



TAKA'S DIVERSITY AND INCLUSION POLICY – D&I

10/01/2024

Approved by the **D&I Committee**

Data verifica: 09/01/2024



SUBJECT

This document outlines the principles and guidelines for Diversity and Inclusion (hereinafter referred to as D&I) at Taka Srl. The purpose is to promote the integration and implementation of D&I culture into processes and daily activities. Taka has adopted a Code of Ethics and a Sustainability Report, as well as various internal company policies aimed at guaranteeing and protecting Human Rights. Moreover, the company is committed to ensuring the well-being of all employees and improving their working conditions, actively promoting the dissemination of principles outlined in national and international regulations.

DEFINITIONS

- **Diversity:** Any type of difference existing among people (cultural, physical, psychological, etc.); it is the presence within the company of a heterogeneous workforce, which may relate to age, gender, abilities, culture, sexual orientation, as well as religion.
- **Inclusion:** Opportunities to make one's voice heard and develop a sense of belonging. Everyone has the same opportunities.

GENERAL PRINCIPLES

Taka places great importance on its human capital and is committed to ensuring management based on the respect of certain values, in particular the principles of fairness, integrity, and respect, to value and protect its people, both in internal relations and in relations with stakeholders. The promotion and implementation of a D&I culture and practices are fundamental to driving and managing change and innovation.

Taka embraces and firmly believes in the following principles:

- *believes in a culture founded on respect and the valuing of diversity and equal opportunities in all respects; therefore, supports multiculturalism in all activities.*
- *promotes the value of individuals without distinction of social origin, religion, political beliefs, gender, age, physical or mental abilities, identity, or sexual orientation, adopting human resources management aimed at guaranteeing equal opportunities in professional access and growth.*
- *promotes and encourages equal treatment at all professional levels, fostering the development and enhancement of individual potential.*
- *condemns and fights against any form of harassment, whether physical, verbal, or sexual.*

Therefore, this policy identifies and defines the purposes, objectives, and best practices adopted by Taka to encourage an inclusive, equitable, and open work environment for all, regardless of any form of diversity.

POLICY RECIPIENTS

This policy applies to all employees, permanent staff, and candidates going through the recruitment process to join Taka Srl.



GENDER EQUALITY POLICY

This policy requires the adoption and implementation of internal measures and processes to ensure an inclusive and equitable workplace, valuing all resources and preventing any form of discrimination.

- ✚ Culture: Identifying and addressing cultural, organizational, and relational barriers preventing full workplace inclusion, and implementing measures such as internal and interdepartmental mobility to enhance talent utilization, job retention, and prevent mobbing.
- ✚ Language: The use of respectful and inclusive language, both internally and externally, in all forms (verbal, formal, and informal) and in all means of communication (e-mail, chat), taking into account the subjective perception of each individual employee.
- ✚ Training: Taka promotes diversity and inclusion in designing and delivering technical, managerial, and executive training, offering all personnel professional development opportunities without any discrimination based on diversity factors or stereotypes.
- ✚ Work-Life Balance: Internal policies are adopted to promote work-life balance for all employees, regardless of gender, contractual relationship, ethnicity, religion, or personal circumstances. Taka believes that valuing diversity and creating an inclusive environment can be guaranteed by recognizing flexible work arrangements, taking into account the tasks performed. Therefore, Taka is committed to the principle of work-life integration for each individual.
- ✚ Parenthood: Initiatives are adopted to support shared parental responsibilities and remove potential barriers, including those related to maternity leave and career development.
- ✚ HR Policies: Professional development is promoted by valuing individual talent through tailored growth paths that respect diversity and inclusion. These paths are open to all, based on merit, taking into account the role, responsibilities, performance evaluation results, and aligning with the company's needs.
- ✚ Compensation Policies: Taka is committed to fair and performance-driven compensation and career development, promoting gender equality to increase opportunities for women in leadership positions. Pay is determined based on performance and qualifications, regardless of gender or other diversity factors.
- ✚ Communication: Taka pursues gender equality in all its communications, values diversity, and supports women's empowerment. Internal communication processes, which refer to all activities aimed at engaging people through Taka's institutional channels, both physical and digital, across all functions, have the objective of ensuring the dissemination of inclusive strategies to consolidate an organizational model based on respect and the valorization of diversity, promoting the D&I initiatives made available by Taka.



DIVERSITY & INCLUSION POLICIES

At Taka, diversity is seen as a valuable asset that must be protected and encouraged through concrete actions in all organizational and management processes, through inclusion and the valorisation of individual differences; diversity is a source of enrichment because it creates new ideas and multiplies the possibility of identifying different solutions: people with different experiences, skills, and backgrounds bring a wealth of perspectives.

- ✚ **Sexual Orientation:** Taka is committed to overcoming all stereotypes, discrimination, and prejudice, creating an environment where everyone can fully express themselves. The company is dedicated to combating gender-based violence and, in compliance with legal obligations regarding the management of reports of misconduct, has chosen to adopt a dedicated platform for reporting illegal conduct and non-inclusive behaviors.
- ✚ **Generational Diversity:** The company recognizes and values strategies aimed at developing and managing the needs of different generations within the organization; attention is focused on various elements: from the chronological and professional age of workers, to the search for effective and efficient methods for their development, considering different knowledge and skills, both hard and soft.
- ✚ **Disability:** Taka recognizes equal opportunities for all employees regardless of cognitive, motor or sensory disabilities; therefore, it is committed to implementing concrete measures to promote the inclusion and integration of people with disabilities, valuing their talents and skills.
- ✚ **Interculturality:** Referring to the principles outlined in the Code of Ethics regarding the value of integrating different cultures and experiences, the company is committed to fostering a system of diverse cultures within its workforce, promoting an intercultural vision open to dialogue and focused on cooperation and social organization, with the aim of facilitating coexistence among people from different cultures.

MONITORING

To verify and monitor the level of inclusion and equal opportunities, as well as the perception of these within the organization, a specific D&I office has been established for reporting any situations of discrimination or harassment, as well as for proposals and requests for improvement. Furthermore, Taka undertakes to:

- conduct specific internal and anonymous surveys;
- make the platform <https://private.mygovernance.it/mygovernance/auth/login> available to all employees to report and denounce any discriminatory, non-inclusive, harassing or any other behaviours deemed incorrect and unlawful;
- have an Internal Oversight Body in accordance with Legislative Decree 231/01;
- publish this policy on the website taka-adhesives.it; it will also be disseminated internally through institutional channels."