



DIVERSITY, EQUALITY & INCLUSION POLICY

Document Control

Document type	Rules and Procedure
Document ownership	Corporate HR
Approved by	Delfort Board of Directors
Validity	December 1 st , 2023
Replaces	
Target/addressee	All employees

1. Commitment and Responsibility

At delfort, we believe that the greatest ideas and discoveries come from a diverse mix of minds, backgrounds, and experiences. That is why we are committed to fostering, cultivating, and preserving a culture of diversity and inclusion. We welcome and actively support the diversity among our employees, recognizing that our people are our most precious resource, contributing immensely to the company's success. We commit to these principles, which are anchored in our company's culture and proactively supported by our management.

Moreover, we strive for continuous improvement in everything we do. We create, lead, and maintain a responsible culture for our business partners built on business ethics, human rights, and social and environmental principles. We continue to grow, focused on being the most reliable and trusted partner to our customers and suppliers while also offering our employees the most inclusive and inspiring work environment possible. We aim to continue reducing environmental impact, innovating our products and processes, and supporting our employees, customers, suppliers, neighbors, and other stakeholders as a socially responsible business.

2. Purpose of Policy

This policy's purpose is to:

- provide equity, fairness and respect for all our employees, whether permanent, temporary, part-time or full-time, directly employed or via subcontractors.
- promote a welcoming, diverse and discrimination- and harassment-free workplace.
- ensure that there is no discrimination in particular on the following grounds – exemplary but not limited:
 - age
 - disability
 - gender reassignment
 - sexual orientation
 - marriage and civil partnership
 - pregnancy and maternity/paternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief



DIVERSITY, EQUALITY & INCLUSION POLICY

- Oppose and avoid all forms of unlawful discrimination that can relate to the following topics:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and disciplinary measures
 - termination of employment
 - parental leave
 - requests for flexible working
 - selection for employment, promotion, training, or other development opportunities

3. Scope of Policy

This policy applies to every employee, prospective employee, student, contractor, volunteer, service user or supplier connected with delfort.

All employees of delfort have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off work site, and at all other company-sponsored and participative events. Furthermore all employees are required to attend and complete diversity awareness training to enhance their knowledge to fulfill this responsibility.

4. Policy Framework

4.1. Definitions

Diversity refers to the visible and invisible differences among people, including but not limited to gender, race, cultural, national, and professional background, sexual preference, age, disability, religion, and political opinion. It also refers to different ways of thinking and working.

Inclusion is about recognizing and accepting the uniqueness of each individual, and putting that uniqueness ahead of all the visible and invisible characteristics and social identities that people carry with them. Inclusion is also about removing obstacles and barriers so that current and future employees have equal opportunities in the company, regardless of the characteristics described above. To become an even more diverse company, delfort has selected a number of focus areas, which are summarized below.

Diversity means the "what", the variety of people, and inclusion means the "how", the inclusion and participation of all. In combination, this means creating a work environment in which people feel valued and work successfully together.

4.2. Evaluation and Reporting

We are committed to measuring and publicly disclosing the gender and ethnic distribution in the sustainability report. We strive to continuously improve the reported numbers and adjust our targets. On an annual base we conduct a human rights performance assessment in order to evaluate whether the policies in the area of human rights are fully known and understood. In the course of this assessment, we also determine whether there have been any violations or reports, and which indications for continuous improvement still need to be taken into account. The participants in the assessment consist of a selected group of employees from the management, legal and HR departments.



5. Policy Content

With the following points we want to explain what our focus principles are in order to establish an inclusive work environment that nurtures diversity in all its forms.

5.1. Gender distribution

Promoting gender balance is of high importance to us, and we are actively committed to ensuring gender equity and respect for women's rights in our organization. We firmly believe that all genders deserve equal opportunities, should be equally represented, and have their rights respected. In our efforts to achieve gender balance, we are committed to an inclusive culture that encourages women to succeed in all areas of our business. We recognize that diversity is a strength, and that different perspectives and experiences enrich our company. We are committed to promoting gender equity in all areas of our business, whether in recruitment, pay, promotions or employee development. Gender discrimination is not tolerated in any form in our company, and we are actively committed to combating gender stereotypes and prejudice. We firmly believe that a balanced gender distribution is not only ethically correct, but also leads to a more innovative and successful organization.

