

	Title:	Diversity & Inclusion Policy CIF NEE Region	Revision number :	2018.0
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Diversity & Inclusion Policy North East Europe Region

Our commitment to diversity & inclusion

Bureau Veritas is a global company and our people come from a huge range of cultures and experiences. Wherever we operate and across every part of our business, we strive to create an inclusive culture in which differences are recognized and valued.

We believe all our people should be treated fairly and have access to equal opportunities, regardless of their status, gender, religion, ethnics, culture, sexual orientation, beliefs and values.

To attract, recruit, develop and retain the best people at all levels of our organization we are committed to respect and embrace talents and work to support a culture that is inclusive and reflective of our vision and values.

By bringing together people from diverse backgrounds and giving each person the opportunity to contribute their skills, experience and perspectives, we are able to deliver the best results to the challenges we are facing in our markets, delivering best services to our clients and deliver sustainable value to our stakeholders.

This applies to

All Bureau Veritas employees in all countries of the North East Europe.

The meaning of diversity in Bureau Veritas

- Embracing workforce diversity in terms of age, gender, race, national or ethnic origin, religion, language, political mindset, sexual orientation and physical ability
- Valuing diversity of perspective in leverage the diverse thinking, skills, experience and working styles

- Supporting a flexible work environment and organization by providing opportunities for work arrangements that accommodate the diverse needs of individuals at different career and life stages
- Respecting stakeholder diversity by developing strong and sustainable relationships with diverse shareholders, communities, employees, governments, clients and suppliers

The importance of diversity and inclusion

We believe that being a diverse and inclusive organization improves business innovation, business results and helps Bureau Veritas to achieve its vision for future growth. In specific it will help us:

- Make good decisions about how we organize and optimize resources and work by eliminating structural and cultural barriers to working together effectively
- Deliver strong performance and growth by being able to attract engage and retain diverse talents
- Innovate by drawing on the diverse perspectives, skills and experiences of our employees and other stakeholders
- Adapt and respond effectively to changing market and working environments

Workforce Diversity & Inclusion Focus Areas

To ensure we engage more broadly with diversity and inclusion, the following focus areas have been identified. These focus areas recognize diversity and inclusion on all points of the employment life cycle.

1. Recruitment & Selection

Bureau Veritas aims to attract applications from all sections of society and we strive to reflect the diversity of the communities which we operate. We will ensure fair treatment through the whole recruitment process. This includes:

- Checking that the job statements are relevant and not discriminatory
- Ensuring that the wording and images used in job adverts reflect and appeal to all sections of society and comply with law
- Shortlisting only those people whose skills and qualifications most closely match the job statement
- Asking fair, objective and consistent competency based questions at interview

- Keeping records of the recruitment and selection process, including interviews in accordance to local law requirements
- Monitoring recruitment and selection to ensure equality of opportunity through out the process and taking steps to eliminate any discriminatory practices

2. Training

The aim of training is to improve performance in the job, develop skills and to prepare individuals for other roles and responsibilities. Decisions in respect of who is trained and how that training will be facilitated, will be based on individual development needs and not on age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race religion or belief or sexual orientation.

If an employee is disabled, Bureau Veritas will make reasonable adjustments to accommodate individual requirements.

Where possible a range of training options will be used, such as e-Learning and seminars. We will ensure everyone has equal access to training irrespective of disability, locations and hours of work. Training material will aim to reflect in the language and images the diversity of our employees and clients.

3. Promotion and career development

The decision about promotions and career development focus on skills and talents not on assumptions based on age, disability, gender, reassignment, marital or civil partnership status, pregnancy or maternity, race religion, belief or sexual orientation.

Each employee is entitled to have a decent discussion on his/her development. As a standard this discussion is embedded in the yearly performance review process PDP, but can be addressed also directly to HR and/or N+1 on request.

Bureau Veritas strive to post all vacant positions in the region on Success Factor and open it up for internal applications. Each internal applicant is entitled for a formal interview by hiring Manager and/or HR. Independent of the decision each applicant receives a decent feedback about the reasons of the decision taken.

4. Reward and Benefits

No decisions in respect of compensation will be based on assumptions of age, disability, gender, gender reassignment, marital status or civil status, pregnancy or maternity, race, religion or belief or sexual orientation.

Bureau Veritas will systematically and regular check its compensation structure to identify and act on inconsistencies to ensure an equal pay. All positions will be matched to Global Job Catalog and be put into relation to experience, seniority and performance.

5. Responsibilities

The managers in close cooperation with HR are responsible to ensure the policy is translated into daily practice and operations. Each Manager will be responsible to strengthen and ensure diversity and inclusion culture in his/her team.

All our employees are asked to actively participate and contribute to this process of building a diversity and inclusion culture.

6. Employee Concerns

Employee can address their concerns or potential breaches of this policy to their Country Chief Executive, local HR and/or their Employee Representative Committees. Alternatively they can address the topic to the regional Compliance Officer. Each employee has the right his/her request is treated confidentially.

7. Local Law and policies

In case local laws and regulations have higher demands on specific aspects of our HR processes local laws and regulations have precedence for this policy.

Proposal	Verification	Approval
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