

 EMTEC GROUP INTEGRATED MANAGEMENT SYSTEM POLICY			
Policy Title:	Fair Work Statement	Guide Reference:	IMSPL HR 091
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Document Control			
Document Revisions	Version (V)	Revision Date	Revisions By
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Our commitment to Fair Work

The Emtec Group is committed to providing fair and rewarding employment for our people. We want our employees to feel valued, listened to and supported, with opportunities to develop their skills and progress within the business.

Our approach to Fair Work is reflected in the employment practices we already have in place across the Group. We are committed to continuing to develop these practices and to ensuring that Fair Work principles are also reflected in our relationships with our supply chain.

We support the seven Fair Work First criteria as follows.

1. Real Living Wage

The Emtec Group is an accredited Real Living Wage employer and all employees are paid at least the Real Living Wage. Our subcontractor terms and conditions also include a requirement relating to payment of the Real Living Wage where subcontractors are engaged to provide services to the Group.

2. Effective worker voice

We provide employees with a number of ways to share their views, raise concerns and contribute to discussions about their work. These include staff meetings and toolbox talks for our site-based employees, quarterly Group meetings for office-based employees and employee surveys. Employees can also raise concerns through our grievance procedure and whistleblowing reporting line. We consult with employees before changes affecting them are introduced and consider their views as part of the decision-making process. We will continue to review how we engage with our workforce to ensure employees have appropriate opportunities to be heard.

3. No inappropriate use of zero-hours contracts

The Emtec Group does not use zero-hours contracts for our employees. Employees are provided with contracts of employment setting out their terms and conditions, providing clarity around their employment relationship and expected working arrangements.

4. Addressing workplace inequalities

We are committed to providing an inclusive working environment and equal opportunities for our employees. Our employment and training practices aim to ensure that employees have fair access to employment, training, development and progression opportunities.

Our Training and Development Policy provides equal access to relevant training and development opportunities irrespective of employment status, function, grade or location. The individual businesses within the Group are below the statutory threshold for mandatory gender pay gap reporting. We nevertheless

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recognise the importance of understanding and addressing workplace inequalities and are considering proportionate monitoring of pay and employment information to help identify any areas where further action may be appropriate.

5. Flexible and family-friendly working

Employees have the right to request flexible working from their first day of employment. We recognise that flexible and family-friendly working arrangements can support employee wellbeing and help employees balance their work and home commitments. Requests for flexible working are considered fairly, taking account of the circumstances of the employee and the operational requirements of the business.

6. No fire and rehire

The Emtec Group does not support the use of fire and rehire as a means of imposing less favourable employment terms. Where changes to employment arrangements are necessary, we will seek to engage and consult with affected employees and look for appropriate solutions through discussion and consultation.

7. Workforce development

We recognise the importance of investing in our people and providing employees with the skills, knowledge and experience they need to perform their roles effectively and develop their careers. All new employees complete an Emtec Group induction before starting with the business.

This provides an introduction to the Group, our policies and expectations, health and safety requirements and the support available to employees.

Our ongoing development arrangements include:

- mid-year and end-of-year Personal Development Reviews;
- individual training and development plans;
- internal training programmes;
- health and safety training and refresher training;
- a formal apprenticeship scheme;
- support meetings for apprentices and employees undertaking formal qualifications; and
- review and evaluation of training and development activities.

Employees are encouraged to discuss their development needs with their managers, with training requirements also identified through the PDR and management processes.

Fair Work and our supply chain

We recognise that fair working practices should also be considered where workers are engaged through our supply chain. Our subcontractor terms and conditions include a Real Living Wage requirement. We will

			
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continue to promote Fair Work principles through our relationships with subcontractors and through our contract management arrangements.

Our ongoing commitment

Fair Work is an important part of how we operate as an employer. We will continue to listen to our employees, review our employment practices and identify opportunities to improve the experience of our workforce.

This statement has been agreed with a workforce representative and approved on behalf of the Emtec Group.

This statement has been approved by the Group HR Manager:

Full Name of Signatory:
Position/Title:
Signature:
Date:

This statement has been agreed with our workforce representative:

Full Name of Signatory:
Position/Title:
Signature:
Date: