

GENDER EQUALITY POLICY

2023-2025

1. Preamble

The European Commission strengthened its commitment towards Gender Equality through the release of the Gender Equality Strategy 2020-2025 (COM(2020) 152 final) which aims in particular at:

- Ending gender-based violence and stereotypes.
- Reducing inequalities on the labour market, increasing women's employment rate - in particular in sectors in which they are under-represented, closing wage gaps:
- Improving women's representativeness among political and decision-making bodies.

At the national level, recent French laws reinforced the action plan to achieve professional equality, including the 2018/09/05 law : "Freedom to choose our professional future", introducing an obligation to achieve results in terms of equal pay, through the introduction of the gender equality index. This law revolves around several axes, among which : the development of a common methodology and objective criteria for calculating pay gaps, training for part-time employees, the majority of whom are women, fighting stereotypes, particularly in recruitment, better work-life balance¹. The "Professional Equality" label awards private or public entities for the implementation of their gender equality plan.

Imagine Optic operates in the optical engineering sector, a sector in which the presence of men is predominant (2/3 of our company's employees are men, a proportion that increases to 4/5ths within our engineering departments). The recruitment of female employees is a crucial issue, while 72% of those enrolled in engineering education are men. These percentages are reflected in our Management structures, where 2 of the 9 members of the Management Committee and 2 of the 9 Process Pilots are women.

¹ [Egalité femmes-hommes au travail | Égalité-femmes-hommes \(egalite-femmes-hommes.gouv.fr\)](https://egalite-femmes-hommes.legallite-femmes-hommes.gouv.fr/)

Based on this observation, this policy is implemented in order to define the areas of work and develop the action plan that will allow us to ensure professional equality between women and men within our company.

2. Key areas of the gender equity policy

Our main lines of work for the coming years are the following:

- Gender equity in recruitment, and promotion of diversity in so-called gendered professions
- Gender equity in the salary trajectory and upskilling
- Gender equity in work-life balance
- Combating direct and indirect gender-based violence and raising employee awareness of gender issues

3. Company commitments to gender equity

3.1 Gender equity in recruitment, and promotion of diversity in so-called gendered professions

Recruitment procedures must ensure equal opportunities when considering applications or when integrating into the company. Imagine Optic is therefore committed to setting up conditions for balanced access to employment between women and men.

Commitment n°1: Neutrality in the redaction and publication of job and internship offers

Imagine Optic is committed to ensuring that recruitment campaigns for all jobs and internships offered by the company are aimed at everyone, regardless of gender and without discrimination. The company is also committed to the neutrality of recruitment

advertisements as to the gender used, or the use of both feminine and masculine for job titles.

Commitment n°2: Raising team awareness of gender non-discrimination in recruitment

The company is committed to raising awareness among members of the recruitment team on the issue of gender and discrimination, through internal training, webinars and shared resources.

The company also undertakes to create, for employees called upon to conduct interviews, a recruitment guide including a section relating to discrimination, and more particularly to gender discrimination.

The selection process will thus be based solely on the skills and experience of the candidates.

Commitment n°3: Promotion of the engineering profession among female students

Imagine Optic undertakes to grant each female engineer, at least once a year, the time necessary to make, during her working hours, a presentation of the engineering profession in a middle school, high school or university.

If an opportunity to make a job presentation to middle school, high school or university students is offered to a person from Imagine Optic, preference will be given to volunteers of the least represented gender in this job.

Monitoring indicators :

- Number of job and internship offers formulated in a neutral manner out of the total number of job and internship offers
- Gender ratio in the applications processed by the HR department

- Gender ratio in applications submitted to managers
- Gender ratio in the interviews carried out
- Gender ratio in recruitments made
- Number of job presentations to middle schools, high schools or universities by Imagine Optic employees, specifying the speaker's job and gender

3.2 Gender equity in the salary trajectory and upskilling

The gender of the employee must not hinder the evolution of this person within the company. The company is committed to monitoring the salary trajectory of women and men as well as their access to internal and external training.

Commitment n°4: Equal access to salary increases by gender

Imagine Optic is committed to monitoring the evolution of salary increases by gender. This monitoring will be studied before each collective increase decision, and may possibly guide a differentiated effort in the event of a discrepancy.

