

JACOBS ITALIA S.p.A.	MANUAL UNI:PDR 125:2022 GENDER EQUALITY PROTOCOL	Sec.05 Rev. 1 of 4.09.2023	Jacobs
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**GENDER EQUALITY POLICY
AND ANNEXES**

Rev.	Data	Motivation
1	04.09.2023	Verification of system implementation in accordance with UNI / PdR 125: 2022 and rev.

Rev.	Data	Description	Prepared	Issued	Approved
0	17.07.2023	Emission	Human Resources	Human Resources	General Management
1	04.09.2023	Revision	Human Resources	Human Resources	General Management

**WITH THE COLLABORATION OF
STEERING COMMITTEE**

The purpose and efforts of our organization

Jacobs Italia is committed to create and live in an inclusive and diverse environment.

The Company strongly believes that people's well-being is critical to success and that this action will bring growth at company and team level, therefore, it is in its interest to promote inclusive diversity and continue to promote a workplace without discrimination.

Jacobs Italia is driven by a deep commitment to safety, ethics, integrity and inclusion.

People are placed at the centre of the organisation's activity. We have an unparalleled focus on inclusion with a diverse team of visionaries, thinkers and practitioners. We embrace all perspectives, working together to make a positive impact.

We commit ourselves to respect the human rights and human dignity and participate in the United Nations Global Compact. We provide training and awareness-raising activities related to the respect of Human Rights among employees and towards our stakeholders.

Jacobs is committed to respect the fundamental principles also expressed in its Code of Conduct (*JJ-CE-PL-9000-JJ-H-0*) in the Human Rights Policy (*JJ-SP-PL-0002-JJ*), for these reasons it treats people with respect and dignity; is committed to promote a work environment free of harassment and discrimination; lives inclusion and promotes diversity in the workplace; prohibits forced labor, object of exploitation and child labor; hires resources according to defined ethical principles and promotes pay equity; recognises the freedom of workers to join or not join a trade union, and to apply collective bargaining when represented by a legally recognised trade union; promotes health and safety at work; It is committed by operating with the desire to improve itself also by listening to the concerns and needs of the company people.

At Jacobs, we understand that "inclusion" is a verb, not a noun. It means being transparent and acting on our statements, commitments and initiatives that drive meaningful and measurable change both in our company and in the communities we serve.

It means creating a workplace where our differences are accepted and celebrated to bring the innovative and extraordinary solutions that customers demand from us. It means creating a culture of belonging in which everyone can thrive, a culture we call TogetherBeyondSM.

In this context, the vision and mission of the organization on I&D and Gender Equality issues are included.

JacobsItalia's vision: to be the employer chosen and recognized globally to attract diverse talents where inclusion is the differentiator.

The mission is to create an environment in which the people feels they belong and in which they can celebrate their uniqueness regardless of gender.

The Company is committed to provide equal opportunity and fair treatment to all individuals on the basis of merit, without discrimination based on race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, veteran status or other characteristics protected by law as it firmly believes that this action will bring growth at company and team level.. For these reasons it is in the interest of the organization to support inclusive diversity and continue to promote a workplace without discrimination, identifying gender equality as the core of a project of continuous growth and improvement.

The organization believes that, through gender equality, collaborative and performing teams will be created that will deliver revolutionary ideas and results. and develop innovative and culturally relevant solutions.

As established in the scope of the management system referred to the UNI PdR 125: 2022 Protocol, it is intended to ensure gender equality regarding the presence and professional growth of women in the organization. In this sense, we want to value the diversity present in the roles that operate in the organization and maintain processes capable of developing female empowerment in business activities.

Jacobs believes that the development of a cultural model promoting gender equality, as well as creating "social value" appreciated in the European institutional economic context, constitutes a development factor for the business that the organization conducts.

