



# DIVERSITY POLICY, INCLUSION <sup>1</sup>AND ZERO TOLERANCE

November 13, 2023

## I. INTRODUCTION

### I.1. Objective

In line with its values, Befimmo<sup>2</sup> is fully committed to upholding the highest moral and ethical standards.

Befimmo is convinced that diversity of thought is a source of exchange and creativity, is fundamental to optimal decision-making. A wide range of Staff Members, cultures and backgrounds are assets in meeting the changing demands of Befimmo's business, and are therefore conducive to a sustainable business.

This document defines Befimmo's diversity, inclusion and zero tolerance policy. The aim of this policy is to encourage Befimmo to develop a corporate culture in which diversity and inclusion are the order of the day and to encourage all its Staff Members to be particularly vigilant in this respect.

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

### I.2. Scope of application

This policy applies to all Befimmo Staff Members.

The notion of "Staff Member" within the meaning of this policy encompasses all Staff Members (present, former or future, full-time, part-time or temporary, volunteers, interns), shareholders, members of the Executive Committee, members of the Board of Directors, as well as independent service providers and any person working under the supervision of contractors, subcontractors and suppliers supplying services to Befimmo. All Staff Members are responsible for ensuring this Policy and the procedures set forth herein.

---

<sup>1</sup> This document is written in French. In the event of any inconsistency between the French version and its translations, the French version shall prevail.

<sup>2</sup> Befimmo" refers to Befimmo Group SA and Befimmo Real Estate Group SRL, as well as their respective subsidiaries within the meaning of article 1:15 CSA.



## **II. PROMOTING DIVERSITY, INCLUSION AND ZERO TOLERANCE**

Befimmo wishes to promote diversity, inclusion and zero tolerance. Befimmo intends to respect each person's individuality and adopt a culture of plurality and difference.

### ***Diversity***

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

Diversity covers differences in age, sexual orientation, marital status, birth, wealth, religious or philosophical beliefs, political beliefs, trade union beliefs, language, current or future state of health, disability, physical or genetic characteristics, social origin and any other characteristic of an individual.

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

### ***Inclusion***

By "inclusion", we mean combining the characteristics of each individual with a view to achieving a common goal.

An inclusive environment is one that encourages recognition, understanding and appreciation of differences.

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

### ***Zero Tolerance***

In implementing this policy, Befimmo aims to create a working environment where diversity is encouraged, where all applicants and Staff Members have equal opportunities, and where discrimination, violence or harassment in the workplace are not tolerated, nor behaviour that jeopardises health and the safety of property and people.

## **III. PRACTICAL APPLICATIONS**

Befimmo's commitment to diversity, inclusion and zero tolerance is reflected in its various programmes and policies:



### **III.1. Recruitment policy**

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

At all stages of the selection procedure, Befimmo assesses the suitability and motivation of candidates for the position on the basis of objective and relevant criteria. When it uses 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. Salary policy**

Befimmo has a salary policy that guarantees gender equality. It is based solely on gender-neutral criteria.

Befimmo's salary policy is based on sector benchmarks and individual and collective performance, as well as on criteria such as talent potential, skills, fit with the company's values and job content. The transparency of the target-setting and assessment process ensures compliance with the principles of diversity and inclusion.

### **III.3. Flexible workplaces**

Befimmo offers its Staff Members a variety of workplace options (office, coworking, teleworking, etc.). Befimmo also offers solutions in terms of office furniture, access, parking, etc. for people whose personal situation requires it.

Befimmo has adopted a *Homeworking Policy* enabling its Staff Members to telework if they so wish.

### **III.4. Continuing training policy**

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

### **III.5. Leave policy**

Befimmo offers its Staff Members various forms of leave to ensure that they can combine their professional and private lives as effectively as possible.



### **III.6. Cross-functionality and creativity**

Befimmo's innovation process is based around regular cross-functional working groups, which are managed using collective intelligence. Befimmo regularly calls on the creativity of its Staff Members.

\*\*\*