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## Plan for equality 2018

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Approved by the Board of Directors on December, 15, 2017

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## 1. INTRODUCTION

The pursuit of active gender equality policies is a duty arising from the social responsibility of companies and an obligation of all of their employees.

There are also various international studies that confirm the association of Gender Equality with productivity and the creation of value in companies in various manners, namely:

- Optimising the management systems, organisational performance and enhancing the retainment and loyalty of its best human resources;
- Fomenting creativity and innovation, core foundations of competitiveness, and permitting more acute and cooperative decision-making;
- Positively correlating the presence of women in management bodies with the profitability of companies.

The issue of gender equality should, therefore, be taken into consideration in all of the operational aspects of companies.

## 2. FRAMEWORK

The Resolution of the Council of Ministers No. 19/2012, of 8 March 2012, established that all entities of the State corporate sector must adopt a plan for equality aimed at achieving equal treatment and opportunities for men and women, eliminating discrimination and facilitating the reconciliation of personal, family and professional life.

This obligation was extended to listed companies through Law No. 62/2017 of 1 August, which approves the regime of a balanced representation of men and women in the management and supervisory bodies of corporate public sector entities and listed companies, determining in article 7 the obligation to prepare, on an annual basis, plans for equality "aimed at achieving effective equal treatment and opportunities for men and women, promoting the elimination of discrimination on the grounds of gender and fomenting the reconciliation of personal, family and professional life."

Law No. 62/2017 also determined, for listed companies, that the proportion of persons of each sex shall be 20% as of the the first elective general assembly after 1 January 2018 and 33.3% as of the first elective general assembly after 1 January 2020, with regards to the total number of executive and non-executive directors.

The Labour Code, in Subsection III - articles 23 to 65, gives prominence to the subject of gender equality, namely through general positions on equality and non-discrimination, prohibition of harassment, equality and non-discrimination on the grounds of sex and parenting.

The Assembly of the Republic has issued several recommendations to the Government under this topic:

- Resolution No. 116/2012, of 13 July, which recommends the adoption of family appreciation measures to facilitate the reconciliation of family and professional life;
- Resolution No. 260/2017, of 30 November, which recommends the adoption of measures that guarantee the effective fulfillment of working hours and the reconciliation of work and family life

### **3. OBJECTIVES OF THE PLAN**

Bearing in mind the importance of gender equality, as a means of demonstrating Galp's commitment to this topic, and in compliance with article 7 of Law No. 62/2017 of 1 August, Galp presents its plan for equality in 2018, aimed at achieving effective equal treatment and opportunities for men and women, promoting the elimination of discrimination on the grounds of sex and fomenting the reconciliation between personal, family and professional life.

### **4. IMPLEMENTED MEASURES AND PRACTICES**

Galp has been incorporating in its management strategy some activities that contribute towards making gender equality in its different areas a reality in the company.

As a means of demonstrating its commitment, in 2014 Galp adhered to the Companies for Equality Forum – IGEN, within the scope of the Commission for Equality in Labour and Employment, a national body that promotes equality and non-discrimination between men and women in work, employment and professional training, having defined concrete commitments over the last few years.

On the other hand, in 2016 an internal work group was set up with the mission of carrying out a diagnosis of the policies and practices in the Galp Group in the areas of gender equality and non-discrimination between men and women, with reference to the legal and statutory environment and good practices, and consequent analysis of quantitative and qualitative data.

The questionnaire was based on the "Script for the implementation of equality plans for companies" of the Commission for Citizenship and Gender Equality and its 9 main vectors include:

- Mission and values;
- Recruitment and selection;
- Learning and training;
- Compensation/benefits and career management;

- Social dialogue;
- Respect for dignity;
- Information, communication and image;
- Reconciliation between professional and personal life;
- Parenting and family support.

The aim of the survey was to objectively identify the strong points and the areas which should be improved, enabling the planning and development of suitable actions, as well as benchmarking against other companies that use the same script.

Following the diagnosis, an action plan and its communication in a structured approach to the topic was proposed.

The main initiatives and actions implemented for each area are presented below:

Vectors	Initiative	Concrete actions
<b>MISSION AND VALUES</b>	Redefinition of values	Galp values were redefined with reference to behaviour, in a comprehensive and inclusive manner; The Code of Ethics and Conduct and the Social Responsibility and Human Rights Policies make reference to diversity, in which gender equality is included.
<b>RECRUITMENT AND SELECTION</b>	Explain the manifesto/principles in internal and external competitions and in University presentations	A script was created for employer branding presentations and the gender equality theme was included; Text was introduced at the end of each job advertisement of Galp (internal and external) with particular reference to respect for equality of opportunities and for non-discrimination on the basis of gender, race or religion.
<b>REMUNERATION AND CAREER MANAGEMENT</b>	Galp's guiding principles are the strengthening of a culture of meritocracy and equal opportunities, and non-discrimination on the basis of gender, race or religion when promoting or advancing its employees; the same principles apply to performance management, which is based on objective criteria applied in the same way to all employees	
<b>LEARNING AND TRAINING</b>	Hold awareness raising workshops and sessions (inclusive <i>Talks@Galp</i> ) related to gender equality on a regular basis	A conference cycle was held at Galp (extra <i>Talks@Galp</i> ), open to the public and with guests from other companies, on diversity and gender equality and on how organisations are managing these topics

