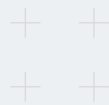




FP POLICY

# Diversity and Inclusion Policy





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## Policy for FP

Diversity and Inclusion policies for Future Processing must be in compliance with Polish law, which takes precedence. It is important to ensure that all individuals are treated fairly and without discrimination in the workplace. Future Processing complies with the provisions in the Polish Labour Code and the Equal Treatment Act:

- Article 183 of the Labour Code: “The employer is obliged to ensure equal treatment of employees in employment, in particular with regard to working conditions, remuneration and other benefits in this respect”.
- Article 18 of the Equal Treatment Act: “Whoever, on the basis of differences in race, religion, ethnic origin, nationality, language, gender, sexual orientation, age, disability, physical appearance, or membership of other minorities, discriminates against an employed person or an applicant for employment shall be subject to a fine, restriction of liberty or imprisonment for up to 2 years”.

These laws prohibit discrimination in the workplace and require Future Processing to provide equal opportunities to all employees, regardless of their origin, gender, age, disability, religion, sexual orientation or any other characteristic that could constitute grounds for discrimination.

## What is Diversity, Equity and Inclusion?

### Diversity

Diversity is the presence of difference within a given setting. In this case, the workplace is the setting and the differences typically refer to identities like race and gender, and sometimes ethnicity, religion, nationality, or sexual orientation. A person isn't diverse. They're unique. Diversity is about a collective or a group.

### Inclusion

Inclusion has to do with people with different identities feeling and/or being valued, leveraged, and welcomed within a given setting (whether that's a team, workplace, or industry). Inclusion isn't a natural consequence of diversity. You can have a diverse team of talent, but that doesn't mean they feel welcomed or valued or are given opportunities to grow.

### Equity

Equity is an approach that ensures everyone has access to the same opportunities. Equity recognizes that we don't all start from the same place because advantages and barriers exist. It's a process that acknowledges uneven starting places and seeks to correct the imbalance. Diversity and inclusion are both outcomes. Equity is not. It refers to the process an organ-





isation engages in to ensure that people with marginalised identities have the opportunity to grow, contribute, and develop.

## Mission Statement

At Future Processing we are all unique and we are all ourselves. We are also all equal, worthy of respect and acceptance, same in our dignity, rights and freedoms. This policy is a token of what has always been at our core: we put people first. All people. Equally.



Tomasz Ciapała,  
Member of Board at Future Processing

## Policy scope

This policy applies to stakeholders with which Future Processing engages in any form, such as:

- Full-time employees
- Part-time employees
- Job applicants

### Policy purpose

This policy's purpose is to:

- Express that equality, fairness and respect apply for all in our employment, whether temporary, part-time or full-time
- Not discriminate on the basis of:
  - age
  - disability
  - gender reassignment
  - marriage or civil partnership





- pregnancy and maternity
  - race (including skin colour, nationality, and ethnic or national origin)
  - religion or belief
  - sex
  - sexual orientation
- Oppose and avoid all forms of discrimination. This includes:
    - pay and benefits
    - terms and conditions of employment
    - dealing with grievances and discipline
    - Dismissal
    - leave for parents
    - selection for employment, promotion, training or other developmental opportunities

## **Our commitments**

Future Processing commits to:

- Supporting equality, diversity and inclusion in the working environment - this aligns with Future Processing's internal values and the culture within the organisation.
- Creating a work environment free of bullying, harassment, victimisation and discrimination, in order to promote dignity and respect for all, where individual differences and contributions of all staff are recognised and valued. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers, and the public
- Take seriously complaints of bullying, harassment, victimisation, and discrimination by fellow employees, customers, suppliers, visitors, the public, and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's governance grievance and/or disciplinary procedures,





and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. The aforementioned issues are regulated both in terms of the Polish Labour Code and the Criminal Code and apply to Future Processing. In addition, the work regulations applicable to every employee of Future Processing further exclude the use of mobbing against colleagues.

- Make opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation. FPAcademy, an in-house training unit, has been responsible for knowledge transfer, building new skills and competencies within the Future Processing team since its inception.
- Review employment practices and procedures as necessary to ensure fairness and compliance with applicable laws, and update remuneration policies based on compensation surveys of similar companies.
- We ensure equality for employees regardless of age, gender, ethnicity, sexual orientation, religion or belief and disability. We ensure equality of inclusion in this regard.

## **Reporting misconduct**

Any questions, concerns or violations to this policy should be reported to

**Head of People** - [Head.People@future-processing.com](mailto:Head.People@future-processing.com)

