



# RHI Magnesita Global Gender Equality Policy

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## Vision & Purpose of this policy

RHI Magnesita is fully committed to EQUALITY in all aspects concerning the treatment at work despite of age, gender, marital or civil partnership status, pregnancy, maternity, family responsibilities, political beliefs, color, nationality and ethnic or national origins, religion, disability, sexual orientation, or gender identity. With this Equality approach we have a strategic game-changer that fuels business growth, boosts business success, drives innovation, and elevates our brand in the competitive marketing landscape.

The concrete purpose of the Gender Equality Policy is to address one element in building a diverse workforce for all genders.

Alongside our Code of Conduct ([Code of Conduct | RHI Magnesita](#)) and other relevant policies and guiding principles (such as the global [Anti-Harassment Policy](#)), the Gender Equality Policy helps determine how we behave towards all those we have contact with. It supports compliance and managing risk.

# Policy Statement

RHI Magnesita is committed to supporting gender equity in our workplace on all levels. We aim to ensure that all employees have the same opportunities, rights and respect, regardless of their gender.

Gender equity is the process of being fair to women, men and diverse genders. Gender equality recognizes that within all communities all genders have the same benefits, access to power, resources and responsibilities.

The Policy guarantees that:

- ✓ All RHI Magnesita employees are treated fairly and with respect. For the purposes of this policy, the term “employee” includes Board Members, Consultants, Volunteers, Contract Workers, Trustees, Candidates and Interns.
- ✓ All employees have the opportunity to contribute and achieve their potential.

The Policy covers the following aspects\*:

- ✓ recruitment, selection and promotion
- ✓ terms and conditions of employment, pay equality
- ✓ professional development
- ✓ flexible working options
- ✓ safe working environment
- ✓ grievances, disciplinary action and termination of employment

\*In cases where the application of the policy conflicts with national legislation, the legislation takes precedence.

# Principles

RHI Magnesita is committed to achieving gender equality at all levels of the organization. We will actively work to eliminate gender-based biases, stereotypes, and barriers that may hinder women's career progression and professional growth. We will strive to increase the representation of women in leadership roles and promote an inclusive and supportive environment for employees of all genders.

To ensure RHI Magnesita is a workplace that provides equal opportunities for all employees and maintains an organizational culture which supports gender equity we:

Promote a family friendly workplace for all gender diverse employees through the following activities.



- a) Parental leave options for all employees regardless of their gender
- b) Flexible working arrangements for employees
- c) Breastfeeding facilities within company buildings
- d) Working from home options for employees
- e) Regular review of policy, procedures and strategies to ensure gender equity principles are maintained (see point 7 of this policy)

Create an equal, respectful and enabling environment for people of all genders within the organization through the following activities:

- a) Ensure that there is gender representation in all cross functional teams, interviews and assessment panels
- b) Ensure that gender equality exists with regard to remuneration of employees
- c) Seek opportunities to encourage gender diversity in positions historically filled employees in a gender stereotypical manner



# How the policy is applied

The following sections describe how the policy is applied throughout RHI Magnesita. Failure to comply with this policy, procedures and practices outlined below may lead to disciplinary actions as a consequence.

## Recruitment, Selection and Promotion

The recruitment process must result in the selection of the most suitable person for the job in respect of experience, knowledge, skills and qualifications. It is against RHI Magnesita's policy (and in certain circumstances the law) to discriminate either directly or indirectly on any of the grounds contained within the policy statement at any stage of the recruitment process.



Job Ads, whether internal or external (this includes all media — e.g., printed and online, visual or non-visual) must not indicate or appear to indicate an intention to unjustifiably discriminate on the premises we have identified within this policy. This means, for example, to restrict adding age criteria to our ads, specific experience and qualifications (using Senior / Junior) restricting flexible working, defining personality type or communication style. Definitions of direct and indirect discrimination can be found in the definition section at paragraph 6.

RHI Magnesita advertises all open positions internally and externally and states clearly that it welcomes applications from all sections of the community. The job advertisement and job specification will clearly specify the knowledge, experience and skills required by the applicant. Selection for employment will be on the basis of relevant criteria, experience, aptitude and ability.

Candidate selection will always be carried out by more than one person and never by a single-sex panel. For monitoring and compliance purposes, applicants are required to complete the application site in CHRIS (the global HR Information system).

Recruiting agencies must be briefed to present the most qualified candidates, regardless of gender, gender identity or expression, and should be informed of RHI Magnesita's commitment to gender diversity across the full spectrum of genders. The recruiting teams are advised to have at least one female candidate in the final round of a recruiting process.

Accessibility for applicants with special needs will be considered in organizing the recruitment process. We will provide any reasonable adjustments for people with disabilities to ensure they have access to our services and employment.

The same rules apply for Promotions.

## Terms and Conditions of Employment & Pay Equality

We are dedicated to maintaining pay equity among employees, ensuring that there are no gender-based wage disparities for employees performing similar roles and responsibilities.