Vectors	Initiative	Concrete actions
	Guarantee compulsory training/awareness-raising for Senior Managers	The intention to hold a compulsory e-learning action on diversity, including gender equality, was defined, to be conducted by all the senior staff of Galp.
<b>RECONCILIATION PERSONAL/ PROFESSIONAL LIFE</b>	Provide access, when possible and compatible (excluding shifts and other situations where there is already compensation), to flexible working hours, reduced working hours (at least on Fridays) and teleworking	An analysis on the current situation and on the impacts of this type of measures at Galp was conducted
	Directly establish protocols with entities/partners aimed at facilitating access to relevant services (supermarkets, dry cleaners, pharmacies)	The type of facilitating services/partners (in all geographies and in a customised manner) was identified and protocols were established with partners through the Galp Club; the established partnerships were published on the Galp Club page and on mygalp
<b>SOCIAL DIALOGUE</b>	Use the social environment questionnaire to also promote a serious analysis in terms of gender and promote actions arising therefrom	The social environment questionnaire was revised in order to address diversity issues; the questionnaire was analysed and the results were assessed
	Include gender equality issues in the social environment questionnaire and act in conformity with the results obtained	
	Make available gender-disaggregated indicators (training, recruitment, other)	Galp breaks down several indicators by gender, including in internal documents, such as publications/indices/presentations/statistics
<b>INFORMATION AND COMMUNICATION</b>	Adopt inclusive language in communication	Inclusive language and communication was adopted across-the-board

Vectors	Initiative	Concrete actions
<b>MATERNITY AND PATERNITY PROTECTION AND FAMILY SUPPORT</b>		Galp, in addition to what is legally defined on this topic, grants benefits to its employees, regulated by the collective labour agreement (ACT) of oil companies (e.g.: days off, kindergarten allowance, support to employees' disabled children)

## 5. MEASURES TO BE IMPLEMENTED IN 2018

Within the scope of the Companies for Equality Forum – IGEN, the following commitments for 2018 were made by Galp:

Planned action	Objective of action	Brief description of action	Population covered	Implementation indicator	Financial/ human resources
Create an internal and permanent group to reflect upon and conduct actions to promote gender equality (discussion, good practices, image, proposals).	Create a space for internal debate on gender equality; Broaden awareness on this topic; Promote the adoption of improvement measures.	Create an internal and permanent reflection group for gender equality, in which it is possible to discuss realities, trends, good practices and submit proposals, maintaining Galp in continual reflection and evolution in this area.	All Galp employees.	Creation of the group and dynamics of activity; Proposed and implemented actions.	People Team will coordinate the topic; Persons that are part of the Group; Financial resources to be defined in accordance with the actions.
Hold awareness-raising workshops and sessions related to gender equality on a regular basis.	Promote an internal debate on gender equality; Raise the Company's awareness of the topic.	Develop awareness-raising actions on the topics of gender equality, and reconciliation of work, personal and family life and parenting.	All Galp employees.	Number of workshops and sessions held; Assessment of workshops and sessions held.	People Team will promote actions and involve employees; External guests; Financial resources to be defined in accordance with workshops and sessions.

Planned action	Objective of action	Brief description of action	Population covered	Implementation indicator	Financial/human resources
Create development programmes for the under-represented gender, with a focus on career management, including mentoring/coaching.	Invest, in a structured manner, in the professional and personal development of the under-represented gender in the various organisational units of Galp and in the various hierarchical levels.	Develop personal development plans that include the promotion of the under-represented gender, focusing on specific training and on mentoring and coaching programmes.	All Galp employees.	Number of created programmes and their assessment; Number of persons involved in the created programmes.	People Team; Galp's Learning and Training Budget.

In 2018, Galp will continue with the initiatives already implemented in 2017 (see point 3) and:

- Implement e-learning training on diversity, including gender equality, to be conducted by all the senior staff of Galp;
- Implement training for evaluators related to the topic of unconscious biases;
- Reassess the interest in the creation of a manifesto/principles for gender equality at Galp, following on from the results to the questionnaire on social environment to be carried out in the first six months of the year;
- Include the topic of equality in the cross-sectional training to be conducted (e.g. reception), mainly through e-learning.

## 6. ASSESSMENT AND FOLLOW-UP OF THE PLAN

Galp's People Team will follow-up and monitor the implementation of the plan, checking if the defined measures are being put into practice and if the objectives are being reached.