

POLICY ON DIVERSITY AND INCLUSION¹

16 February 2022

I. INTRODUCTION

I.1. Purpose

In accordance with its values, Befimmo² is fully committed to the highest moral and ethical standards.

Befimmo is convinced that diversity of thought, a source of exchange and creativity, is fundamental to optimal decision-making. A team with a variety of backgrounds, cultures and horizons is best able to respond to the evolving demands of Befimmo's business and is therefore conducive to sustainable business.

This document defines Befimmo's policy on diversity and inclusion. The purpose of this policy is to cause Befimmo to develop a corporate culture where diversity and inclusion are in order and to encourage all its Staff Members to be particularly vigilant in this respect.

This policy complements the international, European and Belgian legal and regulatory provisions applicable in respect to diversity and inclusion. It also specifies the commitments set out in the Code of Ethics of Befimmo. Where legal and regulatory provisions impose behaviour that deviates from this policy, Befimmo will adhere to the most restrictive standard.

I.2. Scope of application

This policy applies to and benefits all Staff Members of Befimmo, as well as any person who applies for a position of Staff Member opened by Befimmo.

The notion of "Staff Member" within the meaning of this policy encompasses all employees (full-time, part-time or temporary), management, as well as independent service providers supplying services to Befimmo on a recurring basis.

II. PROMOTION OF DIVERSITY AND INCLUSION

Befimmo wishes to promote diversity and inclusion. In this way, Befimmo intends to respect the individuality of each person and to adopt a culture of plurality and difference.

¹ This document was drawn-up in French. In case of inconsistency between the French version and its translations, the French version will prevail.

² "Befimmo" refers to Befimmo SA and its subsidiaries within the meaning of article 1:15 of the Belgian Code of Companies and Associations.

Diversity

Befimmo adheres to a broad definition of diversity. "Diversity" means differences arising from the visible and non-visible characteristics of each individual.

Diversity thus refers in particular to age, sexual orientation, civil status, birth, wealth, religious or philosophical belief, political belief, trade union belief, language, current or future health condition, disability, physical or genetic characteristic, social origin, or any other discriminatory characteristic.

Befimmo endeavours to attract and hire the best talents, regardless of any characteristic which is not relevant from a professional point of view. In addition, Befimmo undertakes to develop and to promote its Staff Members regardless of any characteristic that would not be relevant from a professional point of view.

Inclusion

"Inclusion" is about combining the characteristics of each individual in order to achieve a common goal.

An inclusive environment is an environment that promotes the recognition, understanding and appreciation of differences.

Befimmo aims to create an inclusive working environment in which everyone can find the support and resources to develop and reach their full potential, and where mutual respect and a spirit of collaboration are at order.

III. CONCRETE APPLICATIONS

Befimmo's commitment to diversity and inclusion is reflected in its various programs and policies:

III.1. Recruitment policy

Befimmo has a recruitment policy that is open to diversity and free of any selection criteria linked, directly or indirectly, to age, sexual orientation, civil status, birth, wealth, religious or philosophical belief, political belief, trade union belief, language, current or future health condition, disability, physical or genetic characteristic, social origin, or any other discriminatory characteristic.

Befimmo assesses the suitability and motivation of candidates for the position, based on objective and relevant criteria at all stages of the selection process. When it calls on external recruitment professionals, Befimmo ensures that they adhere to the above principle and put it into practice at all stages of the process.

III.2. Pay policy

Befimmo's pay policy guarantees fair treatment of the sexes. It is based solely on non-gender criteria.

Befimmo's salary policy is based on sector benchmarks, individual and collective performance, but also on criteria such as talent potential, skills, suitability for the company's values and job content. The transparency of the target setting and evaluation process ensures that the principles of diversity and inclusion are respected.

III.3. Workplace flexibility

Befimmo offers its Staff Members various options in terms of workplace (office, coworking, homeworking, etc.). Befimmo also offers solutions in terms of office furniture, access, parking, etc. to people whose personal situation so requires.

Befimmo has adopted a *Homeworking Policy* enabling its Staff Members to work from home if desired.

III.4. Policy on continuous education

Befimmo supports its Staff Members to enable them to reach their full potential through a personal development plan, offering them various internal and external training opportunities.

III.5. Leave policy

Befimmo offers its employees various leave options to ensure that they can combine their professional and private lives to the best extent possible.

III.6. Transversality et creativity

Befimmo's innovation process includes regular transversal working groups, which are self-managing through collective intelligence. Befimmo regularly calls on the team's creativity.
