

Diversity Management Policy



1. Purpose and intent of the policy.

The purpose of this regulation is to ensure the implementation of the provisions of the Labour Code, the UN Universal Declaration of Human Rights, the International Labour Organisation Declaration on Fundamental Principles and Rights at Work, the OECD Guidelines for Multinational Enterprises, the UN Guiding Principles on Business and Human Rights, the UN Global Compact Principles, and in particular:

- 1.1. addressing unequal treatment in employment, consisting of discrimination, indirect discrimination, direct discrimination, mobbing, harassment, sexual harassment;
- 1.2. limiting the consequences of identified incidents of unequal treatment;
- 1.3. identifying service consequences for perpetrators of unequal treatment
- 1.4. promoting a culture of respect for diversity in the place of work, social inclusion and prevention of exclusion.

2. Scope of application:

2.1. The Policy applies to all persons providing work or services to the Company, irrespective of the basis of their employment relationship, including persons employed under a civil law contract and persons performing work in the value chain, irrespective of the existence or nature of their contractual relationship with the Company i.e.: employees of supply companies, subcontractors and other business partners.

3. Terms and abbreviations:

Any references hereinafter to:

3.1. **'Company'** - shall be understood as Erbud Spółka Akcyjna with its registered office in Warsaw, at ul. Klimczaka 1, 02797 Warsaw, entered in the Register of Entrepreneurs of the National Court Register, maintained by the District Court for the Capital City of Warsaw, 13th Commercial Division, under National Court Register No. 0000268667, NIP (Tax Identification Number): 8790172253, with a share capital of PLN 1,192,983.60, paid in full, **the Employer** in relation to persons employed by the Company on the basis of an employment contract, and in relation to persons working with the Company on the basis of other types of contracts, including civil law and B2B contracts - a party to such a contract.

3.2. **'Internal Regulations Controller'** or **'Controller'** - shall be understood as the person coordinating the process of drafting, reviewing, publishing and archiving regulations, as well as maintaining records, with contact by e-mail: procedurey@erbud.pl.

3.3. **'unequal treatment in the workplace'** - is understood as inferior treatment of an Employee resulting in unjustified, unfair and prejudicial differentiation from other Employees of the company. Unequal treatment is understood as discrimination, direct discrimination, indirect discrimination, harassment, sexual harassment and mobbing.

3.4. **'discrimination'** - is understood as unequal and inferior treatment of an Employee, in particular on the basis of the Employee's: gender, age, disability, sexual orientation, race, nationality, ethnic origin, religion, religious denomination, irreligiousness, political views, union membership, as well as employment for a definite or indefinite period of time or on a full-time or part-time basis (discriminatory criterion). Encouraging or ordering another person to violate the rule of equal treatment in employment is also a form of discrimination.

3.5. **'direct discrimination'** - means a situation in which an Employee has been, is or could have been treated in a comparable situation less favourably than other Employees on one or more of the following bases: gender, age, disability, sexual orientation, race, nationality, ethnic origin, religion, religious

denomination, irreligiousness, political views, trade union membership, as well as employment for a definite or indefinite period or on a full-time or part-time basis.

3.6. **'indirect discrimination'** - shall mean a situation in which, as a result of an apparently neutral provision, criterion applied or action taken, there is or could be a disadvantage or a particular disadvantage to all or a significant number of employees belonging to a group distinguished on the basis of one or more of the above-mentioned discriminatory criteria, unless the provision, criterion or action is objectively justified in view of the legitimate objective pursued and the means of achieving that objective are appropriate and necessary.

3.7. **'harassment'** - shall be understood as unwanted behaviour the objective or effect of which is to violate the dignity of the Employee and to create an intimidating, hostile, degrading, humiliating or offensive environment for the Employee on the grounds of, in particular: age, disability, sexual orientation, race, nationality, ethnic origin, religion, religious denomination, irreligiousness, political views, trade union membership, as well as employment of limited or indefinite duration or on a full-time or part-time basis.

3.8. **'sexual harassment'** - is understood as any unwanted conduct of a sexual nature or relating to the gender of the Employee, the objective or effect of which is to violate the Employee's dignity, in particular to create an intimidating, hostile, degrading, humiliating or offensive environment for the Employee. This behaviour may consist of physical, verbal and non-verbal abuse.

