

Diversity & Inclusion (D&I) Policy

Normec HR Policy



Normec

Improve Quality. Reduce Risk.



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Our mission

Normec demonstrates care for diversity and inclusion by championing individual uniqueness and fostering a culture of belonging so that everyone can be engaged to the fullest and performs at their best potential.

The Purpose

Research shows that diverse and inclusive workplaces perform better. Employees are likely to be more engaged, creative and innovative, have higher levels of wellbeing, and less likely to take part in unacceptable behaviors such as bullying and harassment.

Diversity and Inclusion (D&I) is essential for Normec's culture, reflecting our values, and in that regard, we are committed to building diversity and inclusion into our daily business. Our Diversity and Inclusion plan for the coming years outlines our commitment to increase workforce diversity and inclusion through a variety of initiatives to increase representation of underrepresented groups, retain emerging talent, and strengthening an inclusive work environment and culture.

The foundation of our D&I plans is around employee connection and education.

Definition

Diversity

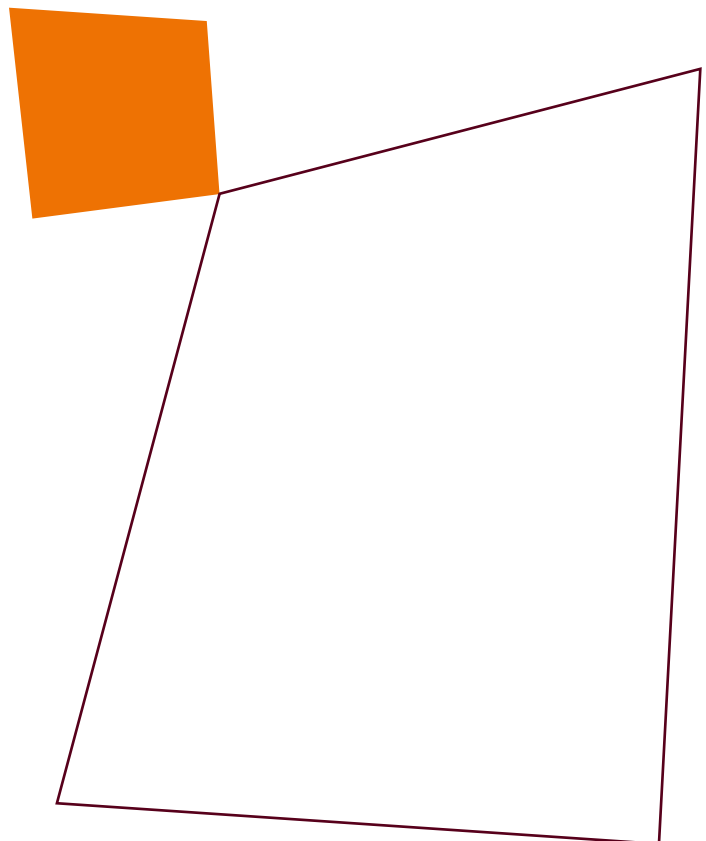
refers to ensuring we employ people from different backgrounds, experiences, thoughts and perspectives to represent the communities we are serving and staying relevant to our members and stakeholders.

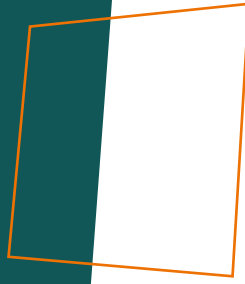
Inclusion

refers to ensuring we are a community that celebrates our diversity and fosters an environment that everyone feels welcome.

Belonging

refers to ensuring that Normec is a place where all employees belong, feel empowered, are engaged and are facilitated to develop to their full potential.





Our focus

Normec is working to diversify its workforce, and has set clear targets around gender as the first priority. In this regard, the company's Diversity and Inclusion plan focuses on three main areas:

1. Increase representation of key diversity groups (with a focus on gender equality)
2. Retain and develop emerging talent
3. Ensure an inclusive culture and leadership

Scope of goals and activities

Our approach to diversity and inclusion will use the following D&I framework.

1. Increase representation of key diversity groups

The company defined strategic focus areas to attract, recruit, develop, promote, and retain a diverse workforce at all levels of the business.

The following targets and key initiatives have been defined:

- Normec aims to fill at least 45% of senior management and leadership positions – including board positions – with female talent by 2027. Normec has signed the SER Diversity Charter on 19 May 2022 to endorse our targets.
- Focus on recruiting an increasing number of employees with a (dis)ability (distance to the labour market). Normec's target is 1% of total employee base across the organisation in 2025.
- Recruiting talent from diverse (ethical) backgrounds.

We develop strategies to recruit talent from diverse backgrounds, targeted to

- setting up our hiring and talent development processes to increase representation of women and minority groups at all levels;
- diversify where we source applicants; request shortlist of candidates to include at a minimum 1 'diverse' candidate such as gender, background, belief or age;
- introducing awareness trainings and webinars such as anti-racism and unconscious-bias training across Normec . In particular, we aim to remove unconscious biases during the interview process;
- attracting diverse talent by openly promoting a diverse and an inclusive business environment (via social media, position posting, career website) as part of the employer branding.

Partners in supporting and driving diversity, such as:

- Emma at Work
- Puce (Isabelle Lebrocqy)
- and other networking including government institutions such as the SER in the Netherlands

2. Retain and develop (emerging) talent

As we are committed to building an agile, diverse and high performing workforce at Normec, it is important to have programs in place that continuously support the development of our employees and encourages engagement of all age groups and backgrounds.

- Provision of resources, training and development opportunities that enable our people to better support each other and contribute to the overall success of the organization.
- Develop an onboarding program to introduce new diverse talent to leaders, in order to promote networking and knowledge sharing.
- Develop our reporting capability to monitor the diversity profile of application and employees over the employment lifecycle.
- Have employee turnover analysis, exit interviews and employee experience surveys in place as part of feedback culture to improve retention and engagement.
- Identify trends from analysis and surveys and remove barriers to workplace participation for employees from key diversity groups.



3. Ensure an inclusive culture and inclusive leadership

Normec is committed to building an inclusive work environment and culture, as it ensures that everyone can participate and has equal access to opportunities for advancement. This is important because Normec wants every employee to feel valued and respected and empowered to contribute their skills and perspectives for the benefit of the organization and business performance. In this respect, the following key initiatives have been defined:

- Improve awareness of diversity and inclusion issues in the workplace;
- Inclusive leadership behaviors; leadership that assures that all team members feel they are treated respectfully and fairly, are valued and a sense of belonging
- Provide ergonomic assessment as required to ensure that employees are able to perform their duties safely and effectively; make the necessary amendments to best support employees ability to work.
- Regular employee surveys to gain feedback on whether the company's efforts are working towards more diversity and inclusivity; and support a feedback culture that brings awareness to items that impact on employee engagement.