

# Gender equality plan PCC BakkiSilicon 2021-2023

## Introduction

PCC BakkiSilicon places great emphasis on gender equality and that any decisions taken regarding wages, recruitment and career development will be taken on a professional basis. Employees are valued by their own accord and shall have equal opportunities within the workplace as stated in act no. 150/2020 about gender rights. It is the responsibility of both management and employees of PCC BakkiSilicon to promote healthy communications and work ethics in the workplace.

## Purpose and goals

PCC Bakki Silicon's gender equality plan is submitted on the bases of Act of Equal Status and Equal rights irrespective of gender no. 150/2020 and act no 86/2018 on equal treatment on the labor market. The main goal of the equality plan is to guarantee equality within the company for each employee irrespective of gender and origin. That every employee is guaranteed the same opportunities for career development and training, and that equal opportunity for working within the company is provided for everyone, regardless of gender. Sexual harassment, gender-based harassment and gender-based violence will not be tolerated in the workplace. This equality plan shall ensure that employees are not discriminated against in any way, such as based on gender, religion, beliefs, ethnic origin, race, sexual orientation, or the color of their skin. The CEO and the board are responsible for PCC BakkiSilicon submitting an equality plan. The HR manager is responsible for the progress of gender equality, and that the gender equality plan is followed up and maintained within the company.

### 1. Equal pay

When determining wages, full equality shall be met. Wages shall be justly, equal terms shall be offered for comparable jobs, with regards to the scope, responsibilities, education, and experience required by the job, regardless of gender.

Goal	Procedure	Responsibility	Timeframe
All genders will be paid the same salary and enjoy the same terms for comparable and equibalent jobs. That there is no unexplained wage difference.	An equal pay policy is defined and introduced to employees.	Management	Completed by November 1st 2021
	An annual wage analysis is carried out for the purpose of examining wheather there is a gander pay gap.	HR manager Payroll specialist	Annual analysis completed by November 1st
	If an unexplained wage difference arises, it must be corrected with a written justification. Adjustments shall be made accordingly in next year's wage plan.	CEO HR manager	Corrections shall be made before March 1st each year
PCC BakkiSilicon is awarded the Equal pay certification.	The certification process has started according to equal pay standard IST 85:2012	CEO HR manager	End of year 2021 in addition to re-certification according to legal requirements.

## 2. Available positions

PCC BakkiSilicon emphasizes that any job advertised should appeal to everyone, regardless of gender, and should be available to people of all genders. Equality considerations are assessed on equal terms with other important considerations that are considered when it comes to recruitment. When hiring for vacancies, the gender ration should be considered so that there is no deficit between women and men. Great care shall be taken to ensure that the candidate who is considered most suitable for the job is recruited, regardless of gender.

Goal	Procedure	Responsibility	Timeframe
Vacancies at PCC BakkiSilicon must be available to all genders.	Summary of the gender ration of all groups	Payroll specialist	Summary compleated each year before November 1st
To equalize the gander ratio within the workplace.	Gender-specific summary of adverticed jobs, applicants and recruitment.	HR manager	Summary compleated each year before November 1st

	Supervisirs and shift leaders set realistic goals for gender balance in the group they manage based on the goals of PCC BakkiSilicon each year.	Supervisors and shift leaders	Included in annual performance interviews.
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### 3. Training, retraining and lifelong learning

Employees shall not be discriminated against based on gender in terms of opportunities for training, retraining, lifelong training, and vocational training. It must be ensured that all employees, regardless of gender, can attend courses that are held specifically to increase their skills at work or in preparation for other jobs. Courses and retraining offered may however differ according to the needs of each individual working group. It shall be ensured that the education and professional development offered within each group is available to all employees, regardless of gender.

Goal	Procedure	Responsibility	Timeframe
To ensure that vocational training, retraining and lifelong learning are accessible to all employees, regardless of gender.	Analysis of the participation of all genders in courses and in vocational training with the aim of encouraging and ensuring that discrimination does not occur.	HR manager	Annual analysis completed by November 1st

### 4. Balancing work and family

Efforts shall be made to create conditions for employees to harmonize the requirements of work and family responsibilities, with a certain flexibility in the organization of work and working hours as far as possible. Employee overtime shall be kept to a reasonable limit to that it has the least possible effect on family life. In addition, the organization of meetings or other work-related events outside of regular working hours, is not advised. Efforts shall be made to meet the wishes of employees for flexible parental leave and to make it easy for all genders to return to the workplace after such leave, or other

leave from work due to unmanageable and urgent family circumstances, has been taken. In accordance such circumstances shall not affect decisions on the person’s professional advancements.

PCC Bakki Silicon’s operations require some employees to carry out their tasks at various times of the day and year. Therefore employees shifts and work ratios are organized so that there is less tension between private life and work, and the balance between them works as well as possible.

Goal	Procedure	Responsibility	Timeframe
Shift system must be predictable, so that family life and work can be balanced.	Inform employees in about the possibilities of working in shifts for each department	HR manager	A presentation will take place at the beginning of the employment
To ensure that both parents exercise their right to parental and maternity leave and leave do to their children’s illness.	Inform employees and prospective parents to their rights and responsibilities in regards to this.	HR manager	At the beginning of employment.

### 5. Gender-based violence, gender-based harassment and sexual harassment

PCC BakkiSilicon emphasizes that employees adopt and work with the companies’ values: trust, reliability, respect, and team spirit. Emphasis is placed on a good work ethic where there is trust, confidentiality, equality, and honesty. Bullying, gender-based and sexual harassment and violence are under no circumstances tolerated in the workplace. Employees should report such behavior to the next supervisor and are also encouraged to prevent such harassment and intervene if it occurs. All complaints of harassment, gender-based and sexual harassment or violence are taken seriously and carefully investigated in consultation with the alleged victim. After the investigation of the case, the necessary measures will be taken.

Goal	Procedurer	Responsibility	Timeframe
Bullying, violence, gender-based violence, gender-based harassment and sexual harassment are not tolerated at PCC BakkiSilicon	Education about what constitutes gender-based violence, gender-based and sexual harassment.	CEO HR manager	Annual education and presentation of prevention and action plan. Completed in October each year.

<p>Prevention is systematically worked on and there is an action plan for responding to social harassment/violence.</p>	<p>The company's prevention and action plan and response are presented to employees. A prevention and action plan must be available on the company's internal website, which states what advice employees can take and where to look.</p>	<p>HR manager</p>	<p>The company's prevention and action plan is presented to new employees when hired.</p>
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## 6. Follow-up

The equality plan takes effect from May 1<sup>st</sup>, 2021 and shall be reviewed after three years. PCC Bakki Silicon's management reviews the Gender Equality Plan and the results of its actions annually and updates as necessary. The plan is reviewed at least every three years.

Goal	Procedure	Responsibility	Timeframe
<p>Verify that the equality plan is effective. Assess whether the goals of the plan are realistic and whether employees have taken advantage of the opportunities that the plan entails.</p>	<p>Workplace analysis /risk assessment that takes into account the goals and projects of the plan.</p>	<p>CEO HR manager</p>	<p>At the latest six months before the expiry of the plan.</p>
<p>The equality plan is constantly evolving.</p>	<p>Review and development of the plan based on experience and existing analyzes.</p>	<p>CEO HR manager</p>	<p>Completed three months before the expiry of the previous plan.</p>