Unwelcome behaviour with sexual overtones that interferes with or prevents the performance of official duties or creates conditions of intimidation, hostility or humiliation, as described above, is also considered sexual harassment, in particular when the rejection of such behaviour by the Employee to whom the behaviour is directed affects or is likely to affect decisions regarding the Employee's promotion, changes in working conditions and pay, remuneration, scope of tasks, referral to training or performance appraisal.

3.9. **'mobbing'** - means actions or behaviours concerning an Employee or directed against an Employee, consisting of persistent and prolonged harassment or intimidation of an Employee, causing the Employee to have a low opinion of their professional suitability, causing or aiming at humiliating or ridiculing them, isolating them or eliminating them from their team of Co-workers.

3.10. **'incident'** - is understood to mean unwanted behaviour related to unequal treatment of the Employee(s).

3.11. **'party to the proceedings'** - means any person who is alleged to have committed unequal treatment and any person subjected to unequal treatment

3.12. **'Employee or Associate'** - means a person providing work or services to the Company, regardless of the basis of the employment contract, including a person employed under a civil law contract or working with the Company based on B2B rules. For the avoidance of doubt, employee shall also mean persons providing work or services to the Company in the value chain, regardless of the existence or nature of the contractual relationship with the Company, i.e.: employees/contractors of supply companies, subcontractors and other business partners.

3.13. **'policy'** - means this policy against unequal treatment in this document.

3.14. **'notification'** - means a formal notification of the occurrence of an incident of unequal treatment made by an Employee, including a victim or witness to the incident.

4. Description of proceedings/content of the document:

4.1. **General provisions**

4.1.1. The Company values and respects the diversity that exists in the place of work due to gender, age, disability, health status, race, nationality, ethnicity, religion, religious denomination,

irreligiousness, political views, trade union membership, psychosexual orientation, gender identity, family status, lifestyle and any other characteristics.

4.1.2. Diversity is considered an important aspect of the Company's management of its human capital, creating opportunities for development based on diverse criteria and competences and fostering a working environment in which each employee can realise their full potential, resulting in the success of the organisation as a whole.

4.1.3. Guided by the principles of equal treatment and counteracting all forms of discrimination, the Company wishes to create a working environment in which every employee feels respected, valued and fairly assessed. Developing and refining a diversity policy model for managers is also important. The company believes that diversity in the workplace is an added value, a potential for the company and that, properly utilised, it contributes to the development of the company, its human capital and the achievement of its business goals.

4.2. Prohibition of unequal treatment

4.2.1. It is absolutely forbidden to treat unequally in the place of work on the basis of one or more discriminatory criteria, in particular: gender, age, disability, health status, race, nationality, ethnic origin, religion, religious denomination, irreligiousness, political views, trade union membership, psychosexual orientation, gender identity, family status, lifestyle, form, scope and basis of employment and any other characteristic that exposes one to discriminatory behaviour.

4.2.2. Employees should be treated equally with regard to the establishment and termination of the employment relationship, terms and conditions of employment, promotion and access to training for the purpose of improving their professional qualifications, in particular irrespective of gender, age, disability, sexual orientation, race, nationality, ethnic origin, religion, religious denomination, irreligiousness, political views, trade union membership, as well as employment for a fixed or indefinite period of time or on a full-time or part-time basis.

4.2.3. Unequal treatment in the place of work is prohibited at the stage of recruitment, determination of conditions of employment, determination of promotions, access to training, determination of remuneration and rewards/bonuses, dismissal.

4.2.4. Unequal treatment in the workplace is also prohibited in the ongoing performance of day-to-day activities by Employees of the various levels resulting from the tasks and duties assigned to their positions.

4.2.5. It is strictly prohibited to take retaliation against a person reporting an incident of unequal treatment.

4.2.6. An Employee's submission to unequal treatment, and any action taken by the Employee to oppose it, shall not result in any negative consequences for the Employee.

4.2.7. The act of unequal treatment in the place of work is not only a violation of the applicable laws, but also of the rules and norms of the Company.

4.2.8. A differentiation of an Employee's situation for one or more of the reasons set out in section 1 above, which results, in particular, in a violation of the prohibition of unequal treatment in the workplace, shall be deemed to be:

4.2.8.1. refusal to enter into or terminate the employment relationship,

4.2.8.2. unfavourable determination of remuneration for work or other terms and conditions of employment or omission in promotion or granting of other work-related benefits,

4.2.8.3. omission in selection for participation in training courses to improve professional qualifications, unless the Company proves that it was guided by objective reasons.

