

# Penneo diversity and inclusion policy

## Background and scope

Penneo is represented by:

- 20+ nationalities
- Gender orientations
- Sexual orientations
- Generation X, Millennials and Generation Z
- Ethnicities
- Religions
- Food preferences
- Educational background
- Cultural background

The differences taken into consideration paint a very diverse picture of Penneo as a whole. Being a diverse company, by retaining and developing diversity in Penneo, is connected to a commitment to provide equality and fairness to all employees.

The scope of Penneo's diversity and inclusion policy and strategy includes all employees no matter whether they are part-time, full-time, or temporary.

## Policy purpose

The purpose of having a Diversity & Inclusion (D&I) policy at Penneo is to ensure a diverse company by retaining and developing diversity. We commit to providing equality and fairness to all employees regardless of who they are.

Ensuring a diverse and inclusive workspace in Penneo means two things:

1. Stop all intentional inappropriate and non-inclusive behavior.
2. Limit the amount of all unintentional inappropriate and non-inclusive behavior.

## Definitions

Intentionally inappropriate and non-inclusive behavior is defined as:

*“The deliberate use of words, humour, gestures, other acts or omissions that is used to cause offence.”*

Unintentionally inappropriate and non-inclusive behavior is defined as:

*“The unconscious use of words, humour, gestures, other acts or omissions that someone experiences as offensive.”*

# Objectives

## The objectives of this policy are to ensure that:

1. *Penneo complies with section 139 c of the Danish Companies Act*
2. *Penneo follows the recommendations on Corporate Governance*
3. *Penneo follows the Danish Business Authority's guidelines on equal gender distribution on the Board of Directors*
4. *Penneo protects our most valuable asset, our human capital*

# The policy

## The following items concern everyone working at Penneo

### As a Penneo, I:

1. *do not say something non-inclusive to my colleagues based on their different way of being.*
2. *do not discriminate in any way based on ethnicity, religion, gender orientation, sexual orientation, age, food preferences, physical appearances, disabilities, education level, occupation, cultural background, etc.*
3. *encourage others to behave in a way that drives an inclusive environment by showing a genuine curiosity towards colleagues and thus, expanding individual horizons.*
4. *show vulnerability by learning from my mistakes if I hurt one of my colleagues based on intentional or unintentional inappropriate and non-inclusive behavior.*
5. *show bravery when I approach colleagues and talk to them about situations where I experienced or saw someone else experiencing intentional or unintentional inappropriate and non-inclusive behavior at the workplace.*
6. *reflect on the intentions of a behaviour that seemed non-inclusive before I call it non-inclusive (related to nr. 5).*

7. *know that inclusion is ongoing, rather than a one-off training.*
8. *report any intentional and/or unintentional inappropriate and non-inclusive behavior that I cannot handle myself to the point of trust in Penneo.*

## **The following items specifically concern leaders working at Penneo**

### **As a leader, I:**

9. *hire new employees based on their skills, performance, and personality regardless of their gender, religion, race, nationality, sexuality, etc.*
10. *am a role model by promoting and fostering an inclusive culture, while having a genuine curiosity within my team.*
11. *encourage my team to educate themselves and develop skills that foster a diverse and inclusive environment.*
12. *structure meetings in a way that give all team members a voice to express their views, ideas, and feelings.*
13. *encourage team members to be vulnerable and brave to open up to me or points of trust (or someone who will take action) if something is experienced as intentional or unintentional inappropriate and non-inclusive behavior.*

## **The following items specifically concern Penneo as a company**

### **As a company, we:**

14. *are all responsible for fostering an inclusive and diverse environment, where every voice is welcomed, heard, and respected.*
15. *implement and update structures and guidelines based on continuous data, to keep developing our diversity and inclusion policy in close connection with our employees and the development in the external environment.*

16. *follow best practices within the diversity and inclusion field as well as meet the obligations entailed by the relevant legislation. For example we aim to have an equal distribution of men and women in the Board of Directors, preferably 40-60.*
17. *will take the necessary consequences towards individuals if the policy is not followed.*

# Penneo

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“Med min underskrift bekræfter jeg indholdet og alle datoer i dette dokument.”

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