For these reasons, Jacobs Italia is committed to:

- ⇒ create an environment where the uniqueness of each person is celebrated and in which the contribution of each team member is recognized and valued;
- ⇒ ensure that everyone is treated with dignity and respect, not tolerate any form of intimidation, bullying, harassment, including sexual harassment or ill-treatment of employees in the workplace or in work situations, and to issue disciplinary sanctions against those who violate these policies;
- ⇒ encourage anyone who feels they have been subjected to such intimidation, discrimination, harassment or ill-treatment to raise their concerns and feel protected from any potential form of retaliation;
- ⇒ Regularly review all policies and procedures in terms of recruitment and development so that equity is always maintained.

Consequently, all decisions relating to selection, recruitment, promotion, salary policies, decisions concerning employee development, such as training, and everything related to working conditions, are considered regardless of age, ethnicity, colour, gender, geographical origin, religion, disability, sexual orientation and gender identity.

We are opposed to all forms of discrimination.

All members of the working population, regardless of whether they are part-time, full-time or temporary, are treated fairly and respectfully. When Jacobs selects candidates for hiring, promotion, training, or any other benefit, it does so based on their aptitude and ability. All are given help and encouragement to develop their full potential and contribute their unique talents.

The goal pursued is to create a working environment in which women and men, in all their diversity, are free to pursue their professional and life choices, have equal opportunities to realize themselves and can, in equal measure, participate and guide our society.

The main objectives are to end gender-based violence, combat sexist stereotypes, close the gender gap in the labour market, achieve equality in participation in different economic sectors, address the pay and pension gap, achieve gender balance in decision-making. The strategy pursues the dual approach of gender mainstreaming combined with targeted actions, the implementation of which is based on the cross-cutting principle of intersectionality. Although focused on actions carried out within the Jacobs world, the strategy is consistent with the Group's global policy and the EU's foreign policy on equal opportunities and women's empowerment.

We believe that the creation of a more balanced and heterogeneous 'leadership pipeline' must be achieved and for this reason the contributions of both genders are equally evaluated in the decision-making processes within the organization. Creating a culture of gender equality at Jacobs is at the heart of the *human capital* strategy that is fundamental to ensuring excellent performance based on talent and long-term sustainability.

This Policy is addressed to the entire company people of Jacobs Italia and shared with all its main stakeholders, suppliers and customers with the aim of having a greater impact on its value network and being a point of reference for other business realities.

This document is subject to disclosure in the company and to third parties through its publication on the company website and offers the guidelines to be implemented through HR (Human Resources) policies and processes for the creation of a work environment with equal gender opportunities throughout the cycle of selection, management, people development and career.

Results based on stakeholder satisfaction

The organization intends to ensure gender equality through concrete actions that, in addition to being compliant with the requirements / indicators established in the individual areas indicated in the UNI PdR 125: 2022 Protocol, are of real and concrete appreciation by the women present in the organization, who are the real stakeholders in the results that the management system produces.

The organization, with the desire to pay attention to this satisfaction at any time and in any circumstance of the working life of the woman in the organization, looks at this "life cycle" through the following aspects:

- a. Selection and recruitment
- b. Career Management
- c. Pay equity
- d. Parenting, care
- e. Work-life balance
- f. Abuse and harassment prevention

For each of these aspects, the organization has established more specific policies that are summarized below and which are subject to periodic analysis and verification also in order to review the related procedures. To each policy that expresses the principles to which the organization is inspired, Jacobs has associated verified and verifiable processes as well as achievable, specific and measurable equality objectives indicated in the strategic plan drawn up jointly by the Management Committee and the Steering Committee with the help of the heads of the individual functions concerned by the 6 areas referred to in the aspects listed above.

Precisely, in order to ensure the implementation of the actions necessary to pursue the objectives of continuous improvement that the Company has set itself and, even before that, for the effective implementation of this gender equality policy, it has appointed a coordination manager who coordinates it and who represents a point of reference for the entire company population on the subject.

The Policy will be monitored and reviewed on a regular basis to ensure that equality and diversity are continuously promoted in the workplace. We realize that gender equality is a journey and each of us from now will help preparing and guiding the way.

