

Equality, Diversity & Inclusion Policy

Equal opportunity. Inclusive workplace. Respect for every individual.

Optimum Solutions is committed to providing equal employment opportunity and maintaining an inclusive workplace in which employees are treated with dignity, fairness and respect. We value the different backgrounds, experiences and perspectives our people bring to the organisation and believe that inclusion strengthens collaboration, innovation and business performance.

Document	Equality, Diversity & Inclusion Policy
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Review cycle	Annual
Policy owner / sponsor	Head of Human Resources / Chief Executive Officer

1. Purpose and Scope

This policy sets out Optimum Solutions' commitment to equality, diversity and inclusion across employment and workplace practices. It applies to employees, including employees deployed on client engagements, and, where relevant, to candidates, interns and other individuals engaged through Optimum. Local requirements may supplement this policy where applicable.

Optimum does not tolerate unlawful discrimination in hiring, promotion, transfer, compensation, training, performance management, termination or other terms and conditions of employment. Employment decisions should be based on legitimate role requirements, capability, performance and business needs.

Consistent with applicable law, Optimum seeks to provide equal opportunity without discrimination based on race, colour, age, pregnancy, disability, sex, gender identity, sexual orientation, religion or belief, nationality, marital or family status, social background, trade-union status, or any other characteristic protected by law.

2. What We Mean by Diversity & Inclusion

Diversity reflects the differences in backgrounds, experiences, identities, perspectives and capabilities that individuals bring to the workplace. Inclusion means creating an environment in which those differences are respected, individuals can contribute meaningfully, and people have a genuine sense of belonging.

Optimum takes a broad view of diversity, including age, gender, gender identity and expression, sexual orientation, language, ethnicity, nationality, family and marital status, religion and belief,

social and economic background, education, experience, disability, veteran status and other characteristics that make individuals unique.

3. Our Current Workforce Profile

Optimum periodically reviews and publicly discloses selected workforce diversity indicators. Current disclosures as at September 2026 are:

39	40%	3%
Nationalities	Women in the workforce	Persons with disabilities

These figures are reviewed periodically and may change as the workforce evolves. Where more recent verified data has been published, the published figures take precedence.

4. Inclusive Employment and Recruitment Practices

Optimum's approach includes the following practices:

Reviewing job advertisements and recruitment communications for inclusive language.

Using a range of recruitment channels and, where appropriate, engaging with non-profit and community organisations to broaden access to opportunities.

Offering targeted internships and co-op opportunities in selected geographies.

Providing appropriate workplace tools and support for employees with disabilities.

Training recruiters and relevant employees to recognise and reduce conscious and unconscious bias.

Using structured recruitment practices and technology to support consistent initial matching against defined job requirements.

Encouraging employee referrals from across our diverse workforce and professional networks.

Providing flexibility for religious observance and other reasonable workplace needs in accordance with applicable policies and local requirements.

Technology may support consistency and efficiency in recruitment, but employment decisions remain subject to appropriate human review and applicable recruitment controls. Optimum does not represent that technology can eliminate bias.

5. Dignity, Respect and Workplace Inclusion

All employees are expected to treat colleagues and others in the workplace with dignity, consideration and respect. Discrimination, harassment, victimisation and other conduct inconsistent with an inclusive workplace are not acceptable.

Employees may raise workplace concerns through established grievance and escalation channels. Concerns should be handled fairly, sensitively and in accordance with applicable company procedures and local law.

6. Responsibilities

Leaders and managers are responsible for supporting an inclusive culture and applying this policy consistently. Human Resources supports implementation, employee guidance, relevant training and periodic review of the policy. Employees are expected to comply with the policy and contribute to a respectful workplace.

7. Monitoring and Continuous Improvement

Optimum monitors selected workforce diversity indicators and reviews its employment practices periodically. We aim to strengthen representation, inclusion and accessibility over time while ensuring that any metrics or public disclosures are based on verified information and are presented with appropriate context.

The policy will be reviewed at least annually, or earlier where changes in law, business operations or client requirements make an earlier review appropriate.

8. Related Policies and Public Disclosures

Sustainability & ESG Policy v2.0

Sustainability & ESG Disclosure 2026

Employee grievance and workplace conduct procedures

Public Diversity & Inclusion information: <https://theoptimum.net/about-us/#about-diversity>