

# Policy

# on Preventing Discrimination and Harassment, Promoting Equal Opportunities, and Increasing Diversity and Social Inclusion

ProService Finteco sp. z o.o. (ProService Finteco, the Company) declares that it adheres to the principles of equal treatment and equal opportunities in the workplace for all groups of employees and associates, as well as candidates for employment with the Company. ProService Finteco does not accept any behaviours that could be considered discriminatory or bullying. The Company takes measures to prevent them and, if they occur, immediately takes corrective action. ProService Finteco actively promotes equal opportunities and strives to increase diversity and social inclusion.

ProService Finteco understands that discrimination in employment and occupation occurs when a person is treated differently or less favourably on grounds not related to merit or job requirements, including, but not limited to, nationality, racial and ethnic origin, skin colour, gender, sexual orientation, gender identity, disability, age, religion, political views, social origin and other exclusionary grounds.

ProService Finteco declares that it does not tolerate any form of discrimination at any stage of employment, including in terms of employment conditions such as recruitment, remuneration, working hours and rest periods, paid leave, maternity protection, job security, work duties, performance evaluation and promotion, training opportunities, promotion prospects, occupational health and safety, and termination of employment. The Company takes measures to promote the social inclusion of people from groups that are particularly vulnerable to risks.

# ProService Finteco fulfils its obligations by:

- Signing of the Diversity and Inclusion Declaration of the Association of Business Service Leaders (ABSL), obliging organisations to be guided in their activities by the principle of equal treatment in the workplace, regardless of nationality, disability, sexual orientation, gender, ethnic origin, political beliefs, race, religion, gender identity, age, creed, form of employment, and other grounds vulnerable to exclusionary behaviours;
- Creating anti-harassment regulations and regulations forming the basis for equal treatment practices in terms of employment conditions, in particular in documents such as:
  - **Human Rights Policy**
  - **General Policy on Preventing Harassment and Discrimination** which also defines the process of reporting and investigating potential cases of mobbing.
- Including in the ProService Finteco Code of Ethics of the commitments and principles that guide the Company in its activities, relating to the prevention of discrimination and the promotion of diversity and social inclusion, as well as the creation of a dedicated channel for reporting any violations of the principles set out in the Code and the process for managing them;
- Training courses conducted and planned for employees and associates on preventing behaviours that could constitute mobbing, policies preventing discrimination and promoting social inclusion principles;
- Facilities in the physical environment to ensure the health and safety of employees and associates, clients and people with disabilities visiting the Company;
- Maintaining records of recruitment, training and promotion that clearly demonstrate their relationship to the employee's competencies and their independence from characteristics that are not related to the job.