The attention of the organization, in the path that ensures the achievement and maintenance of the purposes highlighted above, focuses its efforts in the following areas prepared by the UNI 125: 2022 Protocol.

1. Culture and strategy
2. Governance
3. HR processes
4. Career opportunity
5. Pay equity
6. Parenting care

The organization, in relation to the analysis of its business processes, has understood and established the principles to be respected in reference to each of the areas indicated above.

These principles are the guiding criteria of the processes aimed at addressing:

- ⇒ The existing gaps with reference to the indicators established by the UNI PdR 125: 2022 Protocol, removing any *bias* (prejudices)
- ⇒ The needs of women present in the organization, seen as the main stakeholders to the concrete results of the system.

SPECIFIC POLICIES on gender equality

These are more specific policies that must necessarily refer to gender equality issues and provide the necessary inputs to:

- Formulate the strategic plan for gender equality;
- Identify, develop and implement "operational" procedures specifically dedicated to gender equality, according to the context of the organization.

The policies/procedures for gender equality, developed in relation to the policy, are:

1. Selection and recruitment
2. Career Management
3. Pay equity
4. Parenting, care
5. Work-life balance
6. Abuse and harassment prevention

These policies are developed with the aim of obtaining concrete benefits and results in line with the purpose of the management system. They are designed in the light of the regulatory references set out in the Manual of Management System in Sec. 02

The following is a summary of the contents of the policies:

1. **Recruitment** is a policy that establishes the adoption of recruiting practices that ensure that all candidates are evaluated on the basis of their skills and competences, regardless of their gender;
2. **Career management**, establishes to ensure that opportunities for professional growth and development are equally distributed among employees of both sexes;
3. **Equal pay**, on the other hand, aims to adopt fair remuneration practices to ensure that employees of both sexes receive a fair wage for the work performed;
4. **Parenting** is intended to ensure that employees of both sexes have access to parental leave and childcare and caregiving options;
5. **Work-life balance** establishes to ensure that employees of both sexes have the opportunity to balance their work and family responsibilities by applying flexible work organization rules;
6. **Abuse and Harassment Prevention is developed to prevent and manage gender-based abuse and harassment** within the organization and provides training for employees on how to recognize and manage gender abuse and harassment;

Specifically, the commitments undertaken by Jacobs Italia with respect to these policies are those outlined below.

1. RECRUITMENT PROCESS

The following is intended to be just a summary of some of our employment policies and procedures. Copies of the Company's detailed policies are available from the Human Resources Discipline.

Jacobs Italia is committed to attracting and hiring people with different backgrounds and abilities, pursuing gender equality during the selection and recruitment phase through the identification of a list of candidates that tends to be equal for men and women.

At the same time, the Company undertakes to emphasize the importance of meritocracy:

- Experience, skills and competencies guide in choosing the best candidates.

The selection process is strengthened thanks to the adoption of a standardized methodology to ensure equal opportunities at every stage as per the global procedure.

The job posting policy is designed to promote transparency in hiring practices, support our business choices with efficient and effective processes that promote flexibility and agility, respond to the career development needs of our employees, and strengthen our commitment to equal employment opportunities for all staff.

Jacobs does not allow questions/requests related to marriage, pregnancy or care responsibilities to be made during interviews.

The company also ensures that people involved in the recruitment processes, such as *recruiters* and *line managers*, receive adequate training on gender equality that can negatively impact the selection processes. Employees will be evaluated by the *Talent Acquisition* function to determine whether they have the minimum qualifications for the job to be filled regardless of race, color, national origin, religion, ethnicity, gender identity, age, disability, citizenship, pregnancy status, veteran status, military status, marital status, sexual orientation or any other characteristic protected by law.

