



Internal legislation	<b>Equal Opportunities and Diversity Policy of the Group</b>
Name of the process	Equal Opportunities Management
Process owner (department)	AB Ignitis Grupė People and Culture Department
Approving company	AB Ignitis Grupė
Approving person / body	Board of AB Ignitis Grupė
Date of entry into force	2020-08-31

## EQUAL OPPORTUNITIES AND DIVERSITY POLICY OF THE GROUP

### 1. PURPOSE AND SCOPE

1.1. The purpose of the Policy is to regulate the principles of fostering, implementation and enforcement of equal opportunities and diversity and the main measures which are necessary for the implementation of these principles in the Companies of the Group.

1.2. The Policy shall apply to all Companies of the Group.

### 2. TERMS

2.1. General terms are defined in the Glossary of Terms: Group, Company, Employee, Function.

2.2. In this Policy, the terms and (or) abbreviations shall have the following meanings:

2.3. **Direct Discrimination** - The treatment of a person when, due to his / her gender, race, nationality, ethnic origin, language, origin, social status, religion, faith, belief, convictions or views, age, sexual orientation, disability, state of health, family or marital status, membership in a political party or association, s/he is subject to less favourable conditions than the conditions which are accorded, were accorded or would be accorded to any other person under similar circumstances, except as permitted by law.

2.4. **Discrimination** - Direct and Indirect Discrimination, Harassment, Sexual Harassment, instruction to discriminate on the basis of gender, race, nationality, ethnic origin, language, origin, social status, religion, faith, belief, convictions or views, age, sexual orientation, disability, state of health, family or marital status, membership in a political party or association.

2.5. **Equal Opportunities and Diversity** - Respect for human rights regardless of gender, race, nationality, citizenship, ethnicity, language, origin, social status, religion, faith, belief, convictions or views, age, sexual orientation, disability, state of health, membership in a political party or association, family or marital status, as set forth in international human and civil rights' documents and laws of the Republic of Lithuania.

2.6. **Indirect Discrimination** - An act or omission, rule of law or assessment criterion, manifestly neutral condition or practice which is formally identical but the implementation or application of which results or may result in *de facto* restriction on the exercise of any rights or privileges, or in the granting of preference or advantage based on gender, race, nationality, citizenship, language, origin, social status, faith, belief, convictions or views, age, sexual orientation, disability, state of health, ethnicity, religion, family or marital status, unless this act or omission, rule of law or assessment criterion, condition or practice is justified by a legitimate aim, and the means of achieving that aim are appropriate and necessary.

2.7. **Violation of Equal Opportunities and Diversity** - Non-compliance with the principles set out in this Policy and / or with the measures for their implementation, and / or non-performance or improper performance of any related obligations.

2.8. **Investigation Commission** - A commission formed in accordance with the procedure established by the rules of procedure of the Investigation Commission to investigate the violations of legal acts.

2.9. **Report** - Information about a violation of Equal Opportunities and Diversity, which is likely to have been committed, is being committed or is anticipated, submitted by the notifier in any form whatsoever (orally, in writing, by telephone or e-mail).

2.10. **Policy** - Equal Opportunities and Diversity Policy of the Group, this document.

2.11. **Principle of Equal Opportunities and Diversity** - The fundamental provision which regulates the implementation and supervision of the enforcement of Equal Opportunities and Diversity.

- 2.12. **Sexual Harassment** - An unwanted abusive sexual behaviour directed at a particular person in an attempt to undermine that person's dignity, create an intimidating, hostile, degrading or offensive environment. Sexual Harassment can take the form of verbal, written or physical actions.
- 2.13. **Social Status** - Natural person's education, qualification or training, and studies at education institutions, owned property, income received, need for the state support established by legal acts and / or other factors related to the person's financial (economic) status.
- 2.14. **Trust Line** - A general description of the means for transmitting the Reports of possible violations.

### **3. PRINCIPLES OF EQUAL OPPORTUNITIES AND DIVERSITY**

3.1. The Companies of the Group shall ensure Equal Opportunities and Diversity for their Employees and not tolerate any Direct or Indirect Discrimination in all and any areas of their activities.

3.2. The Companies of the Group shall promote a working environment that reflects the diversity of the society, implement the principles of tolerance and respect for diversity in their activities.

3.3. The Companies of the Group shall promote goodwill and mutual trust amongst their Employees and create an inclusive, productive and diversity-friendly atmosphere.

3.4. The Companies of the Group shall respect and protect the rights of their Employees, treat them fairly and respectfully, create safe working conditions that meet their needs, promote the best possible use and improvement of the Employees' abilities, and not discriminate against their Employees in any form.

3.5. The Employees must be honest, objective, open to diversity, not humiliate other Employees, adhere to the highest principles of Equal Opportunities and respect for human rights.

3.6. The Employees' working conditions, salary, extra benefits and other aspects of their work organization shall be set in such a way that helps create Equal Opportunities and helps the Employees to balance their work, private life and familial responsibilities.

3.7. Every Employee, regardless of his / her gender, race, nationality, citizenship, language, origin, social status, faith, belief, convictions or views, age, sexual orientation, disability, status of health, ethnicity, membership in a political party or association, religion, family or marital status, shall have the right to receive remuneration for work in the Company, which depends on the functions performed, the quality of work, professional and subject-specific abilities, but not on the characteristics of the Employee that are not related to the work performed.

3.8. The Companies shall be responsible for implementing the principles of Equal Opportunities and Diversity, disseminating information and performing regular progress reviews.

3.9. The violation of this Policy and the principles of Equal Opportunities and Diversity may be considered a serious violation of the work duties.

