

**ASBIS<sup>®</sup>**

**ASBISc Enterprises PLC**

**Diversity Policy**

**Version 2022**

**– Table of Contents –**

<b>1. POLICY STATEMENT .....</b>	<b>2</b>
<b>2. SCOPE.....</b>	<b>3</b>
<b>3. CORE PRINCIPLES .....</b>	<b>3</b>
<b>4. STANDARDS .....</b>	<b>3</b>
<b>5. DEFINITIONS .....</b>	<b>3</b>
<b>6. GUIDING PRINCIPLES AND COMMITMENTS.....</b>	<b>4</b>
<b>7. MONITORING AND REPORTING.....</b>	<b>5</b>
<b>8. ACCOUNTABILITY AND RESPONSIBILITY .....</b>	<b>5</b>
<b>9. COMPLIANCE.....</b>	<b>5</b>
<b>10. RELATED POLICIES.....</b>	<b>5</b>
<b>11. REFERENCES .....</b>	<b>5</b>
<b>CORPORATE SOCIAL RESPONSIBILITY TEAM.....</b>	<b>6</b>
<b>REVISION HISTORY .....</b>	<b>6</b>
<b>DOCUMENT APPROVAL.....</b>	<b>6</b>

**1. POLICY STATEMENT**

ASBISC ENTERPRISES PLC and subsidiaries or affiliated companies (the Company) are committed to building and fostering a fair and inclusive workplace which values diversity and encourages respect for dignity, beliefs and ideas consistent with the principles outlined in the ASBIS Human Rights & Labor Policy, ASBIS Human Relations Management Policy, ASBIS Code of Conduct and ASBIS Business Ethics Policy.

Diversity is important for the Company as it is embedded in our everyday operations. The Company aims to have a balanced approach in terms of age and gender. The Company recognizes that each employee is unique and has own characteristics and wishes to present all of them with development opportunities. The Company wants to be an inclusive workplace where people of all ages, religions, origins will find a common place to work and develop for the benefit of all ASBIS stakeholders and to have equal opportunities.

This Policy reinforces Company’s commitment to providing equality and fairness to all in the employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. The Company is opposed to all forms of unlawful and unfair discrimination.

All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of the Company will be fully utilised and we will maximise the efficiency of our whole workforce.

The Company encourages diversity in opinions. The Company believes that exchange of ideas brings forward. The Company builds teams of all nationalities and ages as the Company wishes to use the knowledge of our experienced employees and the energy and fresh ideas from the younger generations. It is the Company's aim to have a balanced gender approach for each position which is to be filled. If the balance is not possible, the Company will still aim to have at least one representative of each gender. We build a workplace which is full of mutual respect between employees and friendly atmosphere.

The Company strives to ensure diversity is represented in all areas of the organization including policies, procedures and practices.

## 2. SCOPE

This policy applies to all employees and prospective employees of the Company. This Policy is particularly relevant for the Management Board. Third parties who have business dealings with the Company, including contractors and vendors, are expected to comply with any provision of their contract related to diversity.

## 3. CORE PRINCIPLES

In keeping with values of respect, accountability, community collaboration and integrity, the Company is implementing this Policy in accordance with the following principles:

**Dignity** – Employees are treated in a respectful manner.

**Equity** – Employees will be provided the same access to programs, services, opportunities, and facilities as all staff.

## 4. STANDARDS

Building a diverse and inclusive workforce at the Company encourages employees to work together to help create a respectful and inclusive workplace and to deliver quality customer service that is reflective of the resident population.

## 5. DEFINITIONS

**Prohibited Grounds.** This Policy prohibits discrimination in employment on the following grounds: citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex / pregnancy, gender identity, gender expression, family status, marital status, sexual orientation, and record of offences.

**Diversity** is any dimension that can be used to differentiate groups and people from one another. It means respect for and appreciation of differences on the basis of a prohibited ground. Diversity is about the individual employee, it is about the variety of unique dimensions, qualities, and characteristics people possess.

**Inclusion** is about the collective culture in the workplace. It is about creating a culture that strives for equity and embraces, respects, and values differences.

**Diversity and Inclusion** - capturing the uniqueness of the individual, creating an environment that values and respects individuals for their talents, skills and abilities to benefit the collective culture in the workplace.

**Access.** People from diverse groups gaining equal opportunity to the use of goods, services, programs, facilities, public spaces and participation in social, economic, cultural and political life.

**Equity** is not limited to equal access to opportunities but equal benefits as well. It requires the removal of systemic barriers and the accommodation of differences so that individuals can benefit equally.

