



**UNITED PETFOOD**

# **Equality, Diversity & Inclusion policy (D&I)**

Version 2

Approved by the board of directors: 30 08 2024





## **Equality, Diversity & Inclusion policy (D&I)**

### **A policy to raise awareness on and comply with the regulations on D&I practices**

#### **1. Scope of application**

This Equality, Diversity & Inclusion policy (the “Policy”) applies to United Petfood Group BV and each and every subsidiary company of United Petfood Group BV (hereinafter ‘United Petfood’ or ‘We’).

#### **2. Introduction**

United Petfood documents policies to help set out expectations of all staff on what equality, diversity and inclusion means within its organisation, and what their respective roles are in fostering an open and inclusive environment and encouraging their colleagues to speak up and express their views. We want to encourage clients and their companies to have a similar policy in place and to publish it on their website. This would show commitment and allow stakeholders, including the regulators, investors, consumers and employees to hold companies to account.

#### **3. Importance of D&I**

Diversity and Inclusion (D&I) goes hand in hand with creating a great place to work, where employees are equally respected, actively valued and can bring their whole selves to work. United Petfood believes that successful D&I is key to attracting and retaining talent, as well as responding to client challenges through creative problem solving, powered by diversity of thought. Put simply, D&I is a business imperative.

#### **4. How does United Petfood define D&I**

We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

The terms equality, inclusion and diversity are at the heart of this Policy, which United Petfood defines as follows:



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- **Equality:** Ensuring everyone has the same opportunities to fulfil their potential free from discrimination. Providing all employees with the same amount of support and resources, regardless of their demographic and therefore not taking into account factors which may have resulted in uneven distribution of resources.
- **Diversity:** The celebration of individual differences amongst the workforce. A commitment to 'diversity of thought' by bringing together a range of different styles of thinking among the members of a group. Factors leading to diverse thinking include but are not restricted to: gender, race, sexual orientation, age, socio-economic background, religion, disability, marriage and civil partnership, pregnancy and maternity, political affiliation or personal beliefs.
- **Inclusion:** Ensuring everyone feels comfortable to be themselves at work, feels the worth of their contribution and beliefs in being accepted and valued for being their "authentic self". An organisational effort and practice where individuals with different backgrounds are equally treated and able to participate fully, including being able to speak freely without fear. Inclusion is a sense of belonging, where all individuals views and contributions are valued. Inclusion creates an environment where diversity can thrive.

These definitions frame our understanding and approach in creating a workplace which fosters diverse ways of thinking and ensures we unlock the best from all our employees, in an environment where they feel empowered to bring their authentic selves to work.

### **5. Purpose of this Policy**

We recognise that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedure, we have made the decision to adopt a formal Policy. Breaches of the Policy will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.

The purpose of this Policy is to outline United Petfood's approach to the topic of Equality, Diversity and Inclusion, including the objectives set, the strategy we have chosen to meet these goals, and which internal monitoring processes are in place to ensure we make good on our commitment and do so in an ethically sound manner.

We will ensure that the Policy is circulated to any agencies responsible for our recruitment and a copy of the Policy will be made available to all employees and



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made known to all applicants for employment, to make clear this is a topic we hope everyone at United Petfood will champion with us.

The Policy will also be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

This Policy will be reviewed regularly to ensure it evolves as we get closer to our objectives and to reflect the changing nature of D&I discussions in the world today.

### **6. D&I objectives**

The aim is to ensure no job applicant, employee or worker is discriminated, either directly or indirectly, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation or any other reason. For more information, please consult our [Anti-Discrimination, Anti-Harassment and Equal Opportunities Policy](#).

We have set ourselves some clear objectives which we aspire to reach. These objectives reflect our ambition in D&I and allow us to remain accountable in our efforts to continuously improve in this area and measure our progress along them.

These objectives are as follows:

- To have a workforce composition which reflects the customers that we serve.
- To maintain the reputation, we have built as a diverse and inclusive employer.
- Ensuring that decision makers at all levels reap the benefits of diversity of thought.
- Integrate diversity & inclusion considerations at every stage of the employee lifecycle.

Besides objectives, we have some expected behaviours which we expect to see at United Petfood:

- Actively seek opportunities to introduce different perspectives into our teams.
- Questioning our own assumptions to examine any biases and work to remedy them.
- Being accountable for mistakes and open to feedback on behaviours.
- Taking initiative in creating an even more inclusive workplace, impact happens at all levels.

We believe these goals reflect our ambition to be the employer of choice in the petfood industry and will take us a long way in becoming a more equitable and empowering business.



## 7. Strategy to meet those goals

To meet these objectives, we have developed a D&I strategy which outlines actionable initiatives we are taking to reach our ambition. We have chosen to use the employee lifecycle as a framework for implementing D&I initiatives, see figure here below. This will ensure that we consider how diverse talent can be promoted and an inclusive environment created all the way from attracting talent, through recruitment and development to exit.



### a. Attraction, recruitment and selection

The recruitment and selection process is crucially important to any equality, inclusion and diversity policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this Policy.
- Job descriptions, where used, will be revised to ensure that they are in line with this Policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to advertising vacancies.
- We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are still related to the job requirements and do not unlawfully discriminate.
- Short listing and interviewing will be carried out by more than one person where possible.



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- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English or applicable national language required for the safe and effective performance of the job.
- Selection decisions will not be influenced by any perceived prejudices of other employees.

### **8. Monitoring**

Besides implementing initiatives, this strategy includes monitoring our progress on D&I, from conducting a baseline assessment of where we stand now, to outlining some key performance indicators which we will measure annually across all divisions/levels/entities to get a clear sense of how we are progressing. We will maintain and review the employment records of all employees in order to monitor the progress of this Policy. Such monitoring may involve:

- the collection and classification of information regarding race in terms of ethnic/national origin and sex of all applicants and current employees.
- the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants.
- recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this Policy. Consideration will be given, if necessary, to adjusting this Policy to afford greater equality of opportunities to all applicants and employees.

### **9. Roles and responsibilities**

Management team will have responsibility for ensuring United Petfood remains on track to meet its objectives and that the strategy is regularly reviewed. The Board will be responsible for holding management to account for promoting diversity and an inclusive culture that fosters open exchanges of ideas, constructive debate and sound decision-making. The Board also has responsibility for setting the D&I strategy and policy and overseeing its progress.



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Senior employees will receive sufficient training in the application of this Policy to ensure that they are aware of its contents and provisions. We believe that real transformation occurs from engagement at all levels.

## **10. Related policies**

Creating a diverse and inclusive work environment goes hand in hand with good conduct and governance. This Policy should therefore be viewed in conjunction with our other governance policies: Employee Code of Conduct, Whistleblowing, Anti-Discrimination, Anti-Harassment and Equal Opportunities Policy.

Where a United Petfood subsidiary has implemented a local Diversity & Inclusion policy, the policy with the most stringent requirements shall take precedence.

## **11. Governance - Roles - Responsibilities**

The General Manager is responsible for implementing and monitoring this Policy at the relevant subsidiary under its supervision. This includes ensuring that all operations/activities align with the Policy's objectives and that employees comply with its guidelines. Severe violations of the Policy should be reported to Group Management, and if necessary, to the Board of Directors.

## **12. General**

This Policy takes effect on September 1<sup>st</sup>, 2024 and replaces all previous Equality, Diversity & Inclusion policies at group level.

United Petfood reserves the right to amend this D&I Policy as it deems necessary.