



Corporate Social Responsibility Instruction

# Elimination of discrimination and gender equality

v1.0

1/9/2025

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# 1 Document control

## 1.1 Owner

The **IMS & Compliance Manager** is the owner of this document and is responsible for ensuring that it is reviewed in line with the review requirements of IMS.

## 1.2 Version

**Version 1.0** of this document is available to all members of staff at the entrance of the company's premises and through its website.

## 1.3 Approval

This document was approved by the **General Manager** on 1/9/2025 and is issued on a version-controlled basis under approval.

## 1.4 Version History

| Version | Date       | Comments         | Composition  |
|---------|------------|------------------|--------------|
| 1.0     | 02/01/2025 | Original version | Q Alpha plan |

## 2 Scope

The purpose of this Corporate Social Responsibility Instruction is to describe how ECORESET ensures the absence of discrimination in the workplace encompassing all company activities

### 2.1 List of people or groups affected or interested in this Procedure

- Top Management
- IMS & Compliance Manager
- HR Department

### 2.2 What does this document apply to?

This instruction is applicable to all ECORESET operations and locations.

### 2.3 Which Management Systems are related to?

☐ QMS      ☐ EMS      ☒ HSMS      ☐ RTSMS      ☒ SAS

### 2.4 Related Documentation

### 2.5 Output

Records include, but are not limited to:

Personnel records

## 3 Elimination of discrimination and gender equality

### 3.1 Definitions

Discrimination:

Any distinction, exclusion, or preference made on the basis of race, ethnic or social origin, religion, disability, gender, sexual orientation, marital status, political opinions, age, or any other condition that results in inequality of opportunity or treatment in the workplace.

SA 8000 prohibits:

- Discrimination in hiring, promotion, compensation, access to training, termination, or retirement.
- Sexual harassment or any form of harassment in the workplace.
- Compulsory medical testing not related to the job.
- Disciplinary practices based on discriminatory treatment.

### 3.2 Description

#### 3.2.1 General

Our company is committed to ensuring a workplace of equal opportunities, free from any form of discrimination, in line with the principles of the SA 8000 Standard.

Specifically:

- Prohibition of Discrimination: We do not allow discrimination in recruitment, training, promotion, compensation, benefits, or termination of employment.
- Respect for Diversity: We promote equality and respect for the diversity of all employees, regardless of race, gender, religion, age, disability, sexual orientation, or political beliefs.
- Prohibition of Harassment: We do not tolerate any form of harassment, whether physical, verbal, or sexual.
- Medical Testing: We do not require any medical test not directly related to the job.
- Commitment: This policy is communicated to all employees and suppliers and forms an integral part of our social responsibility.

### 3.2.2 Criteria for discrimination

*There are two main types of discrimination: direct and indirect discrimination:*

- **Direct Discrimination** *When a person is treated less favorably than another due to racial or ethnic origin, religion or beliefs, disability, age, or sexual orientation. Examples: A company refusing to hire qualified individuals based solely on their race or a job advertisement specifying that only young people should apply, even though the job could be performed by an older person.*
- **Indirect Discrimination** *When an ostensibly neutral provision, criterion, or practice disadvantages individuals based on racial or ethnic origin, religion or beliefs, disability, age, or sexual orientation, unless it can be objectively justified by a legitimate aim. Examples: A company requiring all applicants for an office job to have a driver's license, even though driving is not essential, thereby discriminating against individuals with disabilities unless objectively justified.*

*Discrimination can occur on the basis of:*

- Race
- Ethnic origin
- Membership in a group or caste
- Age
- Religion
- Disability or other special needs (health-related)
- Gender
- Sexual orientation
- Family responsibilities (e.g., children, dependents)
- Marital status (single, married, divorced, etc)
- Trade union membership
- Political views

This list is indicative and not exhaustive. Discrimination may occur based on any characteristic that categorizes an individual and results in differential treatment, not because of their personality or abilities but due to other attributes or preferences (e.g., supporting a specific football team, being vegetarian, etc).

ECORESET condemns all forms of discrimination and actively supports the inherent right of employees to personal choices. Employees are judged solely on their skills and performance. ECORESET does not interfere with employees' rights to practice behaviors required by their group memberships and ensures no discrimination against individuals based on characteristics such as race, religion, or gender.

ECORESET does not tolerate behavior that fosters discrimination, such as verbal insults, gestures, threats, exploitation, manipulation (including sexual exploitation), or offensive contact (verbal or physical), both within and outside the workplace.

### 3.2.3 Staff Selection

During the personnel selection process, the company does not exclude candidates based on gender, race, ethnic origin, religion, disability, sexual orientation, or political ideology. Candidate qualifications, knowledge, experience, and references from previous employers are assessed to ensure suitability for the position based on the required skills and competencies.

### 3.2.4 Compensation

Employee remuneration is determined based on collective agreements and applicable legislation. Salaries include all legally defined allowances, years of service, and annual adjustments by specialty. Overtime is compensated with additional pay.

### 3.2.5 Gender Equality

The company promotes gender equality, providing equal opportunities for career advancement, training, and pay based on activity, specialty, and hierarchy. Special considerations (e.g., for pregnant women, new mothers, elderly employees) are acknowledged without compromising equality. Any disparities are reported to management for corrective action.

### 3.2.6 Promotion, Termination, Resignation, Retirement

Promotions are based on ability, diligence, performance, and effectiveness, unaffected by gender, race, ethnic origin, religion, disability, sexual orientation, or political ideology.

Terminations, resignations, and retirements are handled as per the legislation without bias or preferential treatment. Discrimination in any of these processes is reported to management for corrective action.

### 3.2.7 Inappropriate Behavior

Inappropriate behavior, such as gestures, verbal or physical contact regarded offensive, is prohibited. Employees are expected to respect each other's rights and fulfill their duties. Disagreements are resolved through dialogue. Management is informed of such incidents for resolution.

### 3.2.8 Suppliers - Subcontractors

The company evaluates its collaborators (suppliers and subcontractors) for compliance with its policy and excludes those who fail to meet the appropriate criteria. Contracts include clauses requiring compliance with legal requirements, and violations may lead to termination. The company ensures and monitors suppliers' and subcontractors' adherence to this directive - the SA 8000 standard.

### 3.2.9 Awareness, Training and reporting mechanism

The company prepares and approves an annual training program based on identified needs to enhance employee skills, improving their performance and effectiveness. Training opportunities are provided to all employees without discrimination. If discriminatory incidents are identified, management is informed to take appropriate measures

All employees can anonymously report any violations of the policy through the company's whistleblowing mechanism.