

**PanLink AB**

**Diversity and Equal Opportunity**

**Group Policy**

**August 2017**

## **PanLink AB – Diversity & Equal Opportunity Policy**

PanLink AB and its subsidiaries are committed to an inclusive workplace that embraces and promotes diversity and equal opportunity. We value, respect and benefit from the contributions of people with diverse backgrounds, experiences and perspectives as this enhances the understanding of the needs of our customers and other stakeholders. Diversity and inclusion can produce positive outcomes for business, for individuals and societies. It can enhance productivity, be a source of innovation and improve customer and business partner satisfaction. This policy aims to facilitate the creation of a fair and inclusive workplace as well as the attracting and retaining of the best people to do the job.

Diversity and equal opportunity is the opposite of using discriminatory practices. A company that uses discriminatory practices in employment and occupation denies itself access to talents from a wider pool of workers and could also damage a company's reputation, potentially affecting profits and shareholder value. In accordance with our CSR-policy all companies within PanLink AB shall avoid any discriminatory behavior.

The policy outlines our attitude towards diversity and equal opportunity and is a guide towards specific actions to address to promote diversity and equal opportunity, and to work against discrimination within the workplace.

### **Requirements**

All companies within PanLink AB need to respect all relevant local and national laws, as well as promoting a culture of diversity and equality throughout the organization. Any company introducing measures to promote equality needs to be aware of the diversities of language, culture and family circumstance that may exist in the workforce.

Managers shall be familiar with legislative demands concerning discrimination in the countries in which they operate. They shall develop an understanding of the different types of discrimination, in which situations they are likely to occur and how it can affect the workforce. They shall foster a culture of fairness, integrity and dignity and they shall actively work to root out attitudes among themselves and the workforce that could cause discrimination or bias.

Managers shall support all staff regardless of race, national or ethnic origin, age, disability, gender, sexual orientation, gender reassignment, religion or belief and deal with all forms of discrimination in a consistent and effective manner.

If a case should occur, where an employee or anyone working at the workplace controlled by the employer, is perceived to be subject to harassment or discrimination by someone else performing work at the workplace, the employer is obliged to investigate the circumstances and take appropriate measures.

### **Principles**

1. Prevent all forms of unlawful discrimination including all forms of harassment
2. Deal with all forms of discrimination consistently, promptly and effectively
3. Develop and promote a culture of diversity and equality throughout the organization
4. Develop and promote a culture of fairness, integrity and dignity

## Actions

We expect all portfolio companies to fulfil these basic requirements:

- Assign a responsible person at a high level, to implementing company policies for equal employment practices and monitoring the performance.
- Create procedures which make qualifications, skills and experiences the basis for the recruitment, placement, training and advancement of staff at all levels.
- Strive to develop recruiting practices that are without prejudice.
- Keep up-to-date records on recruitment, training and promotion that provide a transparent view of recruitment, opportunities for employees and their progression within the organization.
- Gather statistics to monitor equality concerning salaries, benefits, promotion and access to training where applicable.
- Provide staff training on non-discrimination policies and practices.
- Where discrimination is identified, there shall be grievance procedures to address complaints, handle appeals and provide recourse for employees.
- Create guidelines against harassment in all forms and a contingency plan for how deal with harassment when discovered.

## Definitions

**Equal opportunity** is when employment, education, promotion and other areas within the workplace are equally available to all, independent of characteristics that are not connected to the work itself. It also includes the facilitation of combining parenthood with work and career.

**Diversity** builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognizing, respecting and valuing the differences we each bring to work.

Equal opportunities and diversity work together by identifying and addressing any inequalities and barriers faced by people and by valuing, learning and benefiting from the diverse cultures in society and our staff.

**Discrimination** in a work situation occurs when an individual is treated less favorably even though the grounds for such an exclusion is not related to the requirements of the position. Characteristics may include age, disability, ethnicity, gender, gender identity, height, nationality, political affiliation, religion, sexual orientation, skin color, and weight.

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### Alterations

Edition no	Alterations and changes within new edition	Changed by:	Issue date
1	First edition		2017-08-21