4.3. Responsibilities of Employees

4.3.1. The prohibition of unequal treatment applies to all Employees and Associates of the Company.

4.3.2. Senior and middle management is responsible for overseeing compliance with the rules on equal treatment in the place of work.

4.3.3. The implementation of the principles of equal treatment in the place of work by management consists in:

4.3.3.1. reacting proactively to any manifestation of unequal treatment among Employees;

4.3.3.2. taking all measures aimed at preventing such phenomena in the workplace;

4.3.3.3. reporting this type of abuse, in accordance with the rules described in this regulation.

4.3.4. Employees are responsible for developing employee relations based on the rule of equal treatment.

4.3.5. The implementation of the rules of equal treatment by Employees also consists in:

4.3.5.1. reacting proactively to any manifestation of unequal treatment among Employees;

4.3.5.2. reporting this type of abuse, in accordance with the rules described in this regulation.

— any Employee who suspects that they are subjected to unequal treatment has the right to consult their case with their immediate supervisor, a senior supervisor, an HR Officer or the Compliance Officer;

— any Employee who is subjected to behaviour that constitutes a manifestation of unequal treatment has the right to demand that the Employer take action to stop similar incidents and their consequences;

— any Employee who has or becomes aware of incidents of unequal treatment is entitled to make a notification in writing or orally in accordance with the rules described in this regulation.

4.4. Obligations of the employer

4.4.1. The Employer is responsible for shaping a place of work that is free from any manifestation of unequal treatment in the workplace.

4.4.2. The Employer shall provide equal opportunities to job applicants at the stage of recruitment, determination of terms and conditions of employment, and to Employees/co-workers with regard to determination of promotions, access to training, determination of remuneration and rewards/bonuses.

4.4.3. The employer is obliged to:

4.4.3.1. prevent discrimination in employment, in particular on the grounds of gender, age, disability, race, religion, nationality, political views, trade union membership, ethnic

origin, religion, sexual orientation, as well as on the grounds of employment for a definite or indefinite period of time or on a full-time or part-time basis;

4.4.3.2. respond actively to any manifestation of unequal treatment reported by Employees;

4.4.3.3. take all measures aimed at preventing such phenomena in the place of work;

4.4.3.4. create an organisational atmosphere and culture that ensures respect for diversity, by integrating diversity management, age management and gender equality issues into our Company's policies and procedures;

4.4.3.5. put in place institutional, intra-organisational arrangements to develop an equal treatment policy;

4.4.3.6. apply the rules of equal treatment and diversity management in the place of work, with particular emphasis on the areas of recruitment, access to training and promotion, remuneration, balancing professional responsibilities with private and family life;

4.4.3.7. maintain a dialogue with employees on the diversity management policy adopted and to inform the Company's stakeholders - in particular employees, but also business partners, shareholders, suppliers and subcontractors about the application of the diversity management model and the results of such approach;

4.4.3.8. conduct investigations with the utmost diligence in the event of receiving notifications of violations of the rules contained in this regulation,

4.4.3.9. implement preventive or corrective measures to avoid violations of the rules contained in this regulation;

4.4.3.10. take all measures prescribed by law, in particular those described in this regulation, to mitigate the social consequences of unequal treatment, in particular, to intervene and provide assistance to the victims of the incident.

4.4.4. The manner of responding to manifestations of unequal treatment reported to the employer is specified in detail in this regulation. The Employer is obliged to take all measures permitted by law, in particular those described in this regulation, to prevent unequal treatment in the place of work or in connection with the work performed for the Employer.

4.4.5. The Employer is obliged to take all measures permitted by law, in particular those described in this regulation, to mitigate the social effects of unequal treatment, in particular, to intervene and provide assistance to victims of the incident.

4.4.6. The employer is entitled to take all measures provided for by law, in particular those described in the Labour Code, against the perpetrators.

4.5. Prevention of unequal treatment

4.5.1. Any action or behaviour that constitutes a manifestation of unequal treatment shall not be tolerated by the Employer to any extent.

4.5.2. The Employer shall actively work against unequal treatment in the place of work and in connection with work, consisting in particular of:

4.5.2.1. taking preventive measures aimed at counteracting unequal treatment;

4.5.2.2. taking action to intervene, with the aim of putting an immediate end to unequal treatment.