Commitment n°5: Equal access to training by gender

Imagine Optic is committed to monitoring the ratio of women and men who have taken internal or external training each year. This follow-up may give rise to a specific action in the event of a difference in access.

Monitoring indicators :

- Graph representing, by gender, the average percentage increase per year
- Ratio of women/men having received training during the year compared to the ratio of women/men in the company

3.3 Gender equity in work-life balance

The organization of work must not lead the professional life of employees to encroach on their personal life. In particular, it must be taken into account equally for women and men of potential personal constraints outside working hours and during the lunch break.

Commitment n°6: Raising compliance with working hours in organizing meetings

Imagine Optic undertakes to promote the fact of ensuring that the schedules of each and every one of the participants in the meetings are respected, in particular at the beginning and end of the day, but also at lunchtime, and this without distinction of gender.

Commitment n°7: Promotion of parental leave

The company undertakes to promote, individually and collectively, the parental education leave among employees announcing the upcoming birth or adoption of a child, by means of an information note relating to this leave for mothers and fathers.

Monitoring indicators:

- Rate of take-up of parental leave among employees becoming mothers
- Rate of take-up of parental leave for employees becoming fathers

3.4 Combating direct and indirect gender-based violence and raising employee awareness of gender issues

The company must be a place of respect and benevolence between colleagues, collaborators, customers, suppliers, partners... As such, discriminatory words or behaviors as well as acts of harassment, aggression or sexism cannot not be tolerated.

Furthermore, it is important to create a working environment that is healthy, safe and conducive to individual professional development.

Commitment n°8: Prohibition of hateful or discriminatory behaviors and speeches and of harassment, aggression or sexist acts

The company undertakes to strongly condemn the aforementioned behaviors and speeches, including resorting to disciplinary sanctions listed in the internal regulations.

The company displays on its premises the articles of the labor code and the penal code relating to sexual and moral harassment and sexist acts.

In addition, the company appoints, within the Social and Economic Committee, a referent for harassment and sexist and sexual acts at work. This person is identified through internal display.

Commitment n°9: Providement of an emergency stock of periodic protection

The company undertakes to equip each female toilet with a supply of self-service spare period protection in the event of an emergency, and to appoint a person responsible for monitoring this supply.

Commitment n°10: Free access to resources on gender and sexism

In order to raise employees awareness on gender issues, Imagine Optic is committed to providing employees with resources (books) on the theme of gender and sexism, with free access in the form of a shared library, in an area accessible to all employees.

Monitoring indicators:

- Number of complaints received on sexist or sexual grounds
- Number of disciplinary sanctions applied for sexist or sexual behaviors

4. Action plan and resources

4.1 Action plan

The company undertakes to monitor these different indicators from 2023-01-01 at last.

Commitment	Action	Due date
2	Provide internal training on gender discrimination to the recruitment teams	2023-06-30
2	Create a recruiter's guide including a non-discrimination section	2023-09-30
6	Communication about work hours awareness in planning meetings	2023-03-31
7	Release a note about parental leave for mothers and fathers	2023-12-31
8	Display laws on sexual and moral harassment in the premises	2023-02-28
8	Appoint a "referent for harassment and sexist and sexual acts at work" within the Social & Economic Committee	2023-03-31
9	Stock of periodic protection	2023-02-28
10	Create a gender-themed library	2023-03-08

4.2 Resource dedicated and monitoring

The Gender Equity Policy will be implemented by Imagine Optic HR Manager Florian BACQ.

At least once per year, a review of the indicators with the Social and Economic Committee will be conducted. This review can lead to defining new actions to fulfill these commitments.

An annual reporting on the actions and results will be proposed to the Management Committee.

5. Approval of the Gender Equity Policy

The Gender Equality Policy over the period 2022-2025 was approved by Imagine Optic CEO, Samuel Buccourt, on 2023-02-24, and will be put in force immediately after its disclosure to the whole organization and publication on Imagine Optic website.

Signature
Samuel BUCCOURT
CEO Imagine Optic

A handwritten signature in blue ink, appearing to read "SBUCCOURT", written over a horizontal line.