

## **EQUALITY AND NON-DISCRIMINATION POLICY**

**(article 24º nº 4 of the Labour Code, “LC”)**

*The Policy of Equality and Non-discrimination of **Groupe GM Cosmética Portugal** is materialized in principles and guidelines where values and benchmarks of action are built which include a clear guideline for prohibition in any way or manner, direct or indirect discrimination and the right to equal access to employment and at work.*

- **Concepts on the subject of equality and non-discrimination**

**a)** Direct discrimination - whenever, due to a factor of discrimination, a person is submitted to a less favorable treatment than the one that is, has been or will be given to another person in a comparable situation;

**b)** Indirect discrimination - whenever an apparently neutral provision, criteria or practice is likely to place a person, by reason of a discriminatory factor, in a position of disadvantage compared to others, unless that provision, criteria or practice is objectively justified by a legitimate aim and the means to achieve it are adequate and necessary;

**c)** Equal work – the one in which the functions performed at the service of the same employer are equal or objectively similar in nature, quality and quantity;

**d)** Work of equal value - work in which the functions performed at the service of the same employer are equivalent, considering the qualification or experience required, the responsibilities assigned, the physical and mental effort and the conditions in which the work is carried out.

It is considered discrimination the mere order or instruction with the intention to do harm in someone based on a factor of discrimination.

### **1) Prohibit any direct or indirect form of discrimination**

All employees must act fairly, rejecting any situation and any form of discrimination, regardless of age, gender, sexual orientation, marital status, family status, genetic heritage, physical condition, nationality, ethnic origin, religion, social origin, language, race, colour, disability, education, economic or social condition, political or ideological orientation or trade union membership, irrespective of their hierarchical level or function.

**Groupe GM Cosmética Portugal** assures that workers have the right to equality:

- a) In opportunities and treatment in employment, training, career promotion and working conditions, not being able to be privileged, benefited or harmed by reason of ancestry, age, sex, sexual orientation, gender identity, marital status, family or economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, race, place of origin, language, religion, political or ideological convictions and union affiliation, and **Groupe GM Cosmética Portugal**, as an employer, with regard to these factors, shall not and will not practice any type of discrimination, direct or indirect (articles 24 and 25 of the LC).
- b) Professional training actions, preference should be given, whenever justified, to workers belonging the underrepresented sex, if the profession or function to which they are directed is exercised predominantly by workers belonging to one of the sexes (art. 30º n.º 3 of the LC);
- c) In working conditions, in particular with regard to remuneration, that is, for carrying out equal work or work of equal value, the salary must also be equal (art. 31 of the LC);
- d) In the granting of any leave, layoffs and absences, related to the protection of parenthood (paternity and maternity), which cannot justify any type of differences in remuneration (article 31, paragraph 4 of the LC).

**Groupe GM Cosmética Portugal** shall not and will not practice any type of discrimination, direct or indirect, within the scope and in violation of the identified rights.

## **2) Equal access to employment and at work**

**Groupe GM Cosmética Portugal** is assertive and fully focused on impartial, fair, and equal treatment when it comes to opportunities for access to employment, as regards selection criteria and conditions of employment, as well as at work, where there is appreciation of employees and a constant search to provide development opportunities.

The management of employees is oriented towards achieving the best performances, stimulating personal development and enhancement, motivating, and ensuring support whenever necessary. The remuneration of employees is defined exclusively according to their category and career path and degree of achievement of the established objectives, fully respecting the wage ratio of 1:1 between men and women with similar functions and level of responsibility.

Behaviour based on discriminatory factors that, in particular cases, is considered a justifiable and decisive requirement for the exercise of the professional activity, given the nature of the activity in question or the context in which it is carried out, and provided that the objective is legitimate and the requirement proportional, does not constitute discrimination. (art. 25º n.º 2 of the LC).

Differences in treatment based on age that are necessary and appropriate for the achievement of a legitimate objective, namely employment policy, labour market or professional training are allowed (art. 25º n.º 3 of the LC).

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*Mani (B) da Neiva*