

# Group diversity, equity and inclusion policy



**NILFISK**



## Purpose of this policy

At Nilfisk we aim to secure the well-being of our employees by promoting behavior that encourages Diversity, Equity, and Inclusion (DE&I), a sense of belonging and that everyone can bring their authentic self to work. This is essential for the Ways of Working and our DE&I commitment of providing an inclusive and equal experience for all employees, regardless of differences. We want to foster a culture where

employees feel valued, respected, and included, and have equal opportunities for growth and development to ensure that everyone can engage in their work to their best abilities.

Nilfisk's group DE&I policy defines the principles and objectives of ensuring a diverse, equitable, and inclusive workplace across the company.

## Definitions

### Diversity

We believe we can unfold the full potential of Nilfisk by having a diverse, equitable and inclusive organization. We embrace differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

For gender diversity, Nilfisk is committed to increase the share of the underrepresented gender (women) in top management. Our target aims to have 34% of the underrepresented gender in top management by 2026, and to work for equal representation by 2030 (minimum 40/60).

### Equity

At Nilfisk, we strive for equity. We aim to treat all people fairly, so that the norms, practices, and policies in place ensure equal opportunities or workplace outcomes. All employees should have equitable opportunities to realize their potential.

Circumstances related to terms of employment, termination, or other changes of terms of employment must always be in accordance with The Danish Act on Equal Treatment between Men and Women, the Act on Gender Equality, and the Danish Discrimination Act.

### Inclusion at the workplace

An inclusive work environment at Nilfisk is a prerequisite for diversity. In Nilfisk, an inclusive work environment is characterized by striving to be tolerant of our differences and that we acknowledge that these differences can strengthen our company.

It is a shared responsibility that everyone feels included and valued and it is a clear expectation that all managers and employees act inclusively so that everyone is met with respect.

Nilfisk does not tolerate differential treatment, bullying, or harassment of employees and we encourage all employees to report serious concern at the workplace to our Whistleblower system, so we can stop wrongdoing and thereby protect our employees, the company and its stakeholders.



## Implementation

Nilfisk implements the policy and our DE&I efforts through the following areas.

### Recruitment process

Nilfisk places a special emphasis on our talent acquisition processes to minimize bias and promote diversity, equity, and inclusion at the entry point of our organization. In that way, we ensure the best conditions for attracting and recruiting candidates with the best competencies for the specific job function.

We do this by:

- Writing job adverts in a way that attracts a broad and diverse applicant field.
- Emphasizing in our job postings that all job applicants are encouraged to apply regardless of gender, age, religious belief, sexual orientation, national and social origin, political standpoint, disability, race, skin color, and ethnic origin.
- Ensuring that spokespersons, pictures, and material in our external communication, job postings, and PR reflect a diverse workplace.
- Treating every applicant respectfully.
- Ensuring that our recruitment process is driven by evaluation criteria that emphasizes the candidate's competencies, experience, and potential.
- Supporting hiring managers in creating more diverse teams.
- Using interview guides that challenge personal biases.
- Education, orientation, and training of the managers in recognizing and diminishing bias, prejudice, or prejudice.
- Demanding diverse shortlists when working with external recruitment agencies.
- Where possible, applying cognitive assessments, personality questionnaires and cases to measure skills, behaviors, and competencies against the actual selection criteria.
- Involving several people in the recruitment and the decision-making process.

### Onboarding

At Nilfisk, everyone must know and comply with our policy and managers to ensure its implementation during daily operations. No employee must doubt that this area is prioritized, and every employee should know that differential treatment, bullying, abusive behavior, and harassment will not be tolerated.

We do this by ensuring:

- Policy and awareness training
- Newly appointed employees sign the associated Nilfisk Code of Conduct in which rule #8 relates to Labor Rights, Diversity and Inclusion in Nilfisk.
- Newly appointed employees are introduced to the policy and their responsibility to know and comply with its principals.
- Our onboarding program for new employees involves a presentation of Nilfisk' focus on diversity, equity, and inclusion
- Newly appointed employees know how to use the Whistleblower system if they experience or witness differential treatment, bullying, abusive behavior, and harassment.
- Newly appointed employees are informed about the formal opportunities for advancing and shifting career paths at Nilfisk. Consequently, they can put themselves forward and thereby ensure Nilfisk gains the broadest possible internal recruitment pool.



### **Career development**

At Nilfisk, every decision related to employees must be based on the employee's professional qualifications, experience, education, and development potential seen in relation to the specific job function.

We do this by ensuring:

- Our policies do not favor some employee groups more than others but ensure equal opportunities.
- That we have a diverse representation of candidates for our talent and leadership development programs.
- New management candidates are assessed based on the candidate's potential as a leader and not only by their prior experience.
- We provide mentoring program where newly appointed leaders can get advice and inspiration from more experienced leaders.

### **Flexible working conditions**

At Nilfisk, while factoring in the operation of the company, we strive to offer working conditions that make it possible for the individual employee to balance work and personal life.

We do this by ensuring:

- A Nilfisk Global Working from Home Policy for office staff who can perform their job remotely.
- That every employee is provided with the opportunity to ask their manager for more flexibility in terms of working conditions. This includes every type of employee – and not just parents or caregivers.

### **Offboarding**

In cases where employees at Nilfisk resign from their position, we seek to identify and understand the reason for the resignation by the direct manager and HR.

We do this by:

- Ensuring that the responsible HR partner and/or the nearest manager conduct exit interview with employees that resign to understand the reasons for resigning.
- Having a continual review and analysis of resignation trends or themes.
- Every employee resigning the company receives a survey to better understand their reasons for leaving.

### **Network and engagement activities**

Employee Affinity Groups and local, community engagement activities are embraced and encouraged to take diversity, equity, and inclusion beyond the workplace, to enforce employer and employee contributions to the communities we serve and promote a greater understanding and respect for diversity.

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