## 6. GUIDING PRINCIPLES AND COMMITMENTS

### **Company guiding principles and goals with respect to diversity are:**

- To treat all employees, prospective employees, contractors, consultants, members and suppliers, fairly and equally regardless of their gender, age, sexuality, culture/ethnicity, language and religious beliefs, and regardless of any disability or flexible workplace practices.
- To value diversity by maintaining a safe work environment and taking action against inappropriate workplace behaviour including discrimination, harassment, bullying and victimisation.
- To promote an organisational culture that values diversity and tolerates differences by developing and offering work arrangements that help to meet the needs of a diverse work force.
- To promote the recruitment of employees and directors impartially from a diverse field of suitably qualified candidates.
- To provide learning and development strategies and opportunities to develop the knowledge, skills and experience of all employees.

### **The Company is realising guiding principles and goals by:**

- Being aware of diverse strategies and organisational and market opportunities and utilising a range of tactics to achieve our goals and objectives.
- Adding to, nurturing and developing the skills and experience of employees.
- Developing Company culture, management systems, processes and procedures to be aligned with guiding principles and promote the attainment of diversity.
- Developing, implementing and measuring ongoing strategies, initiatives and programs to promote diversity across the Company.

### **Company commitments:**

- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To create a working environment that promotes dignity and respect for every employee.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this Policy.
- To make training, development, and progression opportunities available to all staff.
- To promote equality in the workplace, which Company believes is good management practice and makes sound business sense.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so the Company can apply corrective measures.
- To encourage employees to treat everyone with dignity and respect.
- To regularly review all Company employment practices and procedures so that fairness is maintained at all times.

With regard to the gender diversity of corporate bodies, the participation of the minority group in each body should be at least 30%.

In accordance with Cyprus law, the Company has a single governing body, a Board of Directors, consisting of Executive and Non-executive Directors. The Board of Directors meets the 30% gender diversity target. The Non-executive Directors as a sub-group also meets the 30% diversity target (it consists of one male and one female Directors). The Executive Directors as a sub-group does

not meet the 30% diversity target, however, it is very close (it consists of three male and one female Directors).

The Company will inform all employees that ASBIS Diversity Policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. This Policy will also be drawn to the attention of stakeholders, customers, vendors, and job applicants.

## **7. MONITORING AND REPORTING**

This Policy is fully supported by Management Board, and will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.

The Human Resources department will monitor, review and report to the Management Board on the organisation's progress with respect to this Policy, including its progress against all measurable objectives introduced.

The Management Board will assess annually both the measurable objectives and the progress in achieving them.

The Company's Annual Report will contain details of the measurable objectives set by the Management Board in accordance with this Policy and Company progress towards achieving them. In addition, Company will disclose in Annual Report details of the proportion of women employees in the Company and women on Management Board.

## **8. ACCOUNTABILITY AND RESPONSIBILITY**

The Management Board has overall accountability for the implementation of this Policy. The Human Resources department has responsibility for the administration, monitoring and ongoing review of this Policy. Management, employees, contractors and consultants have responsibility for understanding and adhering to the terms of this Policy.

## **9. COMPLIANCE**

We will meet all obligations with respect to the issue of diversity in line with any applicable regulatory and reporting requirements.

## **10. RELATED POLICIES**

ASBIS Human Rights & Labor Policy  
ASBIS Human Relations Management Policy  
ASBIS Business Ethics Policy  
ASBIS Code of Conduct

## **11. REFERENCES**

The following standards were used in preparing this Policy and may be a useful source of additional information.

ILO Code of Practice in Safety and Health  
[www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf](http://www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf)  
ILO International Labor Standards  
[www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm](http://www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm)  
OECD Guidelines for Multinational Enterprises  
[www.oecd.org](http://www.oecd.org)  
United Nations Convention against Corruption

[www.unodc.org/unodc/en/crime\\_convention\\_corruption.html](http://www.unodc.org/unodc/en/crime_convention_corruption.html)

United Nations Global Compact

[www.unglobalcompact.org](http://www.unglobalcompact.org)

Universal Declaration of Human Rights

[www.un.org/Overview/rights.html](http://www.un.org/Overview/rights.html)

ISO 14001

[www.iso.org](http://www.iso.org)

## **CORPORATE SOCIAL RESPONSIBILITY TEAM**

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## **REVISION HISTORY**

<b>Version number</b>	<b>Publish date</b>	<b>Author(s)</b>	<b>Changes summary</b>
2022		CHRO Julia Prihodko	The initial version

## **DOCUMENT APPROVAL**

<b>Position</b>	<b>Name</b>	<b>Date</b>	<b>Signature</b>
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CFO AE	Marios Christou		
CHRO AE	Julia Prihodko		