

GBY EQUAL OPPORTUNITIES POLICY

CHAPTER I

GENERAL PROVISIONS

1. This Policy applies to and is valid for all companies belonging to the GBY group, including UAB GBY, UAB GBY GROUP, UAB TAURA GROUP and other companies that currently belong to or may in the future be included in the GBY group of companies (hereinafter - the Company). The purpose of the Equal Opportunities Policy is to regulate the equal opportunities policy in the Company and to ensure the full implementation of the provisions of the Constitution of the Republic of Lithuania, the Law on Equal Opportunities of the Republic of Lithuania and other legal acts establishing the implementation of the principles of equality, equal opportunities and non-discrimination, while fostering tolerance in the Company and prohibiting restrictions of persons' rights or the granting of privileges.

2. The main terms used in the Company's Equal Opportunities Policy are:

2.1. Company, employer - the Company.

2.2. Employee - a person working in the Company under an employment contract.

2.3. Discrimination - direct and indirect discrimination, harassment and instruction to discriminate on the grounds of sex, race, nationality, citizenship, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin or religion.

2.4. Ethos - the totality of beliefs, values, moral attitudes and traditions determining the behaviour or norms of behaviour of a person or group of persons.

2.5. Direct discrimination - treatment of a person where, on the grounds of sex, race, nationality, citizenship, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin or religion, less favourable conditions are applied to that person than are, were or would be applied to another person in comparable circumstances.

2.6. Indirect discrimination - an act or omission, legal provision, assessment criterion, apparently neutral condition or practice which is formally the same, but the implementation or application of which results or may result in an actual restriction of the exercise of rights or the granting of privileges, preference or advantage on the grounds of sex, race, nationality, citizenship, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin or religion, unless such act or omission, legal provision, criterion, condition or practice is justified by a legitimate aim and that aim is pursued by appropriate and necessary means.

2.7. Equal opportunities - the implementation of human rights enshrined in international human and civil rights instruments and in the laws of the Republic of Lithuania irrespective of sex, race, nationality, citizenship, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin or religion.

2.8. Harassment - unwanted conduct where, on the grounds of sex, race, nationality, citizenship, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin or religion, the purpose or effect is to violate a person's dignity and to create or actually create an intimidating, hostile, degrading or offensive environment.

2.9. Sexual harassment - unwanted offensive conduct of a sexual nature expressed verbally, in writing or by physical acts towards a person, where the purpose or effect of such conduct is to violate the person's dignity, in particular by creating an intimidating, hostile, degrading or offensive environment.

2.10. Other terms used in this document have the meanings set out in the Law on Equal Opportunities of the Republic of Lithuania and the Law on Equal Opportunities for Women and Men of the Republic of Lithuania.

CHAPTER II

OBLIGATIONS IN IMPLEMENTING EQUAL OPPORTUNITIES AT WORK

3. The Company seeks to ensure that all groups of society are represented in its workforce and that every employee feels respected and is able to fully use their abilities.

