

# Diversity, Equity, and Inclusion policy

## SUMMARY

This policy outlines the framework for how we work with diversity, equity, and inclusion (DE&I), and is to be followed by all entities, employees, and contractors within the Knowit Group.

# Purpose and goal

The purpose of Knowit's work with diversity, equity, and inclusion (DE&I) is to promote diverse perspectives and develop a culture where everyone, regardless of the group they identify with, feels welcome, thrives, and can grow in line with their career goals. The work with diversity and inclusion supports Knowit's continuous development towards the company's vision of creating a humane and sustainable society. This policy, together with related guidelines and instructions, shall be followed by all employees and partners within the Knowit Group.

Knowit is committed to working systematically and proactively to improve the work environment, promote equality and diversity, and protect employees and stakeholders from potential risks. We strive to ensure that no one is discriminated against based on gender, age, ethnicity, religion, sexual orientation, disability, or any other ground. We strive to comply with applicable laws, regulations, and contractual requirements in the markets where we operate.

Knowit's overall goals for diversity, equity and inclusion are:

- Knowit shall be a gender equal workplace with an even gender distribution (40–60 percent over time) among executives at all levels.
- Knowit shall be an inclusive workplace and all employees across Knowit, regardless of what group they identify with, shall feel included and that they have equal opportunities. We track progress using Knowit's DE&I-Index, which should exceed 85 ([\\*Link to more information about Knowit's DE&I-Index](#)),

## The importance of Diversity, Equity, and Inclusion

At Knowit, we are convinced that different experiences and perspectives contribute to a welcoming workplace environment, a broader understanding of our clients' needs and a more humane and sustainable society. An equal and inclusive workplace that values diversity is also more creative, effective, and innovative. We define diversity to include all visible and invisible differences that make us unique. This includes age, gender, gender-fluid or non-binary gender identity, ethnic background, religion or other faiths, sexual orientation, disability, and different ways of thinking and behaving.

Knowit addresses and works to eliminate structural and cultural obstacles to equality, equity, and diversity. We strive to create an inclusive environment where everyone can grow and contribute with their full potential. Our ambition is that all leaders and employees within Knowit will have the right tools and support to act in an equal and inclusive manner in their everyday work.

We know that an inclusive culture is essential to our vision of a humane and sustainable society. Therefore, Knowit works actively to ensure that:

- All employees and leaders are aware of the structures in society that tend to limit employees' possibilities and actively work to achieve an inclusive culture. To ensure this, training is regularly provided in this area.
- An equal gender distribution is achieved in our operations. We work to make sure that all open positions, reach and attract candidates, regardless of what group they identify with or what visible or invisible differences they have.
- Positions are filled primarily based on competence and an awareness of the structures in society that tend to discriminate against certain individuals. We regularly support recruitment managers in how to decrease the risk of unconscious bias and have implemented training and recommendations on how our recruitment should be performed.
- All employees receive equal pay and conditions for equivalent performance in similar roles with comparable difficulty. We analyze annual salary mapping to identify, address, and prevent unjustified pay differences between women and men.
- All employees can combine work and parenting. This means that we facilitate parents by, for instance, offering them flexible work hours. Neither employees nor job applicants may be discriminated on grounds related to parental leave.
- All employees, regardless of gender, gender-fluid or non-binary identity, ethnic background, religion or other faith, disability, sexual orientation, or age are given equal opportunities and conditions.

- Knowit actively works to accommodate employees with disabilities by ensuring accessible workplaces and providing necessary support and adjustments.
- Sexual harassment and discrimination are actively counteracted, in line with our zero tolerance. All cases of discrimination and harassment in the workplace that come to the employer's attention are investigated. Knowit has a plan of action and processes for managing discrimination, harassment, and sexual harassment. Further, Knowit has trained contact persons who can support both the person affected by discrimination and the managers in charge.
- Any deficiencies in our organizational culture are identified at an early stage, through the follow-up of statistics, data, and employee surveys. This is an important part of our efforts for an inclusive culture and to minimize differences between different Knowit companies.

Each manager is responsible for ensuring that this policy is observed, by distributing information, making necessary changes, and regularly performing follow-ups. This policy applies to all Knowit companies and shall be made available to all employees.

## Monitoring and reviewing

The effectiveness of this policy shall be monitored continually. The policy shall be reviewed at least annually, during the management review of the BMS. Additional reviews should occur when Knowit makes operations or business changes that might significantly affect this policy. These reviews are the responsibility of the Head of People & Culture.