



Tokai COBEX Diversity, Equality, Inclusion and Belonging Charter

“We are one for EVERYONE”



▼ We are “**one for EVERYONE**” and we consistently foster a high-trust workplace experience. Each person belonging to our community is engaged in this journey to co-create a place where each and every one of us feels respected, accepted, important and safe.

On behalf of Management Committee



Andrzej Hotlos

CEO of Tokai COBEX



Preamble

In a globalized economy and an interconnected world, large companies must assume their environmental and social responsibilities.

Tokai COBEX aims to be exemplary in terms of **ESG** responsibility and ethics.

This Charter presents the main lines of our commitment to equality and diversity. It aims to be the symbol of our determination to attract, retain and support our employees in a culture of inclusion and belonging.

Introduction

At Tokai COBEX, we promote the values included in our **Code of Conduct**. Equality between men and women and inclusion of all people with respect of their diversity are core values of our organization and among our priorities.

The objective of this Charter is to enhance an **entrepreneurial culture** based on respect, equity, sustainability and support. It is the **responsibility** of the management and employees of Tokai COBEX to follow our **fundamental principles** that apply to all of us with no exception:



01 Non-discrimination, fair practices and well-being at work

There is discrimination when in a comparable situation (same skills, competencies, seniority, etc.) a person, or a group of persons, is treated unfavorably.

In the OECD member countries, discrimination is a civil or criminal offence. In our company, it cannot be tolerated. Any act of discriminatory nature is prohibited and will be strictly punished according to the rules established for this purpose in each of the countries where we operate.

We are convinced that by supporting merit and fighting discrimination we will be attracting and retaining a diversity of talents and we will gain a competitive advantage since it is proven that diversity enhances success. This is the reason why we make sure to recruit and evaluate all employees based on the same objective criteria.

We strongly believe that all practices within the organization should be fair for each group of employees.

We do not accept any forms of discrimination based on age, race or (ethnical) origin, color, sex, gender, sexual orientation, religion, opinion or belief, disability, etc.

Finally, we are committed to offering our employees working conditions that allow for an optimal work-life balance. To this end, we have expanded the possibility to work from home. We also aim to reduce the amount of overtime worked by of our staff by 20% per year to enhance work-life balance.



02

Equal treatment in recruitment, employment conditions and remuneration

The principles of “Freedom” and “Equality” are enshrined in the Constitutions of democratic countries. Hence, any laws or regulations, any contract, any public or private act must respect the two principles of freedom and equality.

At Tokai COBEX, we guarantee equal employment opportunities for all individuals and consider only aptitudes and skills in making hiring decisions as well as decisions for promotions.

We ensure that our external and internal job offers contain no discriminatory elements or criteria. No candidate having the required skills shall be excluded from a recruitment procedure based on their age, sex, gender, physical features, nationality, origin, family name, place of residence, disability, political or religious convictions, sexual orientations, pregnancy (suspected or not), or union membership or activities.

At hiring, the proposed salary package is identical for any candidates in comparable situations. Any employee from

the Tokai COBEX Group may subsequently benefit from a pay rise based on objective elements linked to competencies, skills, experience, performance and responsibilities, regardless of gender, disability or other conditions. Tokai COBEX endeavors to limit as much as possible the impact that an employee's particular situation (part-time, flexible hours, maternity/parental leave, etc.) could have on her or his compensation.

In order to control the impact of the actions undertaken in terms of equal pay, Tokai COBEX has developed a system of key monitoring indicators to ensure the best possible transparency of its remuneration system. The remuneration paid to our employees is analyzed in detail each year on this basis. This allows to prevent unjustified gaps for the same position, where candidates have similar educational backgrounds, experience or performance, and to immediately correct any inequities that these indicators may uncover.

03

Building awareness, changing mindset and communication

Contributing to equality means promoting a change in mentalities. To achieve this, all of the Group's internal stakeholders (Executive Management, Managers, Employee Representatives, and Employees) should adopt a positive approach and reject pre-conceived ideas. Constructive and regular labor relations, at all levels of the company, are necessary in this regard, and this raising of awareness concerns all of the Group's employees, from the youngest to the oldest.

In order to foster this shift in mindset, Tokai COBEX has undertaken a number of initiatives:

- The distribution of this Charter among all the Group's staff;
- The organization of awareness-raising sessions for all leaders and managers. These sessions are intended to promote the principle of equality between all employees, to sensitize to the decision-making biases that stereotypes can trigger for both women and men,

and to prevent all forms of violence, in particular moral and sexual harassment;

- The provision of online trainings for all Tokai COBEX employees on Diversity, Equality, Inclusion and Belonging (DEI&B);
- The design of a series of “PRACTICE SHEETS”, information materials, etc. that present a typology of concrete situations illustrating what an employee or a manager should do when confronted with various diversity or equality situations.



04

Positive actions to strengthen gender equality, diversity & inclusion

We are convinced that positive actions are necessary to support access of certain categories of persons (usually discriminated persons) to their right of equal treatment and equal opportunity.

