



Diversity and Inclusion

POLICY

Date: 30 June 2022

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1. Purpose

To encourage a supportive and inclusive culture throughout the entire organisation, emphasizing the holistic benefits linked to the promotion of diversity and inclusion in the workplace. This policy is forward-looking and sets a vision for Diversity and Inclusion to be developed across all facets of the organisation.

2. Scope

This policy applies to all individuals who are directly employed by the organization, regardless of the type of contractual arrangement (e.g. Indefinite, Fixed-Term, Part-Time or Full-Time), and to any contingent or third-party individuals/workers who, by virtue of their contractual agreements with Puma Energy, work under the direct supervision or control of the organization.

3. Abbreviations and Definitions

CoE	Contract of Employment
BU	Business Unit
D&I	Diversity and Inclusion

4. Definition

Puma Energy defines Diversity and Inclusion as being firstly a fundamental acknowledgement by the organisation that it is formed by individuals with unique thoughts, personality, unique capabilities and talents and where the organisation actively cultivates a recognition of such differences, so that each and every employee feels important, respected, included and engaged as we assimilate people with differences including but not limited to nationality, geography, ethnicity, gender, sexual orientation, age, physical abilities, family status, religious beliefs, perspective, experience or other ideologies into the fold of the organisation.

5. Principles

- 5.1. The organisation will ensure that no less favourable facilities or treatment are provided to any individual employees on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation.
- 5.2. All employees, regardless of employment category, will at all times be treated with fairness and respect.
- 5.3. Puma Energy will select candidates for employment, promotion, training, or any other benefits based on their aptitude and ability.
- 5.4. Puma Energy aims to achieve a fully effective workforce by assisting and encouraging employees to develop their full potential and utilise their unique talents.
- 5.5. The organisation aims to foster a working environment where individual differences and the contributions of all team members are recognised and valued.
- 5.6. Puma Energy will not tolerate any form of intimidation, bullying, or harassment and members found guilty of such transgressions will be subjected to formal disciplinary measures.

- 5.7. The organisation commits itself to making training, development, and progression opportunities available to all staff.
- 5.8. The organisation will regularly review its employment practices to ensure that fairness and equality is maintained at all times.
- 5.9. Puma Energy will ensure that its viewpoint on diversity and inclusion is brought to the attention of its internal and external stakeholders.

6. Limitations and Restrictions

- 6.1. Where any of the content of this policy conflicts with specific terms or conditions of employment as stated in writing in a formal CoE, or with any national legislation applicable to the location country of the BU, the following alignment matrix will apply:
 - 6.1.1. First Level of Alignment: Alignment to national legislation remains the primary requirement of any regulation mentioned in this Policy.
 - 6.1.2. Second Level of Alignment: Alignment to specific CoE terms & conditions are the secondary requirement of any regulation mentioned in this Policy.
 - 6.1.3. Third Level of Alignment: The content of this Policy.
- 6.2. For any instances where any of the above alignment requirements are not achievable, the relevant Regional HR Head should bring such cases to the attention of the Policy Owner/Approver.

7. Roles and Responsibilities

Role	Responsibilities
All Employees	<ul style="list-style-type: none"> • Respecting the dignity and diversity of all fellow employees. • Enhance own awareness of potential unconscious bias scenario's and the impact that this could have on the overall wellbeing of the organisation.
All Managers	<ul style="list-style-type: none"> • Ensuring that employment-related decisions are free from discrimination. • Providing reasonable consideration for qualified individuals with disabilities and special needs. • Taking relevant corrective actions when identifying any forms of discriminatory conduct.

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