

**2020 Plan for Gender Equality**  
**CTT – Correios de Portugal, S.A. – Public Company**

COMPANY	CTT – CORREIOS DE PORTUGAL, S.A. – PUBLIC COMPANY			
REFERENCE YEAR	2020			
SECTOR	Corporate public sector		Listed company	YES

Dimension: Company Strategy, Mission and Values							
OBJECTIVES	MEASURES	RESPONSIBLE DEPARTMENTS/ UNITS (Focal point)	CONCERNED DEPARTMENTS/ UNITS (Focal point)	BUDGET	INDICATORS	GOAL	COMPANY REMARKS
Internally and externally make a commitment to promote equality between women and men	1. Include a clear reference to the company's commitment to gender equality, in the Values and Mission of the company, in all strategic documents and the website	Company Secretary	Board of Directors Human Resources Department Brand & Communication Department Digital & Innovation Department	No specific costs required	The Company Mission and Values include the commitment to promoting equality, as well as strategic documents (Codes, Reports, internet, intranet)	2 <sup>nd</sup> half of 2020	
Disseminate the Plan for Equality and its strategic importance for the company	2. Disseminate the Plan for Equality via the website, the intranet, email and physical mail to those who do not have an email address	Brand & Communication Department	Human Resources Department Board of Directors	No specific costs required	Evidence of the publications	1 <sup>st</sup> half of 2020	
Use inclusive language in all strategic documents	3. Review the drafting of strategic documents and tools on the corporate website, the intranet and other for the overall adoption of inclusive language	Company Secretary	Brand & Communication Department	No specific costs required	Publications and updates with inclusive language of the strategic documents (regulations, reports, Codes of Conduct, website, intranet, etc.)	2 <sup>nd</sup> half of 2020	

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<b>Dimension: Initial and Continuous Training</b>							
<b>OBJECTIVES</b>	<b>MEASURES</b>	<b>RESPONSIBLE DEPARTMENTS/ UNITS (Focal point)</b>	<b>CONCERNED DEPARTMENTS/ UNITS (Focal point)</b>	<b>BUDGET</b>	<b>INDICATORS</b>	<b>GOAL</b>	<b>COMPANY REMARKS</b>
Promoting a culture of equality between men and women in the workplace by encouraging management and working practices in line with it	4. Disseminate the legal framework and the current situation of key areas to ensure the right to equal opportunities and non-discrimination	Human Resources Department	All Company Departments	No specific costs required	Number of employees appointed to managerial positions who undertake the training on the right to equal opportunities and non-discrimination Annual control of the Training Plan ensuring the attendance of all participants	2 <sup>nd</sup> half of 2020 Continuous	
<b>Dimension: Equal Working Conditions</b>							
<b>Subdimension: Promotion/Career Progression</b>							
Encourage proper and balanced participation of women and men in company goals	5. Organise and provide specific support to facilitate the return of workers who have interrupted their career for family reasons	Human Resources Department	Brand & Communication Department	No specific costs required	Create an alert mechanism for extended absences Indicators of the number of people who have been absent for more than 4 months, number and type of measures taken	2 <sup>nd</sup> half of 2020	

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<b>Subdimension: Promotion/Career Progression (cont<sup>d</sup>.)</b>							
<b>OBJECTIVES</b>	<b>MEASURES</b>	<b>RESPONSIBLE DEPARTMENTS/ UNITS (Focal point)</b>	<b>CONCERNED DEPARTMENTS/ UNITS (Focal point)</b>	<b>BUDGET</b>	<b>INDICATORS</b>	<b>GOAL</b>	<b>COMPANY REMARKS</b>
Promote the balance between women and men in the strategic positions of the company	6. Appoint 33.3% of under-represented sex to the management and supervisory bodies, as from the first elective General Meeting held after 1 January 2020 (art. 5(1) of Law no. 62/2017)	Board of Directors Shareholders	Company Secretary	No specific costs required	33.3% of under-represented sex appointed to the management and supervisory bodies	As of the first elective General Meeting, expected to be held in April 2020	
<b>Subdimension: Salaries</b>							
Ensure the principle of equal pay for equal work or work of equal value	7. Diagnose potential wage differences (basic salaries and complementary remunerations) according to gender and identify corrective measures	Human Resources Department	Brand & Communication Department	No specific costs required Diagnosis shall be carried out with the help of the Gender Pay Gap Calculator, a tool created by the Commission for Equality in Labour and Employment (CITE)	Analysis of the information and clarification of procedures and criteria	2 <sup>nd</sup> half of 2020	
	8. Conduct an internal analysis and review (if necessary) to ensure that leave, absence and time off under Article 65(1) and (2) of the Labour Code are considered to be actual work in the context of the performance assessment to award productivity attendance bonuses (pregnancy leave, parental leave, adoption, childcare or grandchild care, among others)	Human Resources Department	Human Resources Department	No specific costs required	Diagnostic report and corrective action taken, if necessary	2 <sup>nd</sup> half of 2020	

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<b>Dimension: Protection of Parenthood</b>							
<b>OBJECTIVES</b>	<b>MEASURES</b>	<b>RESPONSIBLE DEPARTMENTS/ UNITS (Focal point)</b>	<b>CONCERNED DEPARTMENTS/ UNITS (Focal point)</b>	<b>BUDGET</b>	<b>INDICATORS</b>	<b>GOAL</b>	<b>COMPANY REMARKS</b>
<b>Subdimension: Promotion/Career Progression</b>							
Guarantee the right to parental leave by workers	9. Enhance the information on parental rights and responsibilities beyond the minimum content required by the Authority for Labour Conditions	Human Resources Department	Brand & Communication Department	No specific costs required	Internal dissemination Display at all workplaces Indicators of parental leaves by gender	1 <sup>st</sup> half of 2020	