



EQUAL OPPORTUNITIES POLICY

Introduction and objectives

Metsä Group regards it as essential to provide equal opportunities and responsibilities to all persons without discrimination.

This policy sets out Metsä Group's position on equal opportunity in all aspects of employment, including recruitment and promotion; it also provides guidance and encourages all employees at all levels to act fairly and actively prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

Scope of application

This Equal Opportunities Policy shall be applied globally in all companies and legal entities belonging to Metsä Group. The personnel of Metsä Group shall in their work comply with the rules specified herein.

Policy guidelines

1. Recruitment

It is the policy of Metsä Group to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion; or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests.

The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits. All vacancies will be offered internally. All selections will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and promoted to all candidates.

2. Career opportunities

All Metsä Group employees have equal opportunities for career advancement. All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

3. Training

Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion. All employees are encouraged to discuss their career prospects and training needs in the annual performance and development appraisal (PDA) with their line manager.

4. Monitoring

All employees shall have access to this policy. It is the responsibility of each employee and line manager to ensure that all aspects of this policy are applied throughout the organisation.

Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

5. Equal opportunities and payment

Women and men are treated equally as far as compensation is concerned, and they receive equal treatment when doing equally demanding work. A survey of women's and men's pay in the workplace is being conducted as part of the gender equality assessment.

6. Grievances and victimisation

Metsä Group emphasises that discrimination is an unacceptable act which may lead to disciplinary action. If there are reasons to suspect sexual or other gender-based harassment, it is the responsibility of each employee to inform the employer so that the necessary measures can be taken to eliminate it. Any complaints of discrimination will be pursued through the organisation's Code of Conduct.

Supplementing guidelines

No supplementing guidelines.

Ownership, approval process, changes and deviations

This Equal Opportunities policy is approved by the Board of Directors, Metsäliitto Cooperative. The policy is owned by the Group Senior Vice President, Human Resources, and all updates, changes, deviations and supplements shall be authorized by the Human Resources Management Team.

Make the most of Metsä

