

# 2024 Equality Plan

**06/11/2023**

**People & Spaces Team**

## Measures and practices implemented

Galp has been incorporating a number of actions into its management strategy that contribute to achieve Gender Equality in the different areas in the company.

Within the scope of the report for the Bloomberg Gender Equality Index and the framework of the Global Reporting Initiative (GRI), regarding Gender Equality indicators:

Gaps	Indicators <sup>1</sup>	2020	2021	2022
Increase the % of women in Management positions	Women at Galp (% of total employees)	43	44	45
	Women in senior management positions (%)	25	25	28
	Women in middle management positions/others (%)	35	37	39
	Women in management positions (%)	32	33	35
	Women in revenue-generating management positions (%)	32	33	34
Reduce the gender pay gap, achieving a ratio between average annual salaries of W/M of 1	W/M base salary ratio (Executive staff)	0.91	0.87	0.98
	W/M base salary ratio (Management)	0.89	0.89	0.90
	W/M total remuneration ratio (Management)	0.93	0.89	0.91
	W/M base salary ratio (Expert groups and other employees)	0.86	0.90	0.89

<sup>1</sup> verified by an external organisation

- **Contribute to a fair and objective selection and recruitment process between men and women, and overcome structural barriers to equality:**
  - Implementation of a training plan on Inclusive Recruitment for the people team and leaders to strengthen unbiased selection and recruitment practices. Planned for 2024;
  - Indication of a target of 50% of candidates of both genders on the longlist for external recruitment partners, or external selections. Between 1<sup>st</sup> January and 30<sup>th</sup> July 2023, 48% of new hires were women;
  - The same requirement, pertaining to equal gender representation, was met in Galp's 2023/2024 Trainee Programme, with 57% women recruited. A 6% increase on the previous year;
  - Equal gender representation was respected in the Summer Break Galp programme, Galp's first summer internship programme launched in 2023, with 59% of recruits being women, 1% of whom were integrated into the Generation Galp Trainee programme.
  - Equal gender representation was respected in the Galp Integration Programme with 77% women.
  - Equal gender representation was respected in the 2023 Ready Set Galp programme, with 80% of recruits being women.

- **Promote a culture of equality between women and men and encourage practices aligned with this culture through initial and ongoing training:**
    - Implementation of the LeadHER programme, a set of initiatives designed to strengthen and support the development of women identified as having high potential to grow into positions of greater responsibility and impact, including initiatives such as:
    - Internal mentoring programme (for women in senior management positions, mentoring provided by members of the Executive Committee);
    - External mentoring programme - "PWN" partnership, awarding 25 licenses to women with outstanding performance in terms of personal development, potential and retention;
    - Participation in external leadership programmes: "Promova" and "Women on Board";
    - Career interviews (for women in senior management positions, personal development plan monitored by an external coach, as well as personalised development initiatives);
    - Implementation of the "Diversity Talks" initiative, during 2023 and 2024, with internal and external guests to work on the 4 pillars of DEI at Galp.
  
  - **Foster a culture of parental protection and support:**
    - All the parenthood items are now available on the Employee Portal;
    - All the items pertaining to Family Assistance are now available on the Employee Portal;
    - Social Security, where you can learn more about this subject;
    - Breastfeeding room (under construction, Allo building) @ wellbeing team.
  
  - **Promote employees' work-life balance:**
    - Full implementation of the "Smart Work" policy;
    - Ongoing work and commitment under the Flexible Benefits Programme;
    - Maintaining the possibility of temporarily replacing employees on parental leave;
    - Implementation of the Mothers' Room (Torres Medical Centre, Sines Refinery, Matosinhos Logistics Park and Spain Office).
    - Publicising the Golden Rules for Mental Health, regardless of gender;
    - Implementation of 25 vacation days for all employees.
  
  - **Ensure the principle of equal pay for equal work or work of equal value:**
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- Annual Salary Review Dashboard with gender indicators to ensure that decisions are made in an informed manner;
- Monitoring conditions of admission to ensure that they are not influenced by gender;
- Analysing and monitoring of metrics (in line with the ACT and Bloomberg Gender Equality Index) that assess the gender pay-gap.

Galp is currently showing a 10.5% increase compared to the previous mandate: 26.3% versus 36.8% of women on the Board of Directors.