4.6. Bodies set up to combat unequal treatment

4.6.1. In order to counteract and sanction unequal treatment, an investigation commission ('**Commission**') shall be set up in accordance with these Regulations, procedures and ethical standards. In matters concerning the prevention and sanctioning of unequal treatment, in each case, the mandatory member of the Commission shall be the Director of the HR Division or a person designated by the Director.

4.6.2. The Commission's tasks, with regard to cases and notifications of unequal treatment, include in particular:

4.6.2.1. determining the existence of unequal treatment,

4.6.2.2. a thorough examination of the allegations and facts contained in the notification submitted,

4.6.2.3. assessing the legitimacy of the notification,

4.6.2.4. proposing measures aimed at preventing and remedying the effects of the unequal treatment, as well as resolving disputes and settling conflicts, having first gathered all the information necessary to assess the facts,

4.6.2.5. providing the Employer with the information and documents necessary for the implementation of disciplinary measures.

4.7. Rules for making Notifications

4.7.1. Notifications may be made, through channels established by the Company, which are set up and operated in such a way as to ensure the confidentiality of the person making the Notification and the Person who is the subject of the notification:

4.7.1.1. submission of Notifications through the contact platform available at: <https://dialog.erbud.pl/>

4.7.1.2. By letter, to the following address: Erbud S.A. ul. Klimczaka 1, 02-797 Warsaw, Notifications forwarded in this manner should be sent with an annotation on the envelope 'Notification of unequal treatment - personally to the addressee';

4.7.1.3. in person to the Compliance Officer, at the Company's registered office, ul. Klimczaka 1, 02-797 Warsaw, or by telephone to the Compliance Officer, tel: 539 092 510.

4.7.2. The notification should include:

4.7.2.1. details of the reported acts or omissions, including their description, time of occurrence and place of occurrence;

4.7.2.2. details of the person making the Notification, including first name, last name, position held, contact details - telephone and e-mail address; anonymous Notifications shall not be considered.

4.7.2.3. the data of the person who is the subject of the Notification.

4.8. Investigation

4.8.1. Within 7 days of receipt of the Notification, the Compliance Officer shall send an acknowledgement of receipt of the Notification to the person making the Notification.

4.8.2. The Compliance Officer conducts a preliminary analysis of the Notification, making a preliminary assessment of the credibility of the allegations made and, after consultation with the Head of the HR Division, initiates an investigation. The investigation should be initiated no later than

7 days after receipt of the Notification. It is the responsibility of the Compliance Officer to undertake follow-up activities with due diligence.

4.8.3. The Compliance Officer appoints a commission within the Company. The members of the Commission are obligatorily: the Compliance Officer as its chairperson, the Head of the Legal Department, the Head of the HR Division or a person designated by him/her and persons designated by the Compliance Officer, provided that the Investigation Commission may not have fewer than 3 and more than 5 members. The members of the Commission are obliged to maintain confidentiality with regard to all information related to the Notification received, in particular the obligation not to provide information on pending proceedings to persons other than members of the Management Board, unless the obligation to provide such information is imposed by law. Only persons with written authorisation from the Company may be authorised to receive and verify Notifications, undertake follow-up activities and process personal data. Authorised persons are obliged to keep confidential the information and personal data they have obtained in the course of accepting and verifying Notifications and undertaking follow-up activities, even after the termination of the employment relationship or other legal entity under which they performed this work.

4.8.4. The Commission shall have the right to access any information and documents from the Company, having first obtained a power of attorney or authorisation to this effect from the Management Board of the Company and having agreed the date and scope of access to the documentation with the authorised person in possession of the document. Members of the Commission are required to treat all information obtained in the course of the investigation as confidential. The Compliance Officer may involve other persons with knowledge or experience in the relevant field in the work of checking the Notification, and this may be a person from the Company as well as from outside the Company.

4.8.5. In particularly justified cases, including in cases in which a Notification may concern the Head of the Legal Division or the HR Division, the Compliance Officer consults with a Member of the Management Board and conducts the investigation together. The person commissioned to do so is obliged to comply with the provisions set out in this regulation.

4.8.6. If the Notification concerns the Compliance Officer, the Head of the Legal Division shall chair the Investigation Committee. The Head of the Legal Division shall consult with the Member of the Management Board and conduct the investigation together with the Member of the Management Board. The person commissioned to do so is obliged to comply with the provisions set out in this regulation.

4.8.7. As part of the investigation, the Commission shall take all actions necessary to fully clarify the facts of the case and verify the legitimacy of the attribution of the acts covered by the Notification to the person who is the subject of the Notification.

