

**Action Plan for Gender Equality (APGE)**  
**CTT – Correios de Portugal, S.A. – Public Company**

INTERVENTION AREA		MEASURE	GOAL (INCIDENCE AND SCOPE)	EXPECTED IMPACT (1 TO 5)	RESSOURCES/ MEANS	TIMETABLE	CRITERIA/MONITORING INDICATORS
<b>1. MISSION AND COMPANY STRATEGY</b>		1.1 – 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 website	100%	5	<ul style="list-style-type: none"> <li>Online edition</li> <li>Digital publication</li> </ul>	2018	<ul style="list-style-type: none"> <li>Documental evidence</li> <li>Maintenance of the publication</li> </ul>
		1.2 – Create a Working Group for Gender Equality and appoint internal people responsible for the implementation and monitoring of the APGE	More relevant Directions	5	<ul style="list-style-type: none"> <li>Appointment</li> <li>Set up</li> </ul>	2018	<ul style="list-style-type: none"> <li>Documental evidence</li> </ul>
<b>2. MANAGEMENT OF HUMAN RESSOURCES</b>	<b>Lifelong learning and training</b>	2.1 – Include the “Right to Equal Opportunities and Non-discrimination” course in the training of managerial positions (Manager's kit)	100% of middle and top management	4	<ul style="list-style-type: none"> <li>E-learning</li> <li>Articulate with measure 4.2</li> </ul>	2017-2018	<ul style="list-style-type: none"> <li>Control of Training Plan implementation</li> <li>Training indicators</li> <li>% managerial positions involved</li> </ul>
		2.2 – Keep the content of the above mentioned course up-to-date according to best practices	“Right to equal opportunities and non-discrimination” course	4	<ul style="list-style-type: none"> <li>E-learning team</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Periodical compliance check</li> </ul>
	<b>Analysis of functions, performance and remuneration evaluation</b>	2.3 – Prevent and fight the bias regarding gender and performance assessment	100% of managerial positions	4	<ul style="list-style-type: none"> <li>Diagnosis</li> <li>Awareness raising and training</li> </ul>	2019	<ul style="list-style-type: none"> <li>Monitoring results of performance evaluations</li> </ul>
		2.4 – Evaluate potential wage differences regarding gender and identify corrective measures	Criteria and company remuneration practices	4	<ul style="list-style-type: none"> <li>Collection, processing and analysis of Information</li> </ul>	2018	<ul style="list-style-type: none"> <li>Pay gap evolution</li> </ul>
	<b>Progression and development of careers including recruitment and selection</b>	2.5 – Ensure gender diversity in the selection jury	100% of processes	4	<ul style="list-style-type: none"> <li>Senior staff and experts of the Directions involved</li> </ul>	2018	<ul style="list-style-type: none"> <li>Reports on recruitment and selection processes</li> </ul>

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<b>3. CONCILIATION BETWEEN WORK, FAMILY AND PERSONAL LIFE</b>	<b>Parenthood</b>	<b>3.1</b> – Enhance the information on parental rights and responsibilities, beyond the minimum content required by the Authority for Labour Conditions	100% of employees	5	<ul style="list-style-type: none"> <li>Display at all work places</li> <li>Internal disclosure</li> </ul>	2017-2018	<ul style="list-style-type: none"> <li>Verification of compliance</li> <li>Hearing of employees</li> <li>Level of use (number of users/universe covered)</li> </ul>
	<b>Employee benefits</b>	<b>3.2</b> – Sign protocols with entities to benefit employees, children or equivalent persons	100% of employees	4	<ul style="list-style-type: none"> <li>Analysis of partnership opportunities</li> <li>Negotiation of protocols with no costs for the company</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Level of use. Number of uses/number of potential users</li> </ul>
<b>4. ORGANISATION OF WORKING TIME</b>		<b>4.1</b> – Design informative supports on rights and duties on duration and organisation of working time, with reference to the applicable regulations	100% of employees	4	<ul style="list-style-type: none"> <li>Disclosure at all work places</li> <li>Intranet</li> </ul>	2019	<ul style="list-style-type: none"> <li>Monitoring of disclosure</li> <li>Level of knowledge and use of rights and duties</li> </ul>
		<b>4.2</b> – Inform, train and raise awareness among the managerial positions regarding organisation of working time and measures to promote conciliation between work, personal and family life	100% of managerial positions	4	<ul style="list-style-type: none"> <li>Manager's kit and on-the-job training (e-learning)</li> <li>Articulation with measures 2.1 and 2.2</li> </ul>	2017-2018	<ul style="list-style-type: none"> <li>Control of Training Plan compliance</li> <li>Training indicators</li> <li>Ratio of managers involved</li> <li>Level of knowledge and use of rights and duties</li> </ul>
<b>5. RESPECT EMPLOYEE INTEGRITY AND DIGNITY</b>		<b>5.1</b> – Include reference in the Code of Conduct to prevent and fight against harassment at work	Code of Conduct and other corporate documents	3	<ul style="list-style-type: none"> <li>Inclusion in the Code of Conduct</li> </ul>	2017-2018	<ul style="list-style-type: none"> <li>Documental evidence</li> </ul>
		<b>5.2</b> – Publish in intranet contents on citizenship rights and responsibilities, consumer protection, risk of indebtedness and prevention of domestic abuse	100% of employees	4	<ul style="list-style-type: none"> <li>Internal communication and intranet</li> <li>Articulate with the new corporate intranet project</li> </ul>	2019	<ul style="list-style-type: none"> <li>Impact analysis</li> <li>Page views and number of incidences (Analytics)</li> </ul>

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	<b>5.3</b> – Enhance the information on rights and duties regarding equality, non-discrimination and harassment , beyond the minimum content required by the Authority for Labour Conditions	100% of employees	5	<ul style="list-style-type: none"> <li>Display at all work places</li> <li>Internal disclosure</li> </ul>	2017-2018	<ul style="list-style-type: none"> <li>Verification of compliance</li> <li>Hearing of employees</li> <li>Level of use (number of users/universe covered)</li> </ul>
<b>6. SOCIAL DIALOGUE AND PARTICIPATION</b>	Include the themes of equality, conciliation and non-discrimination in the tools that evaluate employee satisfaction	100% of employees	3	<ul style="list-style-type: none"> <li>Surveys on satisfaction and corporate culture</li> </ul>	2019	<ul style="list-style-type: none"> <li>Results of the surveys</li> </ul>
<b>7. INTERNAL AND EXTERNAL COMMUNICATION</b>	Review the drafting of documents, tools and corporate website to adopt inclusive language	100% of relevant documents	3	<ul style="list-style-type: none"> <li>Document review</li> </ul>	2019	<ul style="list-style-type: none"> <li>% of relevant reviewed documents</li> </ul>
<b>8. EXTERNAL RELATIONS</b>	Maintain the participation of the company in national and international <i>fora</i> on gender equality and equal opportunities, conciliation of work, family and personal life, active ageing, inclusion and respect for the human integrity and dignity	Active participation	3	<ul style="list-style-type: none"> <li>Participation in surveys and analysis</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Number of participations</li> </ul>