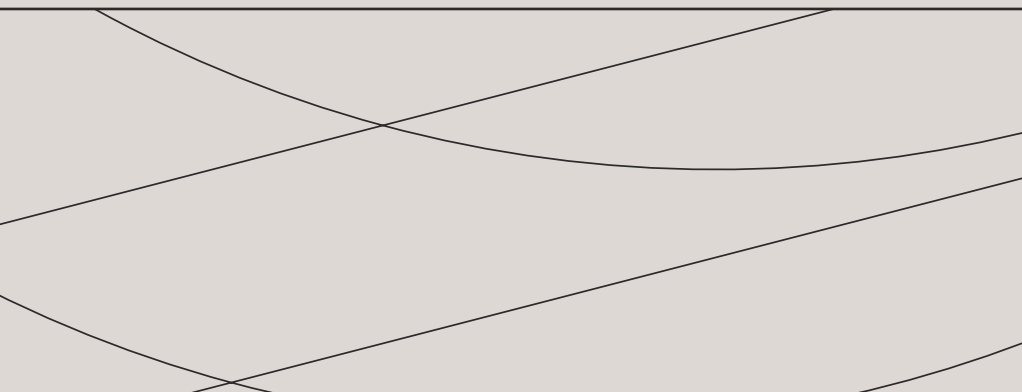


Guideline Diversity and Inclusion



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	1 Prevention of harassment in the workplace Harassment in the workplace can take various forms, including verbal, physical and sex-ual harassment as well as bullying, discrimination and violence. At ARNO, we place great importance on taking preventative measures to create a safe and respectful work envi-ronment. Our anti-harassment policy defines what is considered harassing behavior, how it is reported and what the consequences are. 1.1 Types of harassment › Inappropriate jokes or comments about the appearance, sexual orientation or ethnic origin of colleagues › Unwanted advances or touching › Purposefully ignoring or excluding colleagues › Spreading rumors about colleagues › Insults or threats 2 Preventive measures against harassment in the workplace 2.1 Training of our employees We raise our employees’ awareness of harassment as part of the annual safety briefing in the form of training to help them recognize and report the signs of harassment. The train-ing also highlights ways to defend against harassment and maintain a respectful working environment. 2.2 Reporting harassment We provide our employees with two different channels for reporting harassment: a trusted person and a whistleblower tool.	2.3 Investigation of allegations We take allegations of harassment very seriously and initiate investigations immediately. If it is confirmed that harassment has taken place, appropriate measures will be taken to stop the misconduct and protect the employees concerned. 2.4 Consequences of harassing behavior The consequences we take as an employer for harassing behavior in the workplace de-pend on the severity of the misconduct and can range from a simple warning to termina-tion without notice. As an employer, we fulfill our obligation to take reasonable steps to ensure a safe and respectful work environment. This may include investigating the inci-dent, interviewing witnesses and/or seeking legal advice. 2.5 Promotion of a positive corporate culture As an employer, we promote a positive corporate culture based on the ARNO Code of Conduct. By implementing these prevention measures, we as an employer help to prevent harass-ment in the workplace and create a safe, respectful working environment. 3 Inclusion of minorities and disadvan-taged groups in the company 3.1 Training of our employees We conduct awareness training for our employees as part of the annual safety briefing to raise awareness of the needs of minorities and disadvantaged groups and eliminate stere-otypes. We impart the knowledge our employees need to understand and appreci-ate diversity and inclusion.	

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	3.2 Diversity and Inclusion At ARNO, we attach great importance to having a diverse and inclusive working environ-ment. This includes hiring employees from different cultural backgrounds, genders and age groups. We make no distinctions in this regard and decide solely on the basis of suit-ability for the job in question. 3.3 Diversity and Inclusion Officer Our Head of Personnel Department Gabriele Plesa is the Diversity and Inclusion Officer. She ensures the implemen-tation of diversity and inclusion measures and is available as a point of contact for employees 3.4 Flexibility and adaptability We offer flexible working models that are tailored to the needs of minorities and disad-vantaged groups, such as part-time employment, flexible working hours or working from home. 3.5 Review and evaluation of diversity and inclusion measures We conduct regular evaluations and reviews of diversity and inclusion policies. These measures help ARNO to create an inclusive working environment in which all employees are equally respected and valued, regardless of their ethnic origin, gender, sexual orien-tation or social class.. 4 Advancement of women At ARNO, we offer women and men the same career oppor-tunities. Various measures help to support women at ARNO and improve their career opportunities.	4.1 Remuneration We are committed, without exception, to the ongoing payment of a living wage. For us, gender is not a criterion for determining pay. Gender-based pay is therefore ex-cluded. Employees are paid the same for equivalent work with equiv-alent qualifications and experience. 4.2 Review of job descriptions and remuneration structures We review our job descriptions and remuneration struc-tures to ensure that they are fair and gender-neutral. When creating job descriptions and advertisements, the HR depart-ment ensures that they are gender- and age-neutral. We do not require an application photo and therefore receive many applications without a photo. 4.3 Flexible working conditions Flexible working conditions such as part-time work, flexible working hours and working from home help our employees to better balance their professional and private commit-ments and take advantage of career opportunities. 4.4 Advancement of women in leadership positions At ARNO, leadership positions are not gender-dependent and are filled exclusively on the basis of suitability. 4.5 Data analysis and monitoring We analyze and monitor the gender distribution in the company in order to identify ine-qualities and counteract them in a targeted manner.	

Creating Instore Success. Together.