



DIVERSITY AND INCLUSION POLICY

Xeo Air is committed to supporting the principle of equal opportunities, and opposes all forms of unlawful or unfair discrimination on the grounds of race, nationality, ethnic origin, sex, pregnancy, marital or civil partnership status, disability, religion, belief, age, sexual orientation, gender identity or expression, socio-economic status, trade union membership or on the fact that an individual is a part-time worker or fixed term employee. Our aim is to recruit, train and promote the best person for the job and to create a working environment free from unlawful discrimination, victimization and harassment in which all employees are treated with dignity and respect. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. All employees will be made aware of the requirements of this policy and will be obliged to co-operate to ensure that the policy is carried out effectively. Any form of discrimination may be unlawful and will be treated as a disciplinary offence resulting, if appropriate, in disciplinary action. Note that the Diversity & Inclusion Policy, including the harassment and victimization, do not form part of employees' contracts of employment and may be changed by Xeo Air in its absolute discretion at any time.

Scope of Diversity & Inclusion Policy

This policy applies to the advertisement of jobs, recruitment, terms and conditions of employment, career development, counselling, training, promotion, grievance and disciplinary procedures and all other aspects of employment. All employees are required to comply with the Diversity & Inclusion Policy when dealing with other employees (including temporary or agency staff and consultants), job applicants, clients, suppliers, customers and contacts of the Company, and anyone else with whom they come into contact during the course of their employment. In particular, all employees must take care to guard against more subtle and unconscious forms of discrimination which may not be immediately obvious. This may result from generalizations about the capabilities, characteristics or interests of a particular group which influence the treatment of individuals.

Who is responsible for this policy?

Our Board of Directors (the Board) and our leadership team have overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. All managers must set an appropriate standard of behavior, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.