

Diversity & Inclusion Policy



22/12/2023



Human resources department

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1. Introduction

This policy outlines HTL Group commitment to Diversity and Inclusion (D&I), in alignment with the company's Values (Excellence, Pioneering Spirit, Responsibility, Team Spirit), Code of Ethics and Corporate Social Responsibility strategy.

HTL Group is committed to fostering a work environment and culture that values difference, is fair and equitable, and is enriched by being diverse and inclusive.

Diversity refers to what makes us different and is about bringing together a workforce of unique individuals, including but not limited to origins (ethnicity, national...), religion, sex, sexual orientation, age, disability, beliefs, belonging in political or trade union group or background.

Inclusion means that we embrace and incorporate differences creating and fostering a place where every employee feels they can be themselves, they are welcome, heard, valued and given an opportunity to thrive.

Diversity & inclusion affect our people and the society, solve clients' problems and achieve good business outcomes. Indeed, it helps us to:

- Take into account the needs and interests of diverse stakeholders
- Innovate better by leveraging on different points of views, skills and experiences
- Build a strong team because of our ability to attract, engage and retain diverse talent
- Be in tune with and adapt to different societal expectations

2. HTL's commitment as an organization

2.1. ZERO tolerance of discrimination, bullying & harassment

We do not tolerate discrimination* at all including on the grounds of age, disability, marriage or civil partnership, pregnancy or maternity, ethnic origin, nationality, religion or belief, gender or sexual orientation.

We do not tolerate intimidation, bullying or harassment of any of our employees.

We are fully committed to eliminating any kind of these practices in the workplace.

** pay and benefits, employment terms, dismissal, leave, request for flexible working, selection for employment, promotion, training or other developmental opportunities...*

2.2. Hiring practices & professional evolution

We commit to hire people with a variety of profiles at all levels and in all professions (leadership, projects, operational, technical, etc.). Having an environment where everyone can aspire to reach their full potential is very important and by providing the right support and equal opportunities, we will aim to guide people to succeed.

Our recruitment partners are briefed on our diversity and inclusion policy, and we will not work with recruiters who are not adhering to these values.

2.3. Compensation

We believe that compensation practices must be fair, equitable and unbiased, as it is a crucial aspect of the employee experience, impacting individual's financial security, career trajectory, and overall well-being.

We aim to address and correct any unfair compensation disparities across our diverse employees.

2.4. Working conditions

We are committed to make the necessary work adjustments to accommodate varying needs and take into account mental or physical disabilities, cultural, religious or family differences...that do not present an undue hardship to the way we operate.

2.5. Training & education

We are engaged to make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their competencies can be fully used to maximize the efficiency & growth of the organization.

We take proactive steps to ensure that everyone understands HTL approach to diversity and inclusion and supports us in building the right working environment. We will ensure regular D&I training and information.

2.6. Communication

HTL is committed to creating an environment where individual differences and the opinions of all our staff are heard.

HTL will continue to improve the internal communication channels to enable employee engagement including regular employee engagement survey, at least once a year.

HTL undertakes to ensure compliance with our D&I Policy, Code of Ethics and values.

3. HTL's expectations: D&I is everyone's responsibility!

3.1. The responsibility of our employees

Treat others with dignity and respect at all times.

Raising the alert and acting at their level to change inappropriate behaviors and biases, starting by learning their own individual unconscious biases.

Actively participate in HTL's diversity and inclusion initiatives.

3.2. The responsibility of our managers & leaders

- Role-model D&I behaviors in the work environment and with their teams, which means building diverse teams, soliciting and valuing different opinions in their teams.
- Lead the way in creating a safe environment where employees know their contribution, and views are valued, and improve working practices to support these aims.
- Ensure that any employment decision is free from any discrimination and that decisions are made objectively on the basis of competence.
- The responsibility of our suppliers and partners to stick to the same values and principles.
- Address directly and immediately behavior that is inconsistent with the D&I policy and escalate any discrimination they witness to management and/or HR.

Example of behaviors we adopt:

- *Always treat one another with respect, even when we disagree,*
- *Be mindful of excluding our colleagues ever indirectly,*
- *Never behave in a threatening or aggressive manner,*
- *Speak honestly and avoid words that are intended to upset or offend others.*

This is not exhaustive but we want our employees to work in this spirit !

4. Our disciplinary, reporting and grievance procedures and sanctions.

All HTL Group employees must comply with the principles and expectations of this Policy.

Consistent with our Code of Ethics, HTL Group complies with the laws of each country we do business. Each company's employees must comply with the applicable local equal opportunity laws and regulations which govern the business activities that they engage in. If local law contains requirements that would conflict with this Policy, local law must be adhered to.

Any breaches of our D&I Policy along with all complaints will be dealt seriously, promptly and confidentially.

Employees who are found to have engaged in discrimination, harassment, or bullying, will be subject to appropriate disciplinary action, up to and including termination of employment.

HTL will not tolerate threats or acts of retaliation of any kind against any individuals because they report conduct reasonably believed to violate this Policy, or in good faith provide information in connection with a report or investigation of any such conduct.

If an employee believes that he/she or another individual has been subjected to conduct not in line with the D&I Policy, the employee is urged and expected to report the relevant facts promptly to their Manager and/or Human Resources and/or a HTL COMEX member and / or the HTL Group Ethics Officer (ethique@htlbiotech.com)

HTL Group also offers a confidential external phone line according to its "Whistleblowing procedure" that can be contacted at the N° +33 9 73 79 55 10 or by mail : htl@alert-online.fr