



Gender equality and diversity policy with regard to the Bank's employees, including Members of the Supervisory Board, Members of the Management Board and persons holding key functions at Bank Polska Kasa Opieki Spółka Akcyjna

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Chapter I Policy Subject Matter and Definitions

- § 1. This Policy defines a strategy for managing diversity of the Bank's employees, including diversification in relation to the selection of Members of the Supervisory Board, Members of the Management Board and Key Function Holders at the Bank, as well the guidelines aimed at ensuring that the Bank's employees are able to manage their career, achieve success, and assess their work on the basis of individual achievements, regardless of gender.
- § 2. The terms used in these this Policy shall have the following meaning:
- 1) **Bank** - Bank Polska Kasa Opieki Spółka Akcyjna,
 - 2) **Key Function at the Bank** – positions of Bank Employees considered to be Key Functions at the Bank within the meaning of the Selection and Suitability Assessment Policy,
 - 3) **Policy** - this Gender equality and diversity policy with regard to the Bank's employees, including Members of the Supervisory Board, Members of the Management Board and persons holding key functions at Bank Polska Kasa Opieki Spółka Akcyjna,
 - 4) **Selection and Suitability Assessment Policy** – Policy of selection of candidates for the function of a member of the Management Board and Key Function Holders and assessment of the suitability of proposed and appointed members of the Management Board, Supervisory Board and Key Functions Holders at Bank Polska Kasa Opieki Spółka Akcyjna,
 - 5) **Bank Employee** – a person who has an employment relationship, order performance, or another legal relationship of a similar nature with the Bank, including Members of the Management Board and the Supervisory Board of the Bank,
 - 6) **Succession Plan Procedure** - a procedure regulated in the Bank's separate internal regulations aimed at defining standards for the preparation and updating of the Bank's succession plans, which are designed to provide continuity of employment, in particular of persons holding key positions at the Bank,
 - 7) **Supervisory Board** - the Supervisory Board of the Bank,
 - 8) **Gender equality** - a situation where the Bank's employees have equal opportunity in terms of career management, achieving success, and assessment of their work on the basis of individual achievements, regardless of gender,
 - 9) **Diversity** – differences between persons resulting from e.g. gender, education, age, professional experience, geographical origin, and other characteristics,
 - 10) **Management Board** - the Management Board of the Bank.

Chapter II

Diversity Strategy

- § 3. The Bank treats Diversity as one of the attributes of organisational culture, allowing to achieve strategic objectives in a changing market environment and diversified customer preferences.
- § 4. Through implementing the Diversity Strategy, the Bank strengthens innovation and comprehensiveness resulting from balanced and objective views shaping the organisation.
- § 5. The aim of the Bank's Diversity Strategy is to ensure high quality performance of tasks by the Bank's employees, including the selection of competent persons to perform functions on the Supervisory Board, Management Board and Key Functions at the Bank, applying first of all objective substantive criteria and taking into account the benefits arising from Diversity.
- § 6. With regard to substantive criteria, the Bank's Diversity Strategy ensures the selection of persons with different knowledge, skills and experience, adequate to their functions and duties, which are performed at the level of the entire composition of the Management Board/Supervisory Board.
- § 7. The Bank's Diversity Strategy covers and exploits differences which, in addition to knowledge, skills, and professional experience, result from the field of education, geographical origin, gender, and age in order to achieve the best results.
- § 8. In order to ensure sufficient gender diversity in the Management Board and the Supervisory Board, the Bank will strive to achieve the 10% ratio as the target minimum value of participation of representatives of each of the two sexes in the Management Board and the Supervisory Board. The Bank shall each time strive to achieve this indicator at the earliest possible date, but not earlier than the end of the term of office of the Management Board and the Supervisory Board, respectively.
- § 9. The Bank shall strive to achieve the target value of the gender participation underrepresented in the Management Board and the Supervisory Board referred to in § 8 using the available tools – specified, inter alia, in § 10 and § 14 and to the extent permitted by generally applicable provisions of law – without prejudice to the functioning and suitability of the Management Board and the Supervisory Board.
- § 10. Diversity Strategy in regards to the selection of Members of the Supervisory Board/Management Board/people performing Key Functions at the Bank is pursued through the following processes:
- 1) **Selection**, in accordance with the provisions of the Selection and Suitability Assessment Policy,
 - 2) **Suitability Assessment**, in accordance with the provisions of the Selection and Suitability Assessment Policy,
 - 3) **Succession**, in accordance with the Succession Plan Procedure.
- § 11. The selection of candidates for members of the Management Board and Key Function Holders shall be based on uniform standards for the acquisition and evaluation of Candidates.

