



# Equality Policy

## Introduction and objectives

Metsä Group is committed to treating everyone in an equal, fair and respectful manner. Discrimination is not permitted in any way or form. All operations are guided by Metsä Group's values: responsible profitability, reliability, cooperation and renewal. This Equality Policy determines Metsä Group's position to gender equality and equal opportunities in all activities related to working life.

Metsä Group respects internationally recognised human rights in its operations and is committed to promoting gender equality and equal opportunities between people within its own sphere of influence.

Metsä Group promotes equal treatment in the workplace community by complying with the applicable legislation, this Equality Policy, and the guidelines that complement it. Unless otherwise mentioned, the term "equality" refers, in the context of this Equality Policy, to both gender equality and equality between people in general.

## Scope of application

This Equality Policy applies to all companies and locations which are part of Metsä Group. The entire personnel must comply with the rules and principles described in this document in their activities. Every supervisor is responsible for ensuring, with regard to the organisation they manage, that this Equality Policy is complied with and that the personnel are aware of its principles..

## Policy principles

### Prohibition of discrimination

Metsä Group forbids all discrimination based on gender, age, ethnic or national origin, nationality, language, religion, belief, opinion, political activity, trade union activity, family relations, pregnancy, health, disability, sexual orientation or any other personal characteristics.

Discrimination means direct and indirect discrimination, harassment as well as instructions or orders to discriminate and the denial of reasonable adjustments. The prohibition on discrimination applies throughout the life-cycle of an employment relationship, starting from recruitment to the end of the employment, regardless of whether the employment relationship is permanent, fixed-term or part-time in nature.

### Promotion of equal opportunities

Metsä Group assesses the realisation of equality at the workplace on a regular basis and develops working conditions and operating methods which advance the realisation of an equal workplace community. The goal is equal treatment and non-discriminatory processes in recruitment, career development, access to training, the division of duties, working conditions, compensation and benefits, the development of the workplace community as well as in other work-related practices.

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Metsä Group aims to create equal opportunities for career development on all levels of the organisation, regardless of gender or any of the other personal characteristics referred to in this Equality Policy. The promotion of equality must take into account the operating environment and any observed shortcomings, so that the measures aiming to advance equality are effective, appropriate and correctly proportioned.

### **Recruitment and induction**

Open vacancies are filled with the most suitable person, who meets the requirements set for the job in question. All qualified applicants must have an equal opportunity to be selected. The selection must account for the equality criteria.

Applicants may not, in the job advertisement or during the recruitment process, be subject to requirements which are irrelevant for the performance of the job in question. Jobs must, as far as possible, be equally suitable for both women and men.

In general, anyone may apply for an open vacancy. Selections are made on the basis of pre-determined criteria and they focus solely on a person's skills and know-how as well as on their merits and suitability for the job in question. No questions that may lead to a discriminatory end result may be asked in connection to recruitment.

When necessary, Metsä Group carries out any adjustment measures that can be considered reasonable and proportionate for ensuring that the most suitable applicant can be selected for an open vacancy despite their disability.

The induction of new employees accounts for, to the extent possible, the different backgrounds and needs of those being inducted. The same principle is applied throughout the employment relationship's life-cycle.

### **Career opportunities and training**

Metsä Group aims to create equal opportunities for career advancement, including job rotation and promotions, for all members of its personnel. Equal opportunities are accounted for in HR planning, which aims to anticipate external and internal resourcing needs, provide employees with development opportunities, and implement systematic job rotation within the Group.

Metsä Group encourages active dialogue in terms of every employee's own career plans and training needs. Personal development plans as well as their implementation and monitoring are agreed on in the annual performance and development appraisals

conducted between an employee and their supervisor. The aim is to ensure, as part of supervisory work, that everyone has an equal opportunity to receive the training their job role require and training which develops their competence throughout the life-cycle of their employment relationship. HR supports supervisors in the implementation and monitoring of development plans.

### **Remuneration and other terms and conditions of employment**

The personnel are equal with regard to remuneration and all other terms and conditions of employment. Remuneration complies with the principle of pay equality. According to this principle, employees receive equal pay for the same and equivalent work, regardless of their gender or any other reason pertaining to their person, unless there is an acceptable reason for unequal pay. The said acceptable reasons may include experience, training and education, know-how, and performance. The principle also includes a prohibition of wage discrimination.

A review of the remuneration of women and men in the workplace is carried out in connection to a gender equality assessment, conducted on a regular basis. The review serves as a basis for the preparation of an action plan, the implementation of which is monitored regularly.

### **Addressing shortcomings**

Discrimination is never acceptable and will always lead to consequences. Metsä Group encourages its personnel to bring out any shortcomings they observe as early as possible. Every supervisor is obligated to address any shortcomings they observe or become aware of. If there is reason to suspect discrimination in the workplace community, it must be reported to a representative of the employer immediately, in the manner specified in Metsä Group's Code of Conduct. Reports concerning suspected discrimination are processed confidentially, as described in more detail in Metsä Group's Code of Conduct.

### **Follow-up**

If discriminatory practices or practices that hinder the realisation of equality are identified, the background and conditions of the practice are investigated and corrective measures are carried out. The follow-up is the responsibility of Metsä Group's Senior Vice President, HR, or a representative of the employer designated by the SVP. The realisation of equality is also monitored in the manner required by the local legislation.

### **Complementary instructions**

This Equality Policy is complemented with the equality and equal opportunity plans. If the local legislation requires a stricter practice than what is outlined in this Equality Policy, local rules and regulations apply.

### **Decision-making, changes and responsibilities**

Metsä Group's Senior Vice President, HR, owns this Equality Policy and is responsible for any updates thereto.