### **4. MEASURES FOR THE IMPLEMENTATION OF THE PRINCIPLES OF EQUAL OPPORTUNITIES AND DIVERSITY**

4.1. Implementing the principles of Equal Opportunities and Diversity, the Companies shall:

4.1.1. apply uniform recruitment criteria and conditions based on the objective and impartial job-related professional criteria, except for the cases when, due to the nature of the particular types of professional activities or the conditions under which they are performed, a particular human characteristic is an essential and decisive professional requirement, and that aim is legitimate, and the requirement is proportionate;

4.1.2. create equal working conditions, an equally safe and healthy working environment for the performance of the relevant work functions, provide work equipment and tools necessary for

the performance of work, safety measures, depending on the nature of the activities, create opportunities for flexible working conditions and provide equal benefits;

4.1.3. create equal opportunities to be able to make progress at work, raise qualifications, retrain, gain practical work experience, participate in educational programs, let unfold the professional and objective potential and develop a career based on professional competencies, experience and abilities;

4.1.4. provide additional benefits based on uniform criteria;

4.1.5. apply equal criteria and procedures for evaluating the performance of the Employees;

4.1.6. apply equal dismissal criteria;

4.1.7. pay an equal salary for equal work or for the work of equal value;

4.1.8. plan the promotion of Employee diversity and evaluate the effectiveness of the resulting actions;

4.1.9. ensure that the Employees do not experience any Discrimination, Harassment, Sexual Harassment at the workplace and are not instructed to discriminate;

4.1.10. provide opportunities for the Employees and other interested persons to report any possible violations of the principles of Equal Opportunities and Diversity and undertake to investigate them in accordance with the established procedure;

4.1.11. ensure that an Employee who has notified about a possible violation of Equal Opportunities and Diversity or who is participating in the proceedings concerning Discrimination, his / her representative, or an Employee who witnesses and provides explanations concerning Discrimination is not persecuted and is protected from any retaliatory behaviour or negative consequences. These circumstances cannot be the grounds for the termination of employment with such an Employee;

4.1.12. take appropriate measures to make it possible for persons with disabilities to be recruited, to work, pursue a career or study, including an appropriate adaptation of the premises, provided that such measures do not impose a disproportionate burden on the employer.

4.2. Implementing the principles of Equal Opportunities and Diversity, the Employees shall:

4.2.1. follow the provisions of the Policy in their activities;

4.2.2. not tolerate any Discrimination, humiliation, Harassment, violence, insults against oneself, other Employees or other persons;

4.2.3. inform the employer about any possible violations of the principles of Equal Opportunities and Diversity.

## **5. PROCEDURE FOR SUBMITTING AND EXAMINING A REPORT OF AN EQUAL OPPORTUNITIES VIOLATION**

5.1. The Employees or other interested persons must report a possible violation of the principles of Equal Opportunities and Diversity to the contacts specified in Clause 5.2 of the Policy no later than within 1 (one) month from the date of the violation of Equal Opportunities and Diversity or from the date it has become known.

5.2. The Reports regarding the possible violations of Equal Opportunities and Diversity may be submitted directly to the Director of the Business Resilience Service of Ignitis Group by e-mail or through the Trust Line by e-mail [pasitikejimolinija@ignitis.lt](mailto:pasitikejimolinija@ignitis.lt), or by leaving a message on the answering machine No. +370 640 88889. The operating principles of the Trust Line are set out in the *Rules for the Implementation and Operation of the Group's Internal Reporting Channels of Violations*.

5.3. A report of a possible violation of Equal Opportunities and Diversity must include the following information:

5.3.1. the name, surname of the reporting Employee or another interested person, name of the Company in which the Employee is employed. If an Employee or another interested person submits a Report through the Trust Line, the information specified in this clause may be omitted;

5.3.2. the name, surname, position of the Employee who has possibly violated Equal Opportunities and Diversity and the Company in which the Employee is employed;

5.3.3. a specific possible violation of Equal Opportunities and Diversity and its circumstances, process that led to the possible violation of Equal Opportunities and Diversity.

5.4. A report of a possible violation of Equal Opportunities and Diversity shall be examined by the Investigation Commission in accordance with the procedure established by *the Rules of Procedure of the Commission*.

## **6. FINAL PROVISIONS**

6.1. The Policy shall be approved and amended by the decision of the Board of Ignitis Group.

6.2. The Department of People and Culture of Ignitis Group shall be responsible for the preparation and updating of the Policy.

6.3. The Head of the Group's People and Culture Function shall be responsible for the compliance with the principles of Equal Opportunities and Diversity and implementation of the measures provided for in the Policy;

6.4. The Group's Head of the Business Resilience Function shall be responsible for the supervision of the compliance with the Policy.

6.5. Before taking a decision on the approval of or amendment to the Policy, the Policy and / or its amendments shall be coordinated with the employee representatives (work councils and / or trade unions operating in the Companies). The Employee representatives shall be periodically informed about the results of the implementation of the Policy in accordance with the procedure established in the Labour Code of the Republic of Lithuania and collective agreements concluded in the Companies.

6.6. The Policy shall be made public.

## **18. Related internal and external legislation**

18.1. Labour Code of the Republic of Lithuania;

18.2. Law on Equal Opportunities of the Republic of Lithuania;

18.3. Law on Equal Opportunities for Women and Men of the Republic of Lithuania;

18.4. Rules of Procedure of the Investigation Commission;

18.5. Rules for the Implementation and Operation of the Group's Internal Reporting Channels of Violations.