

## Policy on human rights, gender equality and diversity

### Human Rights

Human Rights and Democracy are one of the core sectors covered by our services.

We openly commit ourselves to complying with internationally proclaimed human rights in accordance with the UN Declaration of Human Rights and to observe the national laws in all countries we work in. We fully abide by the principles of equality and non-discrimination against anyone regardless of gender, skin, color, religion, culture, age, disability or national origin and condemn all forms of discrimination and harassment, whether of physical, verbal or non-verbal nature. All business partnerships are fair and transparent and based upon mutual respect.

We are aware that human rights are less protected in some of the countries we work in than in Germany, where our headquarters are located. We therefore attach importance to the fact that our commitment is not only binding for our permanent staff in our headquarters in Freiburg and our branch in Brussels, but also for all freelance experts contracted by us for short- or long-term assignments at home or abroad.

We obey the laws and regulations in the countries we operate in and accept responsibility for our actions worldwide. We commit ourselves to comply with internationally proclaimed human rights in accordance with the UN Universal Declaration of Human Rights and to observe the national laws in all countries where services are provided. Equally, we fully respect the political, cultural and religious practices prevailing in the country of operation.

Since August 2010, Particip has an official Code of Conduct. By signing it, all staff members in our headquarters in Freiburg and our branch in Brussels ensure their assent.

The Code of Conduct lays down our ethical principles, provides us with a practical guideline while working to the highest professional standards in development consulting and sets a framework for action.

In order to guarantee adherence to Particip's ethical principles, an internal person of trust can be addressed confidentially whenever a staff member considers that one of Particip's ethical principles is not being complied with. It is guaranteed in the Code of Conduct that no employee or expert will suffer adverse consequences for reporting any disregard of Particip's ethical principles.

### **Gender Equality and Diversity**

As a company headquartered in Germany, Particip is subject to the General Equal Treatment Act (AGG – Allgemeines Gleichstellungsgesetz). Of course, the law is the basis for cooperation with all internal and external employees, regardless of their place of residence.

We ensure “equal pay for equal work” by using a transparent remuneration structure for our staff directly involved in project work irrespective of any personal circumstances such as gender. Requirements to be met for achieving different salary levels are clearly defined and available to all employees. Besides our transparent remuneration system for fixed salary levels, a flexible salary based on the company’s profit margin is added to the fixed salary to enable employees to participate in the company’s success. Since 2014 a component rewarding seniority has been added to the flexible salary system.

We believe that work and private life should be compatible. For our family-oriented working environment, we were already honored in 2005 as one of the most family-friendly companies in Germany. At Particip working parents do not have to choose between a career or a family. We firmly believe that work-family balance is not dependent on gender either: about a third of all parents on parental leave at Particip are men, way above average in Germany. Particip provides easy reintegration after parental leave, and offers home office solutions as well as part-time work at all seniority levels.