

NAME	<b>DIVERSITY AND EQUAL OPPORTUNITIES POLICY</b>		
MANAGEMENT	BOARD OF DIRECTORS		
PROCEDURE	DIV-01	DATE	27 May 2019
VERSION		Last review	

VERSION CONTROL

VERSION	DATE	CHANGES MADE
	27/05/2019	

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## 1.- Introduction

Respect for people's dignity, equal opportunities and the rejection of any possible discrimination are fundamental ethical pillars of Ence. The company also understands diversity as a value-generating asset that fosters innovation and enriches all employees personally and professionally.

In this context, Ence considers diversity not only in terms of gender, but also in terms of culture, generation, ideology, sexual orientation, different skills and competencies, different abilities, and of any other personal, physical or social condition.

## 2.- Objective

The objective of this Policy is to develop Ence's commitment to respect for diversity, to establish guiding principles to achieve real equality between all employees and to avoid any exclusionary or discriminatory conduct. Ence also seeks to create a work environment in which individual differences are valued and that constitutes hallmark of the company's identity in order to attract and retain talent.

## 3.- Scope of application

This Policy is applicable in all companies and to all employees of the Ence Group.

## 4.- Guiding principles

To put into practice Ence's commitment to respect for diversity and equal opportunities, this Policy establishes the following guiding principles:

- **Comply with current legislation** on diversity, equal opportunities and inclusion in all places where the company operates, and adopt best practices in this area.
- Respect and promote diversity, guaranteeing **the absence of discrimination** based on gender, age, race, nationality, ethnic origin, sexual orientation, religion, ideology, marital status, family responsibility or disability.

Ence will ensure that all employees enjoy a work environment in which **no discrimination, offensive or disrespectful behaviour, humiliating treatment, intimidation or harassment of any kind is tolerated.**

- Ensure that the principle of equal opportunity and fair treatment is respected in the **recruitment, selection and hiring of personnel**, guaranteeing that selection is made without bias and based on the merit and capacities of the candidates.  
Ence will also communicate this principle to its recruitment and selection service providers and will make mechanisms available to candidates to report any possible violation of this principle.
- Ensure that all employees are provided, without discrimination based on gender or any other personal status, with the same opportunities to access the **training** necessary for their professional development.  
Employees will also be able to balance their personal lives with the training opportunities offered by the company.
- Ensure that the systems, mechanisms and processes for **compensation, performance evaluation, promotion and professional development** respect the principle of equal opportunities and do not allow biases related to gender or any other personal condition.
- Establish measures that promote diversity and **effective gender equality** and resolve any pre-existing situations of discrimination. Ence will design measures to detect and remedy cases in which wage, training or professional development gaps are evident.
- Promote **the incorporation and access of women to positions of responsibility**, removing obstacles that may impede or limit their professional development due to gender to promote **balanced representation** at all levels of the company.
- Promote **diversity on Ence's Board of Directors**, in the terms established in the Director Selection Policy, fostering diversity in the selection processes and promoting a balance of women and men.
- Ensure that working conditions allow employees to **balance** their work and personal lives, implementing measures such as digital disconnection or flexible working hours and

promoting a work culture that facilitates a work-life balance by, for example, streamlining meeting hours, travel, etc.

- Effectively promote work in **diverse teams** so as to encourage the exchange of different views. In addition to project teams, management bodies (committees, commissions, etc.) will also be encouraged to take into account diversity criteria during their creation.
- **Inform and involve all employees** of Ence's commitment to diversity and equal opportunities by disseminating this Policy and promoting training in this area. Additionally, the image of Ence as an equitable and diverse place to work will be promoted.
- Non-sexist and non-discriminatory language will be used in all of the company's internal and external communications and its use will be promoted among employees.
- Extend to Ence's **value chain** its commitment to respect diversity and equal opportunities. Promote contracting suppliers that have policies in this area or adhere to the principles of this Policy.  
Employees will be encouraged to transfer this commitment to their relations with stakeholders and any type of **discrimination based on gender or any other personal condition towards suppliers, shareholders, candidates, successful bidders or any other group will be prohibited.**
- Acting as change agent to **promote equal opportunities in Ence's areas of influence**, especially in rural areas. Initiatives that facilitate entrepreneurship and women's access to employment in the agricultural and forestry sector and that promote the presence of women in training programs in which they are under-represented will be supported.
- Contribute to including people with disabilities into the workforce, creating specific integration plans and removing possible barriers (physical or otherwise) that hinder their effective integration.

Ence urges management and others responsible for managing teams to set an example in respecting diversity and equal opportunities and to ensure compliance with the principles set forth in this Policy.

## 5.- Whistle-blowing and reporting channels

Ence has a whistle-blowing channel through which events or practices contrary to its internal regulations, including this Policy, may be reported. This channel makes it possible to confidentially report any breach to Ence's Governing Bodies.

## 6.- Governing bodies and responsibilities

The **Board of Directors** is responsible for approving, reviewing and, where applicable, updating this Policy.

The **Steering Committee** is responsible for disseminating and enforcing the guiding principles set out in this Policy and ensuring that they are appropriately disseminated and communicated.

The **Human Capital Directorate** is responsible for reviewing and proposing updates to this Policy, establishing the diversity and equal opportunity strategy, setting priorities and objectives, and implementing the necessary actions to ensure compliance.

The **Technical Equality Committee** will monitor the objectives set out in the diversity and equal opportunity strategy and will propose initiatives to advance compliance with the principles of this Policy.

**All Ence Group employees** are responsible for complying with the guiding principles established in this Policy and for reporting any violation thereof through the channels established.

In addition to the above, such governing bodies as may be considered necessary to ensure compliance with the principles set forth in this Policy may be created.