



## **Charta in favour of diversity and equal opportunities**

### **Preamble**

Managing diversity and equal opportunities means that a company adopts a human resources policy which aims at the respect, the valuation and the equal treatment of people coming from different horizons, whether these are of a cultural or an individual nature, gender-based, linked to the ethnical origin, a handicap, etc., so that each person can fully integrate in the company and contribute to the success of the latter.

### **Commitment**

Considering the changes in demography and society, the aging of population and the increasing difficulty in finding highly qualified staff, a change in mentality or an active embrace of pluralism and a quest for diversity through recruitment and management of careers will be key-elements for the evolution of the company and are fully in line with its objective of a sustainable development.

As a matter of fact, in order to remain competitive and successful in the world in which it evolves, the company is bound to value all talents in their diversity.

The valuation of the staff in their diversity will also contribute to a calm work environment, a strong motivation of the staff, a higher creativity, as well as to a good reputation of the company.

Turning more precisely to the point of equal opportunities between men and women, the company is convinced that it is its duty to be watchful of professional mixity in all aspects and it believes that equal opportunities at work is an element of collective enrichment, of social cohesion and economic efficiency.

By the adoption of the present Charta, the company commits itself to engage means and apply concrete actions in order to better mirror the diversity of society within its staff and at all levels of hierarchy.

The company is aware that its commitment in favour of diversity and equal opportunities has to be carried out on a long term.

The Charta has been approved by the Board of Directors (and the Staff delegation) and covers the whole staff of the company without exception.

### **Objectives:**

To fulfil its commitment in matters of diversity, the company sets the **following objectives**:

- to promote equal opportunities for men and women at work;
- to assure a multigenerational management of the staff;
- to favour ethnical and cultural diversity;
- to manage as best as possible the employment of handicapped people;
- to prevent any form of discrimination in matters of diversity;

### **Actions:**

To put into action the commitments of the present Charta, the company **acts** at different levels and grants itself the means for the following measures:

1. to inform and train its managers and collaborators on the issues of diversity and equal opportunities at work;
2. to respect and promote the principle of diversity and equal opportunities at work in every form and at every level of human resources management, notably the selection and recruitment criteria, professional training, advancement, labour conditions, management of careers or the professional promotion of staff;
3. to implement a policy of equality in remuneration for staff with equal skills and experiences;
4. to reflect and facilitate, as far as possible, the conciliation between professional and private life;
5. to communicate regularly to its staff on its commitment in favour of diversity and equal opportunities at work;
6. to communicate on its commitment in favour of diversity and equal opportunities at work to the outside world (e.g. in the annual report, in a separate report or on the website).

This Charta is based on concrete actions whose efficiency is surveyed by relevant indicators which are developed and communicated.

The present Charta on diversity and equal opportunities at work is voluntary and is part of the long-term strategy of the company's corporate social responsibility. The Charta is supported by the Executive Committee at its highest level and by the company's management who are convinced that their position with regard to diversity and equal opportunities at work will increase the company's sustainability and competitiveness on the market.

Signature  
Executive Committee

## **Annex – Proposed actions**

### **Ad 1) To inform and train its managers and collaborators on the issues of diversity and equal opportunities at work**

To create awareness by different means: workshops, conferences, training, mentoring / coaching;

### **Ad 2) To respect and promote the principle of diversity and equal opportunities at work in every form and at every level of human resources management, notably the selection and recruitment criteria, professional training, advancement, labour conditions, management of careers or the professional promotion of staff**

To appoint a diversity manager; to assess regularly the internal procedures of recruitment, of access to training, of promotion (etc.); to structure HR issues; to create a dashboard / indicators; to evaluate the company's external communication in terms of diversity and equal opportunities at work; to be represented in the ABBL's exchange forum on diversity matters;

### **Ad 3) To implement a policy of equality in remuneration for staff with equal skills and experiences**

To make an audit of the remuneration structure; to analyse the internal remuneration structure by applying LOGIB, the instrument for equal opportunities between men and women with respect to remuneration (offered by the Ministry of Equal Opportunities); to verify the evaluation criteria in terms of diversity and equal opportunities at work;

### **Ad 4) To reflect and facilitate, as far as possible, the conciliation between professional and private life**

To implement flexible working time; to allow telework; to allow the purchase of additional days of leave; to install a conciergerie; to improve the handling of maternity and parental leaves (interviews before and after maternity / parental leaves); to organise important meetings at non-conflicting times; to set up a time savings account; to set up a nursery or book nursery places;

### **Ad 5) To communicate regularly to its staff on its commitment in favour of diversity and equal opportunities at work**

To create an intranet page showing the measures of diversity and equal opportunities at work; to set up a diversity plan;

**Ad 6) To communicate on its commitment in favour of diversity and equal opportunities at work to the outside world**

Means of communication: annual report, separate report (e.b. CSR), website, ...