The review of each application will be based on the minimum requirements stated in the job description, overall experience, past performance, skills, certifications and overall good reputation in the current position. The *Talent Acquisition* team will interview the candidate employees who are closest to the requirements, as defined by the hiring manager, as well as the minimum and ideal qualifications indicated in the job advertisement. Employee candidates will be notified if they do not get an interview or if they go ahead in the process after an interview.

Jacobs promotes a culture based on meritocracy and respect for people regardless of gender.

It ensures that in the processes of Talent Development and Succession Planning an adequate selection of candidates of the less represented gender takes place, with the aim of achieving gender balance in managerial positions.

The Company strives, therefore, to ensure that women and men, equally, are represented in internal nomination processes and, therefore, that the short lists of candidates for managerial positions are equally represented by both genders.

Jacobs is committed to offer equal development opportunities without any gender discrimination, defining transparent standards consistent with Performance Management and Talent Development processes.

2. CAREER MANAGEMENT AND PERFORMANCE EVALUATION SYSTEM

The Performance evaluation system encourages constant dialogue between Managers and Collaborators, strengthening everyone's commitment to the company's objectives and challenges.

Jacobs Italia is committed to include the Diversity and Inclusion dimension within the Leadership Model and consequently in the Performance Management system; to offer equal opportunities in professional development and promotions, based exclusively on professional skills and levels; to address career opportunities and professional development programs to all its employees without distinction, without any gender disparity.

A culture based on meritocracy and respect for people regardless of gender is promoted.

Training sessions are provided for all employees aimed at raising awareness in the organization on the issue of valuing differences, gender equality, inclusion, the impact on the business that these issues have. Specifically, all line managers are sensitized on issues related to the ability to listen and communicate in an inclusive manner.

2.1. Termination of employment

Jacobs Italia has a clear and shared "exit interview" process to collect qualitative feedback and analyze it to promptly identify processes, tools or aspects to improve in the company.

3. PAY EQUITY

Jacobs' compensation policy contributes to the realization of the company's mission, values and strategies, through the promotion of actions and behaviors that respond to the Company's culture, in compliance with the principles of plurality, equal opportunities, enhancement of people's knowledge and professionalism, equity and non-discrimination provided for by the Conduct of Conduct.

Periodic salary reviews and incentive systems are based on principles of recognition of the responsibilities assigned, the results achieved and the quality of the provided professional contribution, taking into account the context and market references applicable for similar positions or for roles of a similar level in terms of responsibility and complexity.

The company is committed to ensure fairness and opportunities for access to the same salary treatment for all its employees, regardless of gender and on the basis of participation in the achievement of corporate objectives.

Jacobs Italia undertakes to periodically inform employees of the compensation policies adopted also with reference to benefits, bonus, welfare programs that, due to corporate culture, consider the needs of people of all kinds.

4. PARENTING AND CARE

Our organization intends not to constitute any obstacle to parenthood, supporting motherhood and fatherhood through activities aimed at meeting the needs of those who, due to their state connected to parenthood, must balance their commitment between work and the new occurrences that have emerged.

The organization supports this intention in the light of the following principles:

- Maternity and paternity are supported by training, information and reintegration programmes;
- Maternity is assisted before, during and after birth;
- Paternity leave must be promoted so that all potential beneficiaries can take it for the entire period provided for by law;
- Returns from leave are supported by specific reorientation initiatives;
- The organization takes an active role in supporting, with concrete initiatives, the activities of caregivers;
- Support for fathers and mothers is expanded through the offer of services (... e.g. dedicated to children, reimbursement of expenses for nursery, school expenses, vouchers for sports activities, etc).

5. WORK-LIFE BALANCE (WORK.LIFE BALANCE)

Our organization intends to be able to provide its staff with the opportunity to manage the time to devote to life and work through a balance that takes into account both the company's business objectives and the psychophysical well-being of the worker deriving from greater freedom of *self-determination* (*Company Regulation JI-002*)

The principles underlying the work-life balance are as follows:

- Work-life balance measures are aimed at all staff regardless of gender
- The organization adopts part-time, flexible hours and smart working
- The organization adopts a complete Welfare plan that is attentive to the management of maternity / paternity and personal care
- The organization allows telematic connection with all staff working from the outside (regardless of the contract), for work operations and participation in meetings.

