





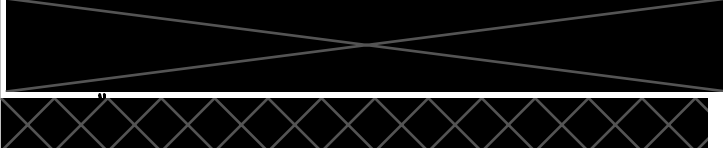
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# Policy

## Gender Equality Policy

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### Approval

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## 1 Purpose & Scope

### 1.1 Purpose

The purpose of this Policy is to articulate Penta’s commitment to Gender Equality and to provide a guideline for integrating a gender perspective into the organizational activities and objectives.

### 1.2 Scope

This Policy applies to all Penta employees, collaborators and external consultants (hereafter collectively referred to as “Penta Staff Members”) and to all Penta stakeholders.

## 2 Definitions

Term / Acronym	Definition
<b>Equality Officer</b>	A Penta function responsible to promote and to contribute to all personnel, organizational and social measures concerning Gender Equality, work-life balance, and protection against sexual harassment at the working place
<b>Gender</b>	Socially constructed characteristics of women and men, such as norms, roles, and relationships of and between groups of women and men. The definition of gender varies from society to society and can be changed or adapted
<b>Gender Equality</b>	Equal chances or opportunities for groups of women and men to access and control social, economic and political resources
<b>Gender Equality management system</b>	A set of policies, processes and procedures used to ensure that it can fulfil the tasks required to achieve Gender Equality objectives
<b>Gender Equality Plan (GEP)</b>	A formal document in which Penta defines Gender Equality objectives to be pursued, resources, responsibilities, methods and the frequency of monitoring activities
<b>Gender Equality Working Group (GEWG)</b>	A cross function team of Penta Staff Members, led by the Equality Officer

### 3 Policy Statement

Penta strongly believes that diversity is a source of richness, encouraging employees to freely express themselves to realize their potential.

Penta is committed to promote equality and diversity among its staff, regardless of personal background, be it age, physical and mental abilities, marriage and civil partnership, pregnancy and maternity, nationality, ethnic or national origin, religion or belief, sexual orientation and gender.

This Policy aims to recognize, protect and enhance male-female differences and equal opportunities in the workplace: from recruitment practices to professional and career development and leadership styles enhancement.

It is responsibility of all Penta Staff Members to promote Gender Equality.

#### 3.1 Gender Equality Working Group

Penta is committed to implement and maintain a Gender Equality management system. To do so, the Senior Leadership Team is responsible to appoint the Equality Officer and the Gender Equality Working Group (GEWG), which are responsible for the effective adoption and continuous and effective application of the Gender Equality Policy.

The Gender Equality Working Group shall incorporate expertise in Gender Equality and change management and being organised so that it can work with the whole organisation for the development and implementation of the Gender Equality Plan (GEP) (see section 3.3).

#### 3.2 Thematic Areas

The development of an inclusive and gender-neutral work environment requires constant commitment and contribution from the entire organization in terms of language, policies, processes, organizational practices, and behaviours of individual Penta Staff Members.

In order to ensure a holistic approach for the implementation of the Gender Equality management system, the followings six thematic areas have been identified:

1. **Culture and strategy:** Penta vision, goals and values shall be consistent with the principles and objectives of Inclusion, Gender Equality and attention to the gender diversity.
2. **Governance:** Penta governance model shall ensure the adequate presence of the minority gender in the organization's guidance and control bodies as well as the presence of processes aimed at identifying and remedying any occurrence of non-inclusion.

3. **Human Resources (HR) processes:** Penta HR processes shall be based on principles of inclusion and respect for diversity.
4. **Opportunities for growth and inclusion of women:** access to career paths and career progression in Penta shall be gender neutral.
5. **Gender income equality:** the gender pay gap, also including non-monetary compensation such as welfare and well-being systems, shall be gender neutral.
6. **Protection of parenthood and work-life balance:** Penta shall adopt policies and procedures to support parental leave, flexible working time arrangements and support for caring responsibilities.

A set of Key Performance Indicators (KPIs) shall be defined and monitored for the above thematic areas, according to requirements provided in the UNI PdR 125:2022 *Guidelines on the management system for gender equality which provides the adoption of specific KPIs (Key Performance Indicator) relating to gender equality policies in organizations.*

These KPIs constitute the information necessary to determine and explain how Penta progresses toward its objectives to be compliant with the UNI PdR 125:2022 and monitored as detailed in the Penta Gender Equality Plan (see section 3.3).

### 3.3 Gender Equality Plan

The Gender Equality Working Group is responsible to develop and implement the Penta Gender Equality Plan (GEP). The GEP is a 3-years strategic plan that defines simple, measurable, achievable, realistic objectives, planned over time and with well-defined responsibilities, commitments and actions aimed to promote Gender Equality in Penta.

The GEP shall also define sex/gender disaggregated data on personnel that Penta must collect with annual reporting based on indicators (in addition to the UNI PdR 125:2022 KPIs).

The GEP is approved by the Senior Leadership Team, published on the Penta website and actively communicated within Penta.

### 3.4 Communication, Awareness and Training

Penta shall ensure that internal and external communication is consistent with the principles of this Policy and with the objectives established in the Gender Equality Plan.

Penta shall disseminate to stakeholders its commitment on Gender Equality issues.

Penta shall also implement awareness-raising and training actions on Gender Equality. These activities shall engage all Penta Staff Members and be an evidence-based, ongoing and long-term process.

## 4 Responsibilities

### 4.1 Compliance, Monitoring & Reporting

It is the responsibility of all Penta Line Managers to adhere to this Policy within their area of functional responsibility, to lead by example, and to provide guidance to those Penta Staff Members reporting directly to them.

All Penta Staff Members are responsible for adhering to the principles and rules set out in this Policy.

Quality Assurance Manager must ensure that compliance with this Policy is regularly monitored following established audit procedures. Indicators and KPIs relating to the implementation of the Gender Equality Plan shall be monitored on a yearly basis.

Any Penta Staff Member, who learns of a potential deviation from this Policy or any form of non-inclusiveness is required to report their suspicion promptly to People, Communication and Culture Office.

## 5 References

European Commission, Directorate-General for Research and Innovation, *Horizon Europe guidance on gender equality plans*, Publications Office of the European Union, 2021, <https://data.europa.eu/doi/10.2777/876509>

UNI PdR 125:2022 *Guidelines on the management system for gender equality which provides the adoption of specific KPIs (Key Performance Indicator) relating to gender equality policies in organizations*

## 6 Appendices

Not applicable.