4. Recruitment of new employees is based on available vacancies, suitability and ability to perform the work, and information received from candidates is linked only to qualifications related to the requirements of the position.
5. The Company undertakes to create an environment in which the individual differences and contributions of all employees are recognised and valued. Every employee has the right to work in an environment that promotes respect for each person's dignity.
6. In implementing the principles of equality, equal opportunities and non-discrimination, the Company must:
 - 6.1. publish job advertisements that do not provide an opportunity to participate only to candidates of a particular sex, age, sexual orientation, social status, disability, race or ethnic origin, citizenship, religion, convictions or belief;
 - 6.2. ensure that all local legal acts establish equal rights and opportunities regardless of sex, race, nationality, citizenship, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin, religion or other grounds provided for by law;
 - 6.3. apply equal selection criteria and conditions when hiring. All questions asked of candidates for vacant positions must relate to selection criteria. Personnel employees participating in interviews may not ask any questions about a candidate's sex, age, sexual orientation, social status, disability, race or ethnic origin, citizenship, religion, convictions or belief, or make assumptions about the candidate's role at home and in the family, except where directly related to the application of guarantees provided for in the Labour Code of the Republic of Lithuania;
 - 6.4. provide equal working conditions, opportunities to improve qualifications, seek professional development, retrain, gain practical work experience, learn and develop abilities, and provide equal benefits;
 - 6.5. apply equal motivational and incentive measures regardless of the employee's sex, and apply equal statutory criteria for bonuses, premiums and payments to women and men, taking into account competence, abilities and work performed; use equal criteria for performance evaluation and dismissal;
 - 6.6. pay equal remuneration for the same work or work of equal value;
 - 6.7. take measures to ensure that an employee does not experience harassment or sexual harassment at the workplace and is not instructed to discriminate, and is not persecuted or exposed to hostile treatment or negative consequences for filing a complaint regarding discrimination or participating in discrimination proceedings;
 - 6.8. apply equal flexible working time measures to representatives of both sexes: remote work, individual working time schedules, part-time arrangements and other measures;
 - 6.9. encourage representatives of both sexes to use additional benefits by disseminating information about the right of women and men to use social guarantees and encouraging employees of both sexes who have children to use the benefits established by law and at the workplace, informing them about the procedure for granting such benefits;
 - 6.10. take appropriate measures to ensure that persons with disabilities are able to obtain employment, work, pursue careers or study, including appropriate adaptation of premises, provided such measures do not impose a disproportionate burden on the employer;
 - 6.11. establish the possibility to report anonymously a possible case of sexual harassment or discrimination at the workplace;
 - 6.12. ensure the confidentiality of the person contacting the Company regarding possible violations of equal opportunities and of that person's data;
 - 6.13. ensure the application of legal acts to persons to whom legal provisions are applied differentially in pursuit of positive, socially significant aims.
7. When determining remuneration for specific employees, the Company relies exclusively on objective criteria related to the employee's qualifications, the degree of responsibility assigned to the employee, the nature of the work performed, achieved results and other objective criteria.
8. The criteria used to select candidates for promotion relate exclusively to the person's abilities, quality of work performed and personal achievements in the professional field.

CHAPTER III

EMPLOYEES' OBLIGATIONS IN IMPLEMENTING EQUAL OPPORTUNITIES AT WORK

9. In implementing the principles of equality, equal opportunities and non-discrimination, employees must:

9.1. not discriminate against, harass, bully or intimidate other employees on the grounds of their sex, race, nationality, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin, citizenship or religion, and such employees must not be persecuted or subjected to other measures for making unfounded allegations;

9.2. not violate human rights and dignity and not discriminate against a person on the grounds of sex, race, nationality, citizenship, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin, religion or other grounds provided for by law;

9.3. not restrict each other's rights or grant privileges on the basis of sex, origin, language, social status, religion, age, convictions or views;

9.4. create a working atmosphere in the Company based on trust in one another;

9.5. treat all employees respectfully and fairly.

10. Employees who believe that their equal opportunities have been violated or that they have experienced discrimination or harassment may contact their immediate manager, the person responsible for the Policy or use the Company's reporting channels, including trust@gby.lt. Reports are examined confidentially and objectively.

11. Retaliation or any negative consequences against an employee who has reported a possible violation of equal opportunities or participated in the examination of such a report are prohibited.

CHAPTER IV

FINAL PROVISIONS

12. The Company ensures that employees are familiarised with this Policy and that the Policy is available to employees on an ongoing basis.

13. The Company's management is responsible for the implementation, supervision and updating of this Policy.

14. This Policy is reviewed at least once a year and updated where necessary, taking into account changes in legal acts, organisational changes and practical experience in applying the Policy.

15. A violation of this Policy may be treated as a breach of work duties and may result in the measures provided for by labour law and the Company's internal procedures.