RHI Magnesita is committed to the principle of equal opportunities in employment and believes that as part of that principle all employees should be equally graded for the same work, or for work of broadly similar weight. We apply a job leveling scheme (Broad Pay Group/BPG levels) which uses specific criteria to identify jobs of similar complexity and responsibility, and to place them within BPG levels to identify work of equivalent or the same value.

Salary is then determined by the location of the position within the BPG leveling scheme. RHI Magnesita believes that its pay system should be transparent, based on objective criteria and free from bias. To achieve this RHI Magnesita will, reviews on a regular basis, its existing and future pay practices for employees, including those who are absent on pregnancy and parental leave.

RHI Magnesita believes that it should fairly reward the skills, experience and contribution of employees.



### Professional Development

RHI Magnesita's annual performance management process supports the identification of professional development needs and opportunities and the identification of career development goals.

Evaluation, reporting and moderation of employee performance should be based solely on evidence. It should not be based on stereotypes or assumptions or affinity bias. For example, evaluation related to women's mobility or length of future service, or the suitability of people of particular ethnic origins to undertake specific jobs would be inappropriate.

RHI Magnesita recognizes that training is a keyway in which employees may develop the knowledge, skills, qualifications and experience necessary for the effective performance of their job. Where training needs are identified through the annual performance management process, training opportunities are available through RHIM Academy but may also made available by consulting with Human Resources Business Partner (HRBP) or the Employee Engagement team, subject to financial and operational constraints, to all employees.

It is against RHI Magnesita's policy and against the law to discriminate directly or indirectly, either in the selection of candidates for training courses or in the arrangements made for selection.

Equal opportunities issues begin to be addressed at the induction stage and are reinforced in other ways, including management development programs and skills training (e.g. performance management; recruitment and selection). Training materials must be free from bias and discrimination. Longer term development opportunities are available to all employees' subject only to financial and operational constraints.

RHI Magnesita will review its learning and development strategy and offers regularly to identify and meet training needs which relate to the achievement of equality of opportunity.

### **Flexible Working Options**

RHI Magnesita provides access to a range of flexible work opportunities (part-time, home office, etc.) to support employees with family responsibilities, or other employees whose work can be carried out effectively from home.



### **Safe Working Options**

RHI Magnesita prohibits all forms of physical or verbal harassment and discrimination. Please see the Global Anti-Harassment policy for more details.

### **Grievance, Disciplinary Actions and Termination of Employment**

RHI Magnesita will ensure that, where applicable, grievance and disciplinary procedures are carried out fairly and uniformly for all employees, whether they result in the giving of disciplinary warnings, dismissal, or other disciplinary action.

RHI Magnesita will monitor redundancy criteria and procedures (especially in restructuring or projects) to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

# Who is responsible for implementing this policy?

- ✓ RHI Magnesita aims for diversity in its senior management and governance structures.
- ✓ RHI Magnesita website is available to all employees along with the policy.

Roles	Responsibilities
EMT	Responsible for: <ul style="list-style-type: none"> <li>• Championing the policy</li> </ul>
Leaders & Managers	Responsible for: <ul style="list-style-type: none"> <li>• Communicating policy to all staff</li> <li>• Adhering to policy</li> <li>• Addressing issues</li> </ul>
Global Center of Competence	Responsible for: <ul style="list-style-type: none"> <li>• Reviewing policy</li> <li>• Communicating policy worldwide</li> <li>• Advising and assisting leaders and managers in addressing issues</li> <li>• Providing regular training / awareness in relation to gender equality</li> </ul>
All Employees	Responsible for: <ul style="list-style-type: none"> <li>• Adhering to policy</li> <li>• Attending regular training / awareness programs</li> </ul>

# Definitions

## Gender Equity

Gender equity is the process of being fair to all genders in decision making and the provision of resources and the addressing of imbalances. Gender equity recognizes that within all communities, all genders have different benefits, access to power, resources and responsibilities.

## Gender Equality

Gender equity leads to gender equality, where there are equal rights, responsibilities and opportunities for all genders.

## Direct Discrimination

Takes place when a person is treated less favourably than others (in the same circumstances) on the grounds of age, disability, sex, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, e.g. turning down a female applicant because she has children or is married is direct sex discrimination.

## Indirect Discrimination

is when a condition or requirement is applied which adversely affects one particular group more than another and cannot be strictly justified in terms of the requirements for performing the job, e.g. setting an age limit of between 18 and 30 without good reason may be a form of indirect sex discrimination because it is more likely that women would have family commitments meaning that fewer women than men could comply.

## Review



RHI Magnesita will regularly review the progress of diversity and gender equality initiatives and communicate our results transparently. We will hold ourselves accountable for the effective implementation of this policy and continuously seek opportunities for improvement. We undertake a formal review of this policy at least once every three years and to communicate changes organization-wide. Responsibility for this lies with the Global Head of P&C Competence Center.