4.8.8. The investigation shall be completed as soon as possible from the date of receipt of the information, but no later than 2 months from the date of confirmation of receipt of the Notification by the Compliance Officer.

4.8.9. Following the investigation, the Compliance Officer, together with the Head of the HR Division, prepares a summary of the Notification, including a description of the acts covered by the Notification and the results of the investigation. In each case, the summary also includes recommendations for further action:

- 4.8.9.1. conducting an interview, addressing the Employee;
- 4.8.9.2. admonishing the Employee, stripping the Employee of a reward, bonus, etc.; and
- 4.8.9.3. changing or rotating positions;

- 4.8.9.4. preventive proposals of a managerial or organisational nature;
- 4.8.9.5. changes in internal procedures;
- 4.8.9.6. taking civil law actions, e.g. concerning contracts concluded, compensation for damage, payment of compensation;
- 4.8.9.7. submission of a request for disciplinary proceedings;
- 4.8.9.8. filing a notification to the Office of Competition and Consumer Protection;
- 4.8.9.9. filing a notification of reasonable suspicion of an offence (if evidence is gathered);
- 4.8.9.10. Informing the relevant services.

4.8.10. The summary referred to above shall be presented to the Management Board. Any Member of the Management Board may request that a matter concerning the results of the investigation and corrective measures be placed on the agenda of the next Management Board meeting.

4.8.11. If the Notification concerns a Management Board Member, the Notification shall be forwarded to the Supervisory Board.

4.8.12. If the Notification has been forwarded to the Supervisory Board, the provisions of this item shall apply mutatis mutandis, with a time limit of 14 days to initiate an investigation.

4.8.13. In justified cases, the Management Board may also notify the Supervisory Board of the content of the investigation report.

4.8.14. The Management Board, on the basis of the analysis of the report of the investigation received, shall decide to close the case or to take action to hold the persons concerned by the Notification to disciplinary, criminal, administrative or civil liability, not excluding the referral of the Notification to the competent state authorities.

4.8.15. The Management Board is obliged to consider implementing actions or measures to prevent similar acts from being committed in the future. These measures may include conducting training, updating or revising the Company's existing internal procedures or other appropriate actions.

4.8.16. In the event that the Management Board has closed the case following an investigation, the Compliance Officer or the Commission shall promptly notify the person concerned, identified in the Notification, of the fact that the investigation has been completed and of its outcome.

4.8.17. The time limit for feedback to the person making the Notification is a maximum of 2 months from the acknowledgement of the Notification. The feedback shall include, in particular, information on the follow-up activities planned or undertaken and the reasons for such activities.

4.8.18. The provisions shall apply mutatis mutandis to the Supervisory Board in the event that the Notification has been forwarded to the Supervisory Board.

4.9. **Final provisions**

4.9.1. This regulation shall enter into force 7 days after it has been made public in the manner adopted by the Company. This regulation does not exclude or diminish the rights of Employees to assert their rights related to violation of the prohibition of unequal treatment under the relevant legislation.

4.9.2. The content of this regulation is supplemented by the Labour Code; in particular, behaviour that is permissible under the applicable legal provisions shall not constitute a violation of the prohibition of unequal treatment.

4.10. The highest level in the organisation responsible for implementing the policy

4.10.1. The person responsible for the implementation of this Policy is the Director of the Erbud S.A. HR Division.

4.10.2. This regulation needs to be reviewed at least once every 2 years, but if there is no reason to update it, the content of the document shall remain unchanged.

4.10.3. This regulation should be consulted with employee representatives.

4.10.4. This regulation should be communicated through dedicated communication channels in place in the Company.

5. Policy archiving:

The person responsible for archiving this policy is the Controller.

6. Handling amendments.

The Director of the HR Division of Erbud S.A. and the Management Board of the Company are authorised to amend this procedure.

7. Related documents and appendices:

7.1. The Act of 26 June 1974 Labour Code, i.e. Journal of Laws of 2023 item 1465 of 2024, item 878

8. Records of amendments made.

Transfer of the policy to a new document template.

9. Withdrawn editions

9.1. Diversity management policy, version 1, established by Resolution of the Management Board of Erbud S.A. No. 08/2018 of 09 December 2018.

9.2. Procedure to prevent unequal treatment, adopted by resolution of the Management Board of Erbud S.A. No. 23/2017 of 3 November 2017

Notes: Failure to comply with this regulation shall lead to disciplinary measures.