





CTT – Correios de Portugal, S.A. – Public Company ("CTT") and its subsidiaries ("CTT Group"), recognizing the benefits of diversity and inclusion, commit themselves publicly to endeavour efforts to promote the diversity of their human resources, including in the composition of their corporate bodies.

Bringing together people with different profiles, knowledge and curricular areas, different cultures, gender and ages, enriches the organisation, stimulates creativity and innovation, contributes to the strengthening of human potential and to a higher quality decision–making process, enhancing value creation for stakeholders.

Based on the principles of non-discrimination and inclusion, CTT Group undertakes the commitment, already provided for in its Code of Conduct and Code of Good Conduct to Prevent and Fight Harassment at the Workplace, to:

- Implement positive discrimination measures and prohibit any form of discrimination or harassment, namely on the grounds of gender, age, nationality and residence, complying thus with the universal rights laid down inter alia in the Constitution of the Portuguese Republic, in the International Labour Organisation, and the Global Compact;
- Promote mutual respect and equal opportunities for men and women alike in selection and recruitment procedures, career progression, training and remuneration, among others;
- Take measures to enable people with disabilities to be integrated and to adapt jobs where necessary;
- Promote academic diversity of their employees and members of corporate bodies in order to ensure a better response to the needs of a demanding and constantly evolving market.

CTT is committed to monitoring the alignment of this Diversity and Inclusion Policy with the principles set out in the Codes of Conduct of CTT and its Subsidiaries, the Code of Good Conduct to Prevent and Fight Harassment at the Workplace, as well as with the best corporate governance practices, and to reviewing it annually.

Diversity and Inclusion Policy



COMPANY	CTT – CORREIOS DE PORTUGAL, S.A. – PUBLIC COMPANY
REFERENCE YEAR	2021
SECTOR	Postal Sector (incumbent operator of the Universal Postal Service)
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	
Be socially responsible and engaging with the stakeholder Workers	1. Post content on intranet on citizenship rights and duties. consumer protection, risk of indebtedness and prevention of domestic violence	Communication and Sustainability Department	People and Culture Department	No specific costs required	Measurement of intranet page consultations	2 nd half of 2021		
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	Communication and Sustainability Department	People and Culture Department Board of Directors	No specific costs required	Evidence of the publications	1st half of 2021		



DIMENSION: EQUAL ACCESS TO EMPLOYMENT									
	SUBDIMENSION: ANNOUNCEMENTS, SELECTION AND RECRUITMENT								
OBJECTIVES	MEASURES	RESPONSIBLE DEPARTMENTS / UNITS (Focal point)	CONCERNED DEPARTMENTS / UNITS (Focal point)	BUDGET	INDICATORS	GOAL	COMPANY REMARKS		
Contribute to a fair and objective selection and recruitment process for women and men	3. Ensure that the selection teams observe the principle of a balanced representation of women and men	People and Culture Department	All Company Departments	No specific costs required	Balance of representation of men and women on selection boards	2 nd half of 2021 Continuos			
	DIMENSION: EQUAL WORKING CONDITIONS								
		SUBDIMENSION: P	ROMOTION/CAREER PRO	OGRESSION					
Encourage proper and balanced participation of women and men in company goals	4. Organise and provide specific support to facilitate the return of workers who have interrupted their career for family reasons	People and Culture Department	Communication and Sustainability 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 nd half of 2021			
Promote the balance between women and men in the strategic positions of the company	5. Guarantee the continuity of 33.3% of under-represented sex in the management and supervisory bodies (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 in the management and supervisory bodies	Maintenance of the target in 2021			



SUBDIMENSION: SALARIES							
OBJECTIVES	MEASURES	RESPONSIBLE DEPARTMENTS / UNITS (Focal point)	CONCERNED DEPARTMENTS / UNITS (Focal point)	BUDGET	INDICATORS	GOAL	COMPANY REMARKS
Promote equality between women and men in the field of professional progression and development	6. Diagnose potential wage differences (basic salaries and complementary remunerations) according to gender and identify corrective measures	People and Culture Department	Communication and Sustainability Department	No specific costs required Diagnosis shall be carried out internally, as the tool of the Commission for Equality in Labour and Employment (CITE) will not be available	Analysis of the information and clarification of procedures and criteria	2 nd half of 2021	
Ensure the principle of equal pay for equal work or work of equal value	7. Conduct an internal analysis and review, if necessary, to comply with the provisions of Article 65(1) and (2) of the Labour Code concerning leave, absence and time off, which do not incur in the loss of any rights, except for remuneration, being considered as actual work (pregnancy leave, parental leave, adoption, child and grandchild care, among others)	People and Culture Department	People and Culture Department	No specific costs required	Diagnostic report and corrective action taken, if necessary	2 nd half of 2021	



DIMENSION: PROTECTION OF PARENTHOOD							
OBJECTIVES	MEASURES	RESPONSIBLE DEPARTMENTS / UNITS (Focal point)	CONCERNED DEPARTMENTS / UNITS (Focal point)	BUDGET	INDICATORS	GOAL	COMPANY REMARKS
Support parenting	8. Assign incentive to maternity through opening a Junior account at Banco CTT, by birth	People and Culture Department	Banco CTT Communication and Sustainability Department	Opening a Junior account at Banco CTT with 25€/ child	Number of births Satisfaction Index	2 nd half of 2021	
		SUBDIMENS	SION: LEAVE/SHARED LE	AVE			
Guarantee the right to parental leave by male and female workers	9. Enhance the information on parental rights and responsibilities beyond the minimum content required by the Authority for Labour Conditions	People and Culture Department	Communication and Sustainability Department	No specific costs required	Internal dissemination Display at all workplaces Indicators of parental leaves by gender	1st half of 2021	
DIMENSION: WORK, FAMILY AND LIFE BALANCE							
Promote work, family and life balance of male and female workers	10. Assign flexibility to mothers and fathers to accompany their children or equivalent on the first day of pre-school education	People and Culture Department	Communication and Sustainability Department Respective Department	Essentially organisation and logistics costs	Achieve 100% of the situations applicable Accounting for layoffs Satisfaction Index	2 nd half of 2021	