appraisal, hazardous area assessment or other regulated/safety-critical functions. The need for independence, qualifications or registration must be demonstrable and applied consistently; it must not be used as a pretext for discrimination.

8. Reporting concerns and protection from retaliation

Anyone working with Mogas may raise concerns confidentially with either director, normally by direct contact or written message. A concern involving one director may be raised with the other director. The receiving director will acknowledge and review it promptly, consider immediate protective action, seek relevant accounts fairly, maintain suitable records, and communicate the outcome as far as confidentiality permits. Serious matters may require external professional advice or reporting to an appropriate authority. Retaliation for raising a concern in good faith is prohibited.

9. Confidentiality and information handling

Personal and sensitive information associated with complaints, adjustments or contractor applications must be limited to those with a genuine need to know, securely held, retained only as necessary and managed in accordance with applicable UK data protection requirements. Contractors and directors must follow confidentiality obligations to Mogas and its clients.

10. Responsibilities, communication and monitoring

The directors are responsible for implementing this policy, assessing complaints, reviewing contractor engagement practices and communicating expectations. Contractors are expected to follow the behavioural standards applicable to their commissions and promptly report concerns. Monitor relevant feedback, substantiated complaints and corrective actions; avoid unnecessary collection of sensitive demographic data in a small company.

11. Review and implementation

Review annually and sooner after a relevant legal change, substantiated complaint or material change to operations. Communicate this policy to relevant contractors and retain evidence of acknowledgment where appropriate. This policy is a company commitment and does not assert any third-party equality or diversity accreditation. Annual review will include whether contractor selection and assignment practices provide fair access to opportunities; any concerns and actions will be recorded without unnecessary disclosure of personal data.

Document control and director approval

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Director signature: