

# Policy

## **WORK-LIFE BALANCE, DIVERSITY, EQUITY AND INCLUSION**

POL-212-02 | v.03

## Work-Life Balance, Diversity, Equity and Inclusion Policy

### Index

1. SCOPE.....	3
2. INTRODUCTION .....	3
3. OBJECTIVE .....	3
4. GUIDELINES .....	4
5. PRIORITY AREAS OF INTERVENTION .....	4
6. RESPONSIBILITY .....	5
7. COMMUNICATION CHANNELS.....	6
8. NON-COMPLIANCE WITH THE POLICY .....	6
9. APPENDIX.....	7

# Work-Life Balance, Diversity, Equity and Inclusion Policy

## 1. SCOPE

This policy applies to Bondalti Chemicals and Capital.

## 2. INTRODUCTION

The policy reiterates compliance with current regulations and legislation on combating discrimination in the workplace, highlighting the application of ethical values and humanistic practices in the way we interact with employees, stakeholders, shareholders and the community. We reaffirm the provisions of the Code of Ethics and Conduct while reinforcing our commitment to promoting a balance between personal, family and professional life.

Historically, we are a company that values competence, inclusion, diversity, integrity and respect for the individual. This vision is fundamental to us becoming increasingly innovative, distinctive and a benchmark company in the labour market.

As a José de Mello Group company, BONDALTI expresses **Human Development, Innovation, Competence, Integrity and Responsible Action** as essential values in the management of its business. Based on these five values, the policy establishes its organizational culture with an emphasis on:

- **Work-life balance:** balancing the demands and aspirations of employees' professional, personal and family lives. Work-life balance involves adopting measures of flexibility, support and social responsibility that enable employees to manage the various spheres of their lives satisfactorily.
- **Diversity:** recognizing, respecting and valuing the differences between people, empowering everyone to behave ethically and humanistically in their conduct.
- **Equity:** regardless of their condition, all people are treated fairly and meritocratically, have access to opportunities according to their needs, and receive support to grow and maximize their potential to achieve success at work.
- **Inclusion:** an environment that offers affirmation and celebration of different approaches, thus allowing all people to bring their uniqueness and demonstrate their strengths and abilities.

## 3. OBJECTIVE

In matters of Work-Life Balance, Diversity, Equity and Inclusion, BONDALTI incorporates the Group's guidelines by promoting an inclusive, integrative and diverse culture, where everyone is welcome, each person is valued and can realise their potential.

This policy aims to:

- Raise awareness of Work-Life Balance, Diversity, Equity and Inclusion throughout the organisation;
- Leverage our commitment to work-life balance as a family-responsible entity (efr);
- Promote compliance with the Code of Ethics and Conduct, insofar as it establishes "*a diverse and inclusive work environment, based on mutual respect and free from unprofessional behaviour.*"
- Defend people's dignity, promote diversity, inclusion and equity in your professional community, and recognise the importance of family in everyone's well-being.

## Work-Life Balance, Diversity, Equity and Inclusion Policy

### 4. GUIDELINES

Our path towards Work-life Balance, Diversity, Equity and Inclusion is reiterated by the following guidelines:

- **Work-life Balance:** Understanding the work-life balance of our People resulting from the different stages of life they are in, promoting a safe, flexible and healthy space.
- **Embracing Diversity:** Viewing organizational diversity as a prerequisite for attracting, developing, and valuing the different profiles that are essential to strengthening the company. We believe that including different experiences and points of view contributes to a dynamic and motivating work environment.
- **Promoting an Inclusive Mindset:** Through inspiring leadership, cultivate a way of being free of prejudice, reflected in our behaviour and how we include each of our people.
- **Understanding the Impact of Practices:** Continuously assess how current practices and policies affect our people, ensuring that the necessary measures are implemented to mitigate any negative consequences, promoting a fair and meritocratic environment.
- **Legislation:** Compliance with applicable international and national legislation on equality, diversity and equity.