## Measures to be implemented in 2024

Dimension: Company Strategy, Mission and Values					
Objectives	Measures	Teams Responsible	Budget	Indicators	Target
<b>Ensuring the Equality Plan is implemented, as well as its monitoring, follow-up and sustainability</b>	Set and monitor measurable strategic objectives for promoting equality between women and men	People Team	No specific costs involved	<p><b>Increase the % of women in Management positions (W:M - 50:50)</b>            Women at Galp (% of total employees)            Women in top management positions (Executive/Top Management) (%)            Women in Middle/General Management (%)            Women in senior management (First Line Management/Supervisor) (%)            Women in management positions (%)            Women in revenue-generating management positions (%)</p> <p><b>Reduce the gender pay gap by achieving a W/M average annual salary ratio of 1</b>            W/M basic salary ratio (executive level)            W/M basic salary ratio (management level)            Total remuneration ratio W/M (management level)            W/M basic salary ratio (non-management level)</p> <p><b>Total turnover rate (monitor and promote gender-balanced talent retention)</b>            differential rate &lt; 1 p.p. between M and W</p>	Measurable strategic objectives set to promote equality between women and men
	Continuing to work on and monitor the breakdown of all data by gender in all of the company's management tools, namely in diagnoses and reports	People, Safety and Sustainability Team	No specific costs involved	<i>Indicator Dashboard:</i> - People - QSE - Health - Sustainability	Inclusion and monitoring of data broken down by gender in the main management tools, and publication on the Company Intranet

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<b>Dedicated DEI structure</b>	Creation of a structure exclusively focused on DEI, with the initial aim of establishing a DEI policy, with a group centred around the Gender Equality Plan	People Team	It does not involve specific costs, but it can cause a shift in resources within the area	Structure created: Monitoring indicators referring to: - Gender Balance - % of Women in Leadership Positions - % of People with Disabilities at Galp - % of people <29 years old at Galp - % of Volunteers at Galp	the established action plan will continue in 2024
<b>OpenTalk follow-up actions to anticipate the mitigation plan</b>	Support OpenTalk actions and set specific indicators to report to the Organisation	OpenTalk Team + People Team	The costs will vary if the mitigation actions extend to development and training. Within the training and development budget	% of complaints investigated; % of confirmed complaints; % of mitigation actions.	Dashboard created with monitoring indicators
<b>Encouraging work partnerships with women-led businesses</b>	Encourage work partnerships with companies led by women (women entrepreneurs), intensifying demand in procurement processes and service contracts	The Whole Organisation	No specific costs involved	Establish an initial procedure across the company. Establish a monitoring tool in later stages.	Initially, cultural change in business from a gender perspective
<b>Ensuring respect for the principle of equality between women and men and non-discrimination in external relations</b>	Create and implement procedures for checking that counterparties/suppliers respect the principle of equality between women and men and non-discrimination	Procurement	No specific costs involved	Procedure created and implemented % of partners involved	Procedure created and implemented

Dimension: Equal Access to Employment					
Objectives	Measures	Teams Responsible	Budget	Indicators	Target
<b>Thwarting structural barriers to equality between women and men</b>	Formalise, through contracts with external recruiters and the Galp team, the assurance of equality in the presentation of candidates, and maintain positive discrimination for under-represented positions	People Team	No specific costs involved	Number of contracts with partner organisations updated for gender clauses and inclusive recruitment training for HR professionals and managers	50% of contracts 100% of the recruitment team trained in Inclusive Recruitment by 2024 Gradual Training of managers in Inclusive Recruitment by 2024 (25% of the target population)

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Dimension: Initial and Continuous Training					
Objectives	Measures	Teams Responsible	Budget	Indicators	Target
<b>Promoting a culture of equality between women and men in the workplace, and embracing management practices that are aligned with this culture</b>	Continue to design a comprehensive development programme for High Potential Women across all organisational levels to sustainably ensure the goal of equality	People Team	Costs included in the Target Groups Development Plan	No. of people included/trained No. of actions implemented	For the identified group, management and implementation of training and development actions
	Include a specific module in the Leadership Programme to strengthen this commitment	People Team - Leadership Team	Costs included in the budget for the Leadership Programme	No. of people included/trained No. of actions implemented	For the identified group, management and implementation of training and development actions
<b>Bias and People Relations</b>	Comprehensive training on violence, harassment and sexual exploitation	People Team	Costs included in the Transversal Development Plan	No. of people included/trained	Training module in the annual training plan
	Continue to carry out actions that stress the deconstruction of prejudices about personal relationships (gender, race, age) - through lectures on Diversity	People Team	Costs Included in the Transversal Development Plan	No. of people included/trained No. of actions implemented	Implementation of transversal actions such as: - Onboarding - Women & Galp - Movember & others

