

Group Diversity & Inclusion Policy

Introduction and contents

This policy includes group-wide rules and guidance on diversity and inclusion (D&I). These values represent an important part of Systemair's corporate culture. Creating awareness, setting requirements and continuously improving on these topics contributes to Systemair's long term success. Economic growth, profitability as well as providing and maintaining an attractive and healthy workplace are all enabled by D&I.

The contents of this document are:

- Introduction and contents
- Scope of policy
- Diversity & Inclusion at Systemair
 - What is D&I?
 - Key principles for D&I
 - Gender equality plan
 - Metrics for D&I
- Roles and responsibilities
- Communication and education
- Reporting

Scope of policy

This policy applies to all Systemair group companies and for all Systemair's employees.

Diversity & Inclusion at Systemair

What is D&I?

- Diversity – Refers to who is represented in the workforce. The most common one mentioned is gender diversity. Others are ages, ethnicities, nationality, disabilities, religions, cultures and sexual orientations. It also covers people with diverse backgrounds, experiences, skills and expertise.
- Inclusion - How employees experience the workplace and to what extent the organization embraces all employees.

Key principles for D&I

All employees must strive to contribute to a healthy workplace, where Diversity and Inclusion are a critical component. For the sustainable development of D&I, five key principles are particularly important:

- Actively work with creating awareness about unconscious bias and how to reduce the impacts from it – Unconscious bias is automatic associations and reactions in favour of or against one thing, person, or group. It affects how individuals feel and think about others. It can be influenced by our background, personal experiences, societal stereotypes and cultural context.
- Value diversity of mindsets and perspectives – Diversity is not only about visual attributes, equally as important are the differences of personality and ways of reasoning.
- Strive for an open climate that is inclusive and collaborative – To release the power of diversity it requires us to welcome everyone, for them to be themselves, feel supported and dare to make their voice heard.
- Merit-based recruitment and promotion – The recruitment and promotion process must be transparent, non-discriminatory where final selection is entirely based on merits and the candidate's ability to contribute to the Company and have success in the role. Since Systemair believes in diversity as a success factor, awareness of current workforce composition is central when defining the requirements for the role and selection of applicants to interview.
- Provide an inclusive physical work environment – Inclusion is also dependent on the physical work environment and to provide the necessary adaptations for accessibility.

In addition, Systemair's code of conduct specifies requirements on behaviour and values for employees at Systemair. Three non-negotiable codes relate to D&I:

- No employee may be treated differently or receive any special treatment in terms of employment or job tasks because of age, ethnicity, nationality, gender, religion, sexual preference or disability.

- All employees in a managerial position must exercise their leadership based on a position of objectivity.
- Violence or the threat of violence in the workplace, harassment, bullying or similar infringements on employees will not be tolerated. This includes while on business related travel and in client entertainment.

Gender equality plan

A Systemair company with more than 35 employees must have a gender equality plan in place, containing the actions needed for the company to improve. The plan must at least contain the following topics:

- Recruitment and promotion – Ensuring equal opportunities recruitment and promotion process. Including making an effort to reach out to qualified female applicants or search for possible candidates in otherwise male dominated roles, particularly if it is a leadership position.
- Equal pay – Ensuring that work of equal value and experience receives equal pay.
- Awareness – Arranging for workshops and education to create a higher awareness on the topic and why it is important.

Metrics for D&I

Measuring diversity is key to understand our current situation and how we are progressing. Collection of data measuring diversity must be done considering privacy and data protection laws. Systemair strives to measure what is relevant, and possible, to get a complete picture.

Systemair gathers data on:

- Gender diversity – Number of employees per gender (gathered annually) and ratio full-time, part-time and temporary employees per gender (gathered annually)
- Age diversity – Age distribution per gender (gathered annually)
- Gender diversity in managerial roles – Number of employees in leading positions per gender (gathered quarterly)
- Gender diversity in hiring and employees leaving – New employee hires per gender (gathered annually) and employees leaving the company per gender (gathered annually)
- Discrimination and harassment – Total number of incidents of discrimination or harassment, and corrective actions taken (gathered annually)

Roles and responsibilities

This policy is approved by the Group President. It is revised once per year to ensure an up-to-date policy in line with internal and external stakeholders' requirements and expectations. Group Sustainability is responsible for developing and revising the policy.

All employees have a personal responsibility to adhere to this policy. Local Management has extra responsibility to promote this policy and create necessary conditions to follow and monitor compliance.

Communication and education

This policy is available on Systemair's Global Management System and should be read by all who have access to it. If any uncertainties arise after reading, this should be brought up with the individuals immediate manager.

Local Systemair companies must carry out regular trainings for employees on the contents of this policy to improve awareness and knowledge on the topics. New employees should always be given this policy when they start.

Systemair has an e-learning called "Diversity & Inclusion", all employees must complete this e-learning at least once every year.

Reporting

Systemair gathers information in three ways: Annual and quarterly reporting (GRI criteria), internal communication and if necessary, a whistleblower function. Communication is based on one of our core values Trust and the importance of employees reporting and escalating possible irregularities when made aware.

With the annual and quarterly reporting relevant indicators are gathered to give information on progress and provide a transparent view of status for stakeholders.

Through Systemair's whistleblower function employees and partners can provide information while being guaranteed total anonymity. All reports are received and investigated by an external company. Cases can be reported via Systemair's website or Intranet. Cases are reported to Systemair's whistleblowing committee.