We promote targeted measures to support women in leadership positions, support and encourage their professional development and ensure they have the same opportunities and resources as their male colleagues. By integrating Women's Rights into our Diversity and Inclusion Policy, we are helping to create a more equitable and diverse workplace.

5.2. Diversity & Inclusion Mindset

Our firm belief is that diversity is not just a matter of numbers, but a cultural mindset that is embedded throughout our organization. We acknowledge that everyone brings unique experiences and perspectives that make our company stronger. Our goal is to foster an inclusive culture where all employees feel respected, valued, and heard. We are committed to strengthen our existing training programs and actively combating prejudice and discrimination in all its forms and ensuring equal opportunities for all. We encourage our employees to actively participate in promoting diversity and inclusion by contributing ideas, completing training, and advocating for positive change in our work environment.

5.3. Recruitment

In recruiting, we strive to actively seek and consider candidates from different ethnic backgrounds, genders, age groups and with different abilities. We are committed to ensuring that all applicants are treated fairly and equally, regardless of their personal characteristics. Discrimination or prejudice has no place in our selection process. We strive to design our recruiting efforts to reflect the diversity of our company and to attract the best talent from all backgrounds. We believe this is not only ethically right, but also leads to a more dynamic and innovative team.

5.4. Harassment at work

We want to provide a work environment in which all employees can work free from harassment and discrimination. Harassment based on gender, race, religion, sexual orientation, gender identity, age, disability, or any other personal characteristic will not be tolerated in our organization. Such behavior can range from extreme forms such as violence or bullying to less obvious actions like practical jokes and ridiculing colleagues or subordinates. We expect all employees to behave respectfully and to respect the boundaries of others. We provide training and resources to raise awareness of harassment and thoroughly report and investigate all reported incidents. Our organization will take active steps to ensure that workplace harassment is consistently prevented and addressed. Victims of harassment will be supported, and we will ensure that there is no retaliation against those who report harassment. Our zero tolerance policy towards harassment is central to our efforts to create an inclusive work environment.



5.5. Equal Pay

Individuals of all genders have the right to receive fair and equal compensation, devoid of any discrimination based on their gender. We are committed to taking all necessary measures to guarantee that both male and female employees are remunerated equally for identical job roles, positions of equivalent worth, and work of equal value. We actively monitor and address any disparities that may arise and take corrective actions swiftly to rectify them. Our commitment to Equal Pay goes beyond merely adhering to legal requirements; it's a fundamental aspect of our organizational culture and values. Our commitment to Equal Pay is a reflection of our dedication to fairness, equity, and inclusivity.

5.6. Age diversity

By integrating age diversity, we strengthen our innovative power and help promote an inclusive culture in which all employees can develop their full potential. Promoting age diversity is an integral part of our corporate philosophy. We recognize that employees of different ages bring valuable perspectives and experiences that enrich our organization. We encourage knowledge transfer between generations and create opportunities for intergenerational collaboration and learning. Our goal is to have a diverse workforce that benefits from the diverse skills, perspectives and experience of all age groups.

5.7. Cultural diversity

Cultural diversity in the workplace is a source of strength and innovation for our organization. We recognize the value of having employees with diverse cultural backgrounds, as it brings a wealth of unique perspectives and experiences to our team. We promote cross-cultural understanding, celebrate cultural heritage, and actively encourage open dialogue among our employees. This cultural diversity not only enhances our creative collaboration around the globe but also reflects our dedication to equity and social responsibility. Further, we recognize the importance of integrating refugees, migrants and indigenous people into our workforce as a way to bring a wide range of backgrounds, experiences and perspectives to our team. We are actively committed to creating an inclusive environment where people from different cultural backgrounds are welcomed and feel valued.



6. Conclusion

In fostering an inclusive culture, we prioritize the creation of an environment where we empower the freedom of expression and individuals for their diverse backgrounds, experiences, and perspectives – not only to coexist but to thrive. We actively encourage open communication, empathy, and mutual respect among our employees. It is our commitment to ensure that everyone's voice is heard, ideas are valued, and contributions are recognized, regardless of their background or characteristics.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Employees who believe they have been subjected to any kind of discrimination that conflicts with this Diversity & Inclusion Policy and initiatives should seek assistance from a supervisor or an HR representative.