### 5. PRIORITY AREAS OF INTERVENTION

The implementation of the above guidelines has the following priority areas of intervention:

- **Work-Life Balance (efr):** BONDALTI, as a family-responsible company (efr) certified by the MásFamilia Foundation, is committed to creating an organizational environment that promotes a better balance between the family, personal and professional lives of its people. To this end, we have a Work-life Balance Commitment in which we reiterate our guidelines for action, creating or adjusting measures that promote well-being and quality of life, going beyond the legislation in force.
- **Generational Diversity:** United by a future in which all generations matter, we aim to promote an increasingly positive intergenerational working environment, which is an essential driver for innovation and efficient team performance.
- **Sociocultural Diversity:** We value profiles with different cultures, nationalities, ethnicities and/or academic backgrounds as a means of strengthening a culture of collaboration and experience sharing;
- **Equal Opportunities:** We promote equal opportunities and a fair balance between organizational levels, particularly in terms of equal pay. To this end, we are committed to assessing, monitoring and mitigating all situations of possible discrimination or inequality.

## Work-Life Balance, Diversity, Equity and Inclusion Policy

- **Inclusion of People with Disabilities:** We are determined to promote the inclusion of people with disabilities and improve accessibility to the workplace, creating a safe and welcoming environment where they can reach their full potential.

### 6. RESPONSIBILITY

It is the duty of every person at BONDALTI to take an active role in promoting and reinforcing a culture of Work-life Balance, Diversity, Equity and Inclusion in the following areas:

#### Executive Committee and Board of Directors

- Promote inclusive thinking that values Work-life Balance, Diversity, Equity and Inclusion inside and outside the organisation;
- Play a leading role in decision-making and promoting the Work-life Balance, Diversity, Equity and Inclusion policy;
- Positioning Work-life Balance, Diversity, Equity and Inclusion as a fundamental pillar of BONDALTI's organizational culture, placing them on the organization's agenda.

#### Leadership

- Ensure that all employees have fair and equal access to opportunities.
- Recognise and act on biases that may affect decision-making.
- Lead and foster an inclusive culture by example, where everyone feels valued and respected.
- Seek direct *feedback* from the team through transparent and empathetic conversations, with the aim of adapting measures and practices of Work-life Balance, Diversity, Equity and Inclusion.

#### People Management

- Ensure compliance with the Work-life Balance, Diversity, Equity and Inclusion Policy throughout the organisation, implementing mechanisms for continuous improvement.
- Promote awareness, reflection and open dialogue within the organisation.
- Develop and monitor a strategic plan for Work-life Balance, Diversity, Equity and Inclusion, aligned with the organization's positioning.
- Involve leaders in the processes of the Work-life Balance, Diversity, Equity and Inclusion strategy.

#### Employees

- Reflect and act on biases and how they impact our ability to be a more inclusive and collaborative organisation.
- Respect and fully include the uniqueness of all individuals, understanding that each person has their own experience and development journey.

## Work-Life Balance, Diversity, Equity and Inclusion Policy

- Contribute daily, through actions and behaviours, to an organisation free of discrimination and prejudice.

### 7. COMMUNICATION CHANNELS

To ensure that we are listening to all our people on matters relating to this policy, BONDALTI has the following channels in place:

#### Complaints Channel

BONDALTI's Reporting Channel is available to all its employees, suppliers, customers and other entities with legally recognized interests, and allows for the submission of legally admissible reports in accordance with current legislation and BONDALTI's internal regulations, namely its Code of Ethics and Conduct.

#### Work-life Balance, Diversity, Inclusion and Equity Channel

A channel open to anyone at BONDALTI to share feedback, suggestions, questions and/or concerns: [pressoasecultura@bondalti.com](mailto:pressoasecultura@bondalti.com) . This channel is managed by the Culture department.

### 8. NON-COMPLIANCE WITH THE POLICY

Situations of an offensive nature or involving discrimination based on any of the factors indicated above constitute a breach of this Policy.

Failure to comply with the provisions of this Policy is also punishable under labour, civil and criminal law, in accordance with the applicable legal provisions.

# Work-Life Balance, Diversity, Equity and Inclusion Policy

## 9. APPENDIX

Mindmap of the Work-life Balance, Diversity, Equity and Inclusion Policy

