

Equal Opportunity Employer Policy

VERSION 1, VALID AS OF 2023-09-01, APPROVED BY MANAGEMENT BOARD

1 Purpose and Scope

Our equal opportunity employer policy reflects our commitment to ensure equality and promote diversity. It is the pillar of a healthy and productive workplace and we ask all our employees, job candidates, contractors, stakeholders, partners and enterprises we invest in to adhere to it. Everyone should feel supported and valued to work productively so we are invested in treating everyone with respect and consideration.

Equal opportunity is for everyone, but it mainly concerns members of underrepresented groups – they're the ones who are traditionally disadvantaged in the workplace. We do not guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases and expect the same from our business partners.

2 Principles

Being an equal opportunity employer means that the same opportunities for hiring, advancement and benefits must be provided to everyone without discriminating due to characteristics like:

- Age
- Sex / Gender
- Sexual orientation
- Ethnicity / Nationality
- Religion
- Disability
- Medical history

We also want to make sure that equal opportunity applies to other instances. For example, we do not retaliate against employees and we are committed to prevent and resolve any kind of harassment against our employees, including sexual harassment.

The management is responsible for assessing the company's processes and ensuring they are bias-free and non-discriminating. Whenever there are biases interfering, immediate action to refine processes and to train people to combat their biases and protect possible victims of discrimination are required. Everyone shall have the chance to work in an environment where their rights are respected.

3 Actions

To promote equal opportunity, we are guided by all EEOC regulations and EEO laws that apply to each part of our company.

Also, additional actions have been or will be taken to promote fairness and diversity as part of our equal employment opportunity policy. We suggest that also our business partners

- Use inclusive language in all signs, documents and webpages
- Modify structures and facilities to accommodate people with disabilities
- Provide parental leave and flexible work arrangement policies
- Hire, train and evaluate employees through job-related criteria
- Allow employees to take religious or national holidays that are not included in the company's official schedule
- Train employees on communication and diversity
- Implement communication channels so employees can report discrimination more easily and confidentially.

4 Grievance Procedure

All supervisors and managers are responsible to use equal opportunity practices and make decisions based on objective, non-discriminatory criteria. Everyone has to comply with our policy at all times.

If there is prove or the suspicion that this policy is being violated, the management should be informed immediately. Obviously, if someone is behaving inappropriately they can also always be made aware of this directly, if circumstances allow.

5 Consequence Management

When someone discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a coworker might warrant a reprimand, but harassing someone systematically might result in contract termination. Also, we may decide to terminate an ongoing business relation if we are of the opinion that the business partner in question does not live up to our expectations regarding equal opportunity employment.