There will be training and information sessions concerning: the operating methods of employees, health and safety aspects in the workplace and the risks associated with the use of technological devices, as well as safety measures, including behavioral safety measures, on the correct use of the assigned work tools, also for the purposes of the safety of information assets and the safeguarding of services.

To protect the company population, participation in specific information/training initiatives regarding *smart working* is an essential condition for being admitted to it.

To the *smart worker* compliance with rest times is guaranteed, as well as the "right to disconnect" from technological equipment during rest periods, in the manner included in the individual *smart working* agreement. (*HRE Policy n°: 005HR*).

A corporate welfare plan has been adopted that puts people at the center because human capital is the true value of the organization (*HRE Policy n°: 004HR*).

6. PREVENTION ACTIVITIES OF ALL FORMS OF PHYSICAL, VERBAL, DIGITAL ABUSE (HARASSMENT) IN THE WORKPLACE

Jacobs is committed to prevent sexual harassment in the workplace through a dedicated gender-based harassment awareness path that creates awareness in people and guides them in their daily behaviors.

All employees must feel safe and free from violence while working. Violence can range from outright physical assault to property damage, threats and verbal abuse. It can happen in the workplace or elsewhere and can be person-to-person or through many methods of communication, including social media, email, texting, or instant messaging.

Employees are required to report all cases or threats of violence at work and to contact the authorities in case of imminent danger.

Any conduct of violence and harassment at work is not tolerated as it is contrary to the values and commitment of the organization.

This policy is deeply tied to Jacobs' distinctive core values as set forth in its Code of Conduct and Policy No Harassment, Discrimination, Bullying, and Violence (JJ-EB-PL-6820-JJ).

It is a theme linked to the broader concept of occupational health and safety and at Jacobs passion for safety and the willingness to take care of each other and our environment inspire mutual respect.

BeyondZero is the organization's approach to health, the safety of its people, environmental protection and resilience. We are proud that in our culture our people go beyond following rules, procedures and processes. Our goal goes beyond bringing statistics to zero.

We believe our culture makes our people and communities safe, secure and healthier, and this is critical to our success.

All employees have a role to play in making sure everyone is physically and mentally healthy, safe and protected at work, and that our environment is protected. This means following the applicable and company's health, safety and environmental (HSE) policies, procedures and instructions; complete the assigned training; maintaining the safety and security of workplaces; promote healthy, safe and environmentally responsible working practices with our partners; promptly report hazards, environmental impacts, accidents and violations (including minor injuries and "near misses"); participate in and influence our HSE systems, processes and practices; Take responsibility for our own well-being and be empathetic to others, including our family and colleagues.

For BeyondZero to thrive, everyone needs to play their part in managing HSE risk effectively and proportionately. This means that everyone must have the courage to intervene and challenge themselves to imagine the safest way to complete a task, encouraging their colleagues not to accept any approach that does not promote health and safety. Through our commitment to BeyondZero, exchanging ideas, researching best practices and defining action plans, we will improve our health and safety performance and deliver better outcomes for our people, partners and the environment.

In this context, the Company prohibits harassment based on discrimination based on race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, veteran status or other characteristics protected by law in any form, committed in any form whether physical or verbal or by employees (supervisors and non-supervisors) or non-employees.

Harassment may include, but is not limited to, offensive sexual winks, unwanted sexual advances or proposals, verbal abuse, sexually or racially mortifying words, or workplace exposure of sexually suggestive or racially mortifying objects or images, and digital abuse.

