

agap2IT

POLICY FOR  
EQUALITY





## BACKGROUND

Agap2IT Portugal currently has more than 600 employees in different countries, and we know how important it is to adopt a socially responsible attitude in everything that surrounds us. This is why we created a Plan for Diversity, Equality and Inclusion where we are committed to contribute to the construction of a fairer, more balanced and more sustainable world.

To carry out a comprehensive and correct assessment with regard to Equality at Agap2IT, we have considered the guidelines and good practices of:

- Guide for drawing up plans for equality, published by CITE;
- Internal platform for managing objectives, targets and actions associated with SDGs 5 and 10;
- Continuous evaluation of the objectives and measures defined so that they are as appropriate as possible to the reality of the moment.

## OUR PURPOSE

Os valores da igualdade, da diversidade e da inclusão fazem desde sempre parte da génese da Agap2IT. Com o evoluir do tempo, tornámos esta questão uma das nossas prioridades no âmbito da Responsabilidade Social e Corporativa, mas também entre as lideranças das diferentes áreas e departamentos.

A Agap2IT lançou o programa *Empower Voices*. Focado na diversidade, na igualdade e na inclusão, vai ao encontro do previsto pelos Objetivos de Desenvolvimento Sustentável 5 (Igualdade de Género) e 10 (Redução de Desigualdades). Nesse sentido, começou por ser feito um diagnóstico da empresa com o intuito de perceber quais as ações e medidas já existentes que fariam sentido manter, assim como uma avaliação da situação atual da empresa para avaliar que medidas faria sentido implementar. Foram definidos objetivos específicos com medidas associadas (algumas já implementadas, outras em implementação e outras a implementar).

Assim, este plano para a igualdade tem como objetivo garantir a implementação e a promoção das melhores práticas, assim como assumir publicamente o compromisso Agap2IT com o tema e ainda monitorizar e melhorar constantemente os objetivos e resultados previstos.

Estes valores estão claros tanto no Código de Conduta como na Política Interna da empresa e este plano deve ser lido em conformidade com os mesmos.





# COMMITMENTS

## I. Recruitment and Hiring

Promoting equality starts from the moment of recruitment. At Agap2IT we guarantee a fair process for all candidates across different topics.

- All recruitment advertisements are inclusive, making clear Agap2IT's guarantee that the only criteria for recruitment will be the ability and adaptability of each person to the position;
- The entire recruitment process is carried out with respect for each person's personal characteristics, ensuring that none of them has any influence on the process.

## II. Work Life Balance

Agap2IT promotes a balance between work and personal life for each employee in different ways:

- In terms of scheduling vacations, the process is unilateral according to the employee's interests and needs, without placing the work of the team and in agreement with their superior;
- Employees' hours are flexible and work can be carried out taking into account the needs of each person, always without compromising the work to be carried out and in agreement with the hierarchical superior;
- The work model is hybrid, always in agreement with the hierarchical superior;
- Some of the events/trainings at Agap2IT are open to family members in order to involve everyone within the company;
- Possibility for employees to accompany their child on the first day of school (up to the 12th year) as long as it is aligned and approved with the hierarchical superior;
- Offering a birth kit to encourage employees to experience motherhood/fatherhood freely.

# COMMITMENTS

## III. Training and Recognition

- Ensure and define procedures in which the promotion of an employee is based on their skills;
- Implement ways of working that ensure that everyone is encouraged to develop their potential and use their talent;
- Ensure that everyone feels respected and able to do their best;
- Ensure that training, development and progression opportunities are available to everyone.

## IV. Awareness and Participation

- Internal and external communications that reinforce Agap2IT's commitment to the topic and make the company's reality known;
- Offering specific training on Diversity, Equality and Inclusion in order to work in a reality free from prejudice and discrimination;
- Promotion of employee involvement in the implementation of this policy through internal and external initiatives;
- Internal lectures within the themes where we invite employees to be speakers;
- Creation of internal debate groups where, every three months, employees discuss a different topic within diversity, equality and inclusion.

## V. Guarantee of Non-Discrimination

- Existence of codes of conduct and policies that condemn situations of moral and/or sexual harassment, as well as what should be done in these situations;
- Promotion of an internal culture in which the individual differences and contributions of all team members are recognized and valued, allowing fair participation in their work and respective activities;
- Defense of a work environment based on mutual respect and free from intimidation, harassment, victimization and discrimination, creating effective mechanisms to investigate complaints involving discriminatory practices in general;
- Possibility of anonymous reporting of irregularities so that employees can report specific situations;
- Review practices and processes whenever necessary to ensure compliance with this policy.



# COMMITMENTS

## VI. Commitments and External Partnerships

To achieve its goals, Agap2IT also creates partnerships that help it realize its ideas and defend its ideals.

- **Signing of the Portuguese Charter for Diversity:** European Union: initiative that encourages companies to make a commitment to the topic.
- **Charter of the alliance for equality in ICT:** reinforces the commitment to cooperation to promote the fight against sexual segregation in educational and professional choices.





# MONITORING AND COMMUNICATION

## Monitorização

The working group created within the scope of Corporate and Social Responsibility will be responsible for monitoring and implementing the equality plan, always with the approval and support of the CEO, as well as the directors associated with each one of the measures. In other words, the measures defined for each department will always be reviewed and analyzed by their directors.

Reviews are carried out with the maximum frequency of one year and can be revised at any time that makes sense for the company.

Furthermore, an internal platform was created that allows us to manage the actions that are being implemented, as well as the objectives that we are achieving.

## Comunicação

Agap2IT's equality plan is shared internally and externally. Through a set of communication measures (internal and external), it reinforces its commitment to the topic. Therefore, it uses interviews and articles written by employees in order to express its position, as well as raise awareness of the topic.

At the same time, it uses digital channels to share information and content that keeps employees up to date with issues and raises awareness.

Furthermore, all employees will be aware of the existence of this plan through:

- Internal newsletter informing about the creation of the equality plan;
- Internal platform where it is available to be consulted whenever necessary;
- Furthermore, the plan will also be available on the company's website for consultation by both internal and external people.



# THANK YOU.



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