Tokai COBEX ensures that the internal rules and procedures do not allow any form of discrimination. It adapts its communication tools to make them, if necessary, non-discriminating, non-sexist and non-stereotyped.

By 2030, 5% of our blue-collar employees shall be women and 30% of the Group's management positions are targeted to be occupied by women. To reach this goal, during our recruitment campaigns, we make sure to collect applications from as many diverse candidates as possible. With equivalent skills and in the absence of significant merit differences between candidates, we are committed to recruiting those whose profiles match the underrepresented groups in our workforce. We actively and explicitly support diversity's networking within our organization where differences can be shared and supported by each

other to grow together. Finally, we offer training programs addressed to female employees within the Group to leverage their confidence and ambitions.

We are also working to increase the number of employees with disabilities in our company, with a special focus on our Polish sites where we intend to recruit 3% of handicapped people by 2030. We know that these people face considerable challenges in their professional lives. We are committed to help them by tailored means to offer them a fulfilling work environment. To this end, we are doing our best to adapt our existing premises, equip them with the required specific equipment and facilitate their access. We ensure that all our new premises will be adapted from the start for handicapped people. Finally, in France, we have partnered with suppliers who employ disabled people and are committed to increasing this proportion of our providers by 5% per year.

05

Employee participation

Tokai COBEX believes that employee networks play an important role in the business aspects, having a real impact on employee retention, recruitment support activities or the creative process of branding or designing products provided by the company. Our employees also can support company's initiatives for DEI&B and create own ones.

This is why the management of Tokai COBEX has created a DEI&B project workstream, composed of employees representing the different locations of the Group. These

employees have been particularly sensitized to DEI&B issues. Their mission is to drive DEI&B initiatives, measure progress, act as referents for their colleagues and answer any questions they may have on this subject.

Every 2 years, we conduct interviews with staff from a variety of backgrounds within our organization, to suggest organizational improvements making our company a better place to work. We have also designed an engagement survey to obtain feedback from our employees and managers in which we address specific DEI&B questions. Our ambition is, on this basis, to elaborate the most relevant positive actions.

Finally, we have added DEI&B criteria to our managers' evaluation system. This helps us to assess the evolution of their skills in this area as well as the adherence to our core values at the highest level of our organization.

These criteria are particularly scrutinized as part of our Leaders of Future (LoF) program.



Reporting / Whistleblowing

Employees of Tokai COBEX are encouraged to report any discriminatory acts through our Whistleblowing System. We guarantee the confidentiality of this testimony. In addition, we will hold the testifier harmless for her/his report. We will shield her/him from any form of sanction, retaliation or discrimination resulting from a report submitted in good faith to the extent possible within Tokai COBEX's power.

Report here online:

<https://tokaicobex.integrityline.com/frontpage>



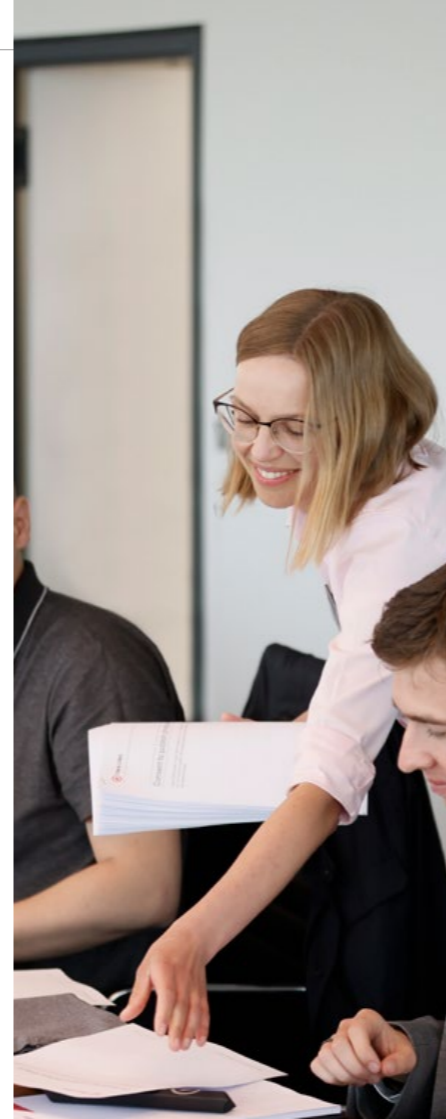
Or by phone with Company code:

4253

Germany: **+49 30 99 25 71 46**

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Conclusion:

We have set that Charter as a commitment to all our employees within the **Tokai COBEX Group** to implement, execute and deliver our promises to be an equal opportunity employer with inclusive and belonging culture. But our commitment goes beyond the doors of Tokai COBEX.

We actively engage in the community by adhering to regional, national and European charters that promote diversity and inclusion at different levels of the society, by supporting local DEI&B initiatives and by exchanging about best practices with other committed companies.



Tokai COBEX reserves the right to amend this Charter at any time, as it deems appropriate, based on the evolution of the relevant laws and regulations and the evolution of Corporate Social Responsibility (CSR) practices. These modifications will be published by Tokai COBEX.