Jacobs is committed to this policy to:

- identify any type of risk of physical, verbal, moral abuse (harassment) also in light of the provisions of the Consolidated Law on Safety at Work (TU 81 refers to the last point below for DVR);
- adopt a prevention plan and consequent management of harassment;
- provide for specific training at all levels;
- guarantee an anonymous reporting channel (*Policy Whistleblower Protection JJ-CE-PL-9010-JJ*);
- identify a contact person for any events reported and for their management;
- verify with employees whether there have been episodes of disturbance or discomfort and, in any case, harassing attitudes meaning by that those defined, in a timely and extensive manner, by the Convention 190;
- evaluate the same work environments from a gender perspective;
- provide for an assessment of the adverse risks reported and, even before that, a prior assessment to be reported in the DVR.

Any member of the company people who believes that they have been (or have been) the victim of harassment or discrimination or who receives a report of suspected harassment or discrimination is required to report it immediately to the Human Resources Discipline.

All reports will be treated with sensitivity and discretion. The Human Resources Discipline and the Company will protect the confidentiality of the case to the extent possible, consistent with the law and with the Company's need to investigate the report. If the investigation detects harassment or discrimination, corrective action will be taken promptly, which may include disciplinary action by the Company, up to and including dismissal.

The Company strictly prohibits retaliation against an employee who, in good faith, submits a report.

The policy on gender equality and related, also with the tool of the Declaration that is attached (Att. A), are communicated inside and outside the organization, transparently declares the organization's willingness to pursue gender equality, enhance diversity and support women's empowerment.

The correct and complete understanding and implementation of gender equality and related policy is systematically verified within training and internal verification activities.

In order to ensure the correct application of the Management System of Gender Equality, the General Management undertakes to provide the necessary resources to raise awareness among all staff towards absolute compliance with the requirements contained in the Gender Equality Manual and in the other documents of the Management System and to guarantee the functioning and maintenance of the Management System.

The Gender Equality Policy (and annexes), within the broader framework of the overall Company Policy, provides, in order to assess its suitability and the need to make changes or additions, together with the Directors concerned and the Steering Committee, the definition and periodic review of the Equality Objectives, identified in advance and measurable, monitored in their pursuit during the activity and managed in the final balance through specific Indicators.

The General Management of Jacobs Italia assumes primary responsibility for the achievement of the objectives indicated above and any corrective actions that may be necessary for the full achievement of the objectives themselves.

To achieve these objectives, the General Management has established, reporting directly to the HR function, a Steering Committee with responsibility for the appointment of a person responsible for coordinating the implementation of the Gender Equality Policy, and also assigns and delegates to this function obligations and powers relating to the function of Management Representative.

The person responsible for coordinating the implementation of the Gender Equality Policy has the task of organizing the actions necessary for the development of the Equality Management System, of carrying out specific actions with particular reference to those of equality assurance and control, of verifying the effectiveness of the management system, proposing improvement actions and supporting their implementation.

As part of the Gender Equality System, the General Management supervises and supports the activities in consultation with the appointed Coordinator who has full responsibility and authority to ensure compliance with the procedures provided within the System.

The HR function is assigned adequate means, authority and organizational freedom to identify, propose and manage, with the functions concerned, the maintenance of the Management System for Gender Equality and solutions to correct problems related to non-equality.

Each function identified in the Manual for Gender Equality is responsible, within the scope of its tasks, for the application of the requirements and procedures defined therein.

Any material changes to the Gender Equality System must be subject to General Management approval.

The following are Appendices to clarify and complete the gender equality policy and related annexes, whose adoption and implementation complies with UNI / PdR 125: 2022 Protocol and with the legislation related to the Equal Opportunities Code (selection and recruitment; career management; pay equity; parenting, care; work-life balance; abuse and harassment prevention):

- the Declaration of gender equality and related policies;
- the action plan for its implementation;
- gender equality policies, requirements and procedures;
- the procedures of the management system that provides for the structuring and adoption of KPI related to gender equality policy and annexes, to measure the progress and the results obtained in a vision of continuous improvement (§5 UNI PdR 125: 2022);
- the Manual of the Management System.

Approved by the General Management on Sept the 4th 2023

General Management
