

# INCLUSION & DIVERSITY POLICY

**SMT**

31 January 2022

SMT is dedicated to encouraging a supportive and inclusive corporate culture amongst the whole workforce, to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organization is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.

## 1 SMT's Vision

SMT's Vision is, among others, to create and foster a *great place to work with highly skilled and inspired teams* in which individual differences and the contributions of all team members are recognized and valued, in which all individuals realize their maximum potential within the company, regardless of their differences and that promotes dignity, trust and respect for every employee.

This key message has been strengthened by our 3 values: Caring, Daring, Sharing. Caring for our customers and employees. Daring through our pioneering drive to innovate and grow. Sharing as one, close & diverse family.

Operating in more than 29 countries across different continents, we acknowledge the importance of reflecting the diversity of our customers and markets in our workforce. The diverse capabilities within our talented workforce, enable SMT to anticipate and fulfil the needs of our diverse customers, both domestically and internationally, providing high quality products/services. We believe that our employees' diversity provides us with valuable knowledge for understanding complex international markets and enables us to *become a partner of choice for our customers*.

## 2 Inclusion & Diversity. The key fundamentals of SMT's strategic pillar: People & Culture

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, creativity, innovation, self-expression, unique capabilities and talent that our employees invest in their work, is embodied in our culture, reputation and company's achievements. SMT recognizes its talented and diverse workforce as a key competitive advantage. Our business success is a reflection of the quality and skills of our People.

Therefore, inclusion & diversity management belongs to the fundamentals of our strategic pillar People & Culture.

Diversity management benefits individuals, teams, our company as a whole, and our customers. We recognize that each employee brings their own unique capabilities, experiences and characteristics to their work. We value such diversity in all roles and levels of the company.

This Policy reinforces our commitment to provide equality and fairness to all in our employment, across the employee lifecycle, and not provide less favorable facilities or treatment on the grounds of age, disability, gender reassignment, marital status and civil partnership, pregnancy and maternity, race, ethnic origin, colour, language, nationality, national origin, physical and mental ability, political affiliation, religion or belief, socio-economic status, veteran status, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When SMT selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

SMT aims to give support and encouragement to all employees so they may develop their full potential and use their unique talents. By making this commitment, the skills and resources of our organization will be fully utilized and we will maximize the efficiency of our whole workforce.

### 3 SMT's main commitments

Reinforced by its Code of Conduct, SMT commits to build and sustain an inclusive and diverse workforce by:

- Rejecting any form of discrimination, intimidation, bullying, or harassment, and to discipline those that breach this policy.
- Bridging the historical and traditional gender gap in the industries in which we are active, by encouraging a more diverse workforce to join SMT, and growing diversity in senior managerial positions.
- Continuing to attract, develop, inspire, engage and retain candidates from diverse backgrounds at all levels in the organization.
- Strengthening our employee experience by supporting openness towards flexibility, to find a better balance between work and private life / family.
- Strengthening our internal equity and external competitive benchmarking of labour markets, via our compensation policy and job evaluation methodology, in order to be able to continue attracting and engaging diverse talents.
- Building a distinctive management culture in line with our Values, actively promoting equality, inclusion & diversity in the workplace.
- Investing in our people's development, instilling a culture of learning, and offering training and growth opportunities to all.
- Encouraging anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective (local) measures.

- Regularly assessing diversity via strategic KPI's and give voice to employees via engagement surveys which will monitor inclusion.
- Regularly review all our employment practices and procedures so that fairness and alignment with local requirements are maintained at all times.

## 4 Implementation

SMT will inform all employees that an Inclusion & Diversity Policy is in operation, that they are all subject to this policy, and have to comply with its requirements to promote fairness and respect in the workplace. All employees are expected to exhibit conduct that reflects inclusion at work, in function, and at all other company-sponsored and participative events.

All employees will be required to attend and complete any diversity awareness training organized by SMT to enhance their knowledge to fulfill this responsibility.

This Policy is a key driver for the design and roll-out of the SMT Academy strategic plan.

This Policy will also be drawn to the attention of funding agencies, stakeholders, customers, vendors, learners, and job applicants.

This Policy and any other related local policies and actions are fully sponsored and supported by the Board of Directors and the Executive Committee team of SMT Holding.

This Policy and its implementation will be monitored and reviewed on a regular basis to ensure that inclusion & diversity is continually promoted in the workplace.

