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Gender Equality and Related Policies

Gender Equality Management System pursuant to UNI/PdR 125:2022

Rev.	Date	Reason	Prepared by	Approved by
0	22/5/2026	First publication	Management, in coordination with the Steering Committee and the GEMS Manager	Steering Committee

Mission and strategic vision

Forestae Srl (hereinafter also 'Forestae', 'the Company' or 'the Organisation') is a communications agency which provides design, marketing and communication consulting services to for-profit and non-profit clients.

This Policy sets out the Company's commitments to gender equality and serves as the reference document for its Gender Equality Management System (GEMS), pursuant to UNI/PdR 125:2022. Forestae is committed to:

- promoting equal opportunities for women and men, and respect for all gender identities;
- preventing all forms of discrimination, harassment and violence in the workplace, whether physical, verbal or digital;
- providing an inclusive, safe workplace focused on wellbeing;
- adopting a streamlined gender equality management system proportionate to the Company's size, based on measurable objectives, actions and indicators in line with UNI/PdR 125:2022.

This Policy applies to all employees, business associates and contractors, and, where relevant, to relationships with clients, suppliers and partners.

Management commitment

Management is ultimately responsible for the GEMS and:

- integrates gender equality into organisational decisions, workload allocation, role assignments and project management;
- appoints a Gender Equality Management System Manager (GEMS Manager) to coordinate the implementation of this Policy, monitor performance indicators and propose actions for improvement;
- establishes a Gender Equality Steering Committee (Steering Committee) to advise and support Management and to draw up the Strategic Plan;
- ensures adequate organisational and financial resources (the budget), proportionate to the Company's size, to pursue, achieve and maintain the GEMS objectives.

Reference to UNI/PdR 125:2022 and the gender equality management system

The Company recognises *UNI/PdR 125:2022 - Guidelines on the gender equality management system* as the principal technical and organisational framework for structuring its commitment to equal opportunity in a systematic and measurable way.

This Policy is the reference document for the management system. It will be updated in line with the requirements of the guidelines and reviewed on an ongoing basis.

Achieving certification is a key step in the concrete implementation of gender equality policies with a view to continuous improvement, building on a corporate culture already committed to gender-inclusive communication.

Certification is intended to be a tool for formalising consistent policies that improve employee wellbeing while strengthening the Organisation's reputation and ethical standing.

Guiding principles

The Gender Equality Policy is grounded in the values that inspire and guide Forestae. These values have mutual respect at their core, the lifeblood of an organisation in which professional relationships can grow in an environment that makes room for dialogue, development and trust.

The Gender Equality Policy is based on the following principles:

- Impartiality and inclusivity
- Fairness and transparency
- Employee development
- Protecting individuals
- Combating all forms of violence, harassment and discrimination

Specific policies for gender equality

Specific policies which focus on gender equality provide the input needed to draw up the Gender Equality Strategic Plan and to identify, develop and implement procedures dedicated specifically to gender equality, taking the Organisation's operating context into account.

Our gender equality policies cover the following areas of the Strategic Plan:

- Selection and recruitment
- Career management
- Equal pay
- Parenthood and caregiving
- Work-life balance
- Preventing all forms of physical, verbal or digital abuse and harassment in the workplace

The Organisation's commitments are organised by topic in the sections below.

Selection and recruitment

Forestae:

- uses gender-neutral language in job advertisements;
- assesses applicants on the basis of skills, experience and motivation, avoiding questions about marital status, pregnancy, sexual orientation, gender identity and caregiving responsibilities;
- ensures that selection and recruitment processes are designed to prevent gender inequality and counter biases arising from stereotypes;
- promotes balanced gender representation in selection processes, insofar as the relevant labour market permits;
- keeps a clear, straightforward record of the selection criteria used.

Career management

Forestae:

- defines processes to ensure non-discrimination and equal opportunities in professional development and promotion;
- ensures that roles, project responsibilities and development opportunities are assigned on merit, without gender discrimination;
- promotes, wherever possible, gender balance in project coordination roles and internal leadership positions;
- is committed to informing personnel of the criteria used to assign responsibilities and promotions, in a clear and transparent manner;
- encourages discussion and feedback to support the wellbeing and professional development of all;
- is committed to a workplace that safeguards mental and physical wellbeing and promotes inclusion.

Equal pay

Forestae:

- applies compensation criteria based on roles, responsibilities, skills and results, without pay disparities, particularly those related to gender;
- conducts periodic reviews, at least annually, to identify any gender pay gaps and, where necessary, to select and implement corrective action(s);
- ensures internal transparency regarding the principles used to determine salaries, benefits, bonuses and benefits.

Parenthood and caregiving

Forestae:

- supports maternity and paternity at every stage (notification, leave and return to work), finding suitable arrangements with the individual concerned that foster professional continuity and a gradual return;

- promotes the use of paternity leave and other statutory leave, encouraging all eligible people to take advantage of it;
- considers additional flexibility measures for caregiving needs, subject to available resources, such as the ability to work from home during specific periods or temporary changes to working hours.

Work-life balance

Forestae:

- promotes work-life balance through measures applied to everyone, regardless of gender;
- not only makes part-time schedules available but actively promotes them to help people achieve a better work-life balance, and offers flexible working hours based on clear, shared rules;
- offers all personnel unlimited, discretionary remote work hours, with informal guidance on preferred in-office days to foster internal cohesion and relationships among colleagues;
- as a rule, schedules meetings and coordination sessions at times compatible with family and personal commitments.

Preventing all forms of physical, verbal or digital abuse and harassment in the workplace

Forestae:

- identifies risks relating to abuse and harassment and plans preventive actions accordingly;
- does not tolerate any form of harassment, violence or discrimination, including verbal or digital misconduct, against anyone who works for or collaborates with the Company;
- provides channels for reporting suspected or known abuse, harassment and discrimination;
- investigates and assesses any incidents of abuse and harassment;
- promotes respectful, considerate and gender-neutral communication.

Monitoring and implementing the Policy

All personnel receive training and awareness-raising on the Gender Equality Policy. The Policy is reviewed and reaffirmed at least once a year as part of the Periodic Review.

Communicating the Policy

This Policy is a corporate document. Management ensures that it is distributed and made available to all personnel and interested parties through internal communication channels and publication on the corporate website (<https://forestae.com/>).

This Policy was drafted and approved by Management with the involvement of the Steering Committee, which has signed it for validation, with the coordination of the Gender Equality Management System Manager.