§ 12. 1. The Suitability Assessment covers professional qualifications and reputation requirements and other criteria – detailed in the Selection and Suitability Assessment Policy.

2. Individual qualifications of individual Members of the Supervisory Board/ Members of the Management Board should complement each other in such a way as to ensure an appropriate level of collegial supervision of the Bank/ management of the Bank, which is verified as part of collective suitability assessment.

§ 13. As part of succession planning, a high level of qualification of successors shall be ensured by verifying the suitability of successor candidates during the process of preparing succession plans, taking into account the following criteria: professional qualifications (including education and professional experience), reputation, additional management criteria and skills, results of periodic evaluation, and training and development activities.

§ 14. The Diversity Strategy is also implemented through the guidelines on Gender Equality described in § 15.

Chapter III

Gender Equality Guidelines

§ 15. The following guidelines on Gender Equality shall apply to all HR processes and decisions implemented/taken at the Bank:

- 1) striving for representation of both genders in external recruitment processes by preparing lists of recommended candidates including at least one candidate of each gender;
- 2) seeking to ensure representation of both genders in internal recruitment processes, by drawing up lists of recommended candidates for a given post, which contain at least one candidate of each gender,
- 3) eliminating discriminating criteria in relation to gender while preparing job offers and descriptions;
- 4) informing external partners acting in recruitment and training areas (temporary work agencies, employment agencies, labour agencies, public labour agencies/offices, head-hunting agencies) about the scope and content of the Bank's policy and involvement in the implementation of the policy goals;
- 5) assuring equal professional development opportunities to all Bank employees (training, coaching, mentoring, and other development actions at work) of any gender, accounting for professional duties, effectiveness, professional potential in accordance with the Bank's organisational needs, standards, and criteria defined in separate internal regulations;
- 6) ensuring equal treatment of the Bank's employees in terms of remuneration and additional benefits, regardless of gender, in accordance with the Remuneration Policy of Bank Polska Kasa Opieki Spółka Akcyjna and generally applicable provisions of law in this regard;
- 7) promoting balance in professional and private life of employees by taking advantage of possibilities provided for in relevant regulations in this field and such available facilities like:

- a) offering flexible working models (part-time employment, etc.) in a manner consistent with the applicable provisions of law, in particular the provisions of labour and social security law and internal regulations, taking into account business and organisational requirements and needs,
 - b) supporting employees during and after long-term absence (e.g. after parental leave, unpaid leave, sickness, and any other long-term absence) by avoiding discrimination during and after long-term absence, enabling employees to remain in contact with the company during long-term absences, and facilitating return after a long-term absence in accordance with applicable law, in particular: labour and social security law and internal regulations of the Bank,
- 8) incorporating issues related to gender equality in training programmes, including, without limitation, those addressed to management staff, adaptation programmes and other forms of training and communication.

Chapter IV Final provisions

- § 16. Information on the Policy applied by the Bank is available on the Bank's website, in the Corporate Governance section.
- § 17. Nothing in this Policy affects the rights or obligations arising under the law.
- § 18. In matters not regulated in the Policy, generally applicable provisions of law and separate internal regulations of the Bank shall apply.