Dimension: Equal Working Conditions					
Objectives	Measures	Teams Responsible	Budget	Indicators	Target
<b>Encourage a balance between women and men in decision-making positions</b>	Analyse gender representation by BU. This will ensure that specific commitments and action plans for recruitment, succession and mobility are in line with the overall gender objective, with targets by leader and area for 2023/2024, and control mechanisms to achieve them	People Team with BU Business Partners	No specific costs involved	% of women per Business Unit Establishing objectives by Unit Communication to each strategic developer Signing of commitments until 2030 Establishing variables that will condition the objectives. Creation of an implementation monitoring tool	Established action plan for 2024
	Create and implement procedures to identify people of the under-represented gender in senior management positions so that, in the future, they may have the opportunity to be promoted or recruited for these positions	People Team	No specific costs involved	Internal procedures created and implemented Ratio between the number of people identified and the number of people in the roles mentioned	Streamlining and maintenance of the internal procedures created and implemented
<b>Ensure a fair and objective performance review process for women and men</b>	Ensure that the performance review model implemented is free from any discrimination based on gender and that it does not penalise female employees for exercising family responsibilities	People Team	No specific costs involved	Measures implemented	Diagnostic report and corrective measures implemented (if necessary)
	Maintain the disclosure of the performance model by email, on the intranet, via digital programmes and the Employee Relations Centre	People Team + Marketing and Communications Department	No specific costs involved	Disclosure on the intranet, by email and via digital programme No. of people reached	Disclosure on the intranet, by email, via digital programmes and the Employee Relations Centre

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Dimension: Equal Pay					
Objectives	Measures	Teams Responsible	Budget	Indicators	Target
<b>Ensure the principle of equal pay for equal work, or work of equal value</b>	Continue to monitor the base and supplementary pay of women and men, to ensure that there are no disparities or, if there are, that they are justified and free of gender discrimination	People Team	No specific costs involved	Implementation of monitoring procedures	Streamlining and maintenance of internally created and implemented procedures
	Continue to work on performance indicators and pay progression, to further reduce the pay gap between men and women towards equality	People Team	No specific costs involved	Decrease in the % difference between the salaries of both genders	Streamlining and maintenance of internally created and implemented procedures

Dimension: Protection of Parental Rights					
Objectives	Measures	Teams Responsible	Budget	Indicators	Target
<b>Fostering a culture of parenthood by organising and promoting the company's tools for providing this support</b>	Design an action plan for situations of return from maternity, paternity and care provision leave	People Team - Health	Costs of implementing proposals that go beyond the law	Establishing and implementing a Parenthood Policy Number of people covered by the benefits of the new policy	Implementation of the first action of the Policy released in 2023, continuous streamlining of the measures planned for 2024.





Dimension: Work-life Balance					
Objectives	Measures	Teams Responsible	Budget	Indicators	Target
<b>Promoting work-life balance for employees</b>	Creation and implementation of an internal procedure to ensure that, in case of an unfavourable opinion issued by the CITE on the intent to refuse a request for flexible working hours or part-time work, the company respects this opinion, allowing the employee to work the hours or schedule requested.	Legal	No specific costs involved	Procedure implemented	Procedure created and implemented
	Continued commitment and work on the Flexible Benefits Programme, so that employees and their families can enjoy a range of social benefits according to their preferences. These benefits include the Childcare Ticket, Vocational Training, Technology Acquisition, among others	People Team - Rewards and Benefits	Costs included in the Transversal Flexible Benefits Plan, but with specific allocation for differentiated actions	Number of Differentiated Offers.	Extend flexible benefits proposals
	Implementation of the Mothers' Room (Towers Medical Centre, Sines Refinery, Matosinhos Logistics Park and Spain Office)	People Team - Health	Costs included in the Transversal Wellbeing Plan, but with specific allocation for differentiated actions	Procedure implemented	Extend the breastfeeding room to the ALLO office
	Disclosure of the Golden Rules for Mental Health, regardless of gender;	People Team - Health	Costs included in the Transversal Wellbeing Plan, but with specific allocation for differentiated actions	Implementation of the rules, Disclosure on the intranet, by email and via digital programme	Established action plan for 2024
	Implementation of 25 vacation days for all employees.	People Team	Costs Included in the Transversal Rewards Plan	Procedure implemented	Action Plan created and implemented on 1 Jan 2023.
	Adapt a section of the Wellbeing Plan for gender-differentiated actions	People Team - Health	Costs included in the Transversal Wellbeing Plan, but with specific allocation for differentiated actions	Gender-differentiated actions	Action Plan created and implemented

## **ASSESSMENT AND MONITORING OF THE PLAN**

Galp's People Team will follow up and monitor the implementation of the plan, ensuring that the decided measures are being implemented, and that the objectives are being achieved. They must present the results for internal or external processes and reports, as requested, and to all Galp governing bodies, where relevant.

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