

# STATEMENT ON EQUALITY AND ANTI-DISCRIMINATION



bouvet

2022

WE LEAD THE WAY AND BUILD  
TOMORROW'S SOCIETY

Put briefly, diversity is created by allowing each and every one of us to be ourselves and able to contribute our skills, personal qualities and experience. Everyone will be valued for their contribution, develop personally and feel secure – regardless of their background and qualities, who they are and where they come from. That gives the individual the best opportunities to thrive and succeed – while we as a group acquire a broader perspective and greater understanding of client and user needs. It all starts with securing equal rights and opportunities – for everyone.

## Part 1 Status of gender equality

### Gender balance

		2022		2021		2020	
		WOMEN	MEN	WOMEN	MEN	WOMEN	MEN
Gender balance	Per cent of employees	30.9	69.1	29.6	70.4	29.8	70.2
Gender balance in management	Per cent of employees	36.4	63.6	33.9	66.1	28.8	71.2
Gender balance in corporate management	Per cent of employees	53.8	46.2	35.7	64.3	28.6	71.4
Gender balance on the board	Per cent of directors	40.0	60.0	40.0	60.0	40.0	60.0
Temporary employees	Per cent of employees	0.2	0.2	0.2	0.3	0.4	0.4
Actual part-time working	Per cent of employees	1.5	1.4	1.7	1.5	2.6	1.6
Involuntary part-time working	Per cent of employees	0	0	0	0	0	0
Parental leave	Average no of weeks	18.6	11.0	20.7	11.3	17.7	13.1

- We have a goal of increasing the female share of our workforce, and we succeeded with this in 2022. The number of women we employ has grown, particularly in management. Seven of 13 members of our top management team are female, and the board comprises two women and three men.
- All our permanent jobs are full-time. We therefore have no involuntary part-time working. Everyone who works for us part-time has chosen to reduce their working hours for welfare reasons.
- Our temporary employees largely represent part-time jobs for students on work experience.
- On average, women take longer parental leave than men, but the latter have the same opportunity to take longer and acceptance for this. We cover the gap between regular pay and national insurance rates for both women and men. Other employee benefits are also maintained during such leave.

## Part 2 Our work to promote equality and prevent discrimination

We have a long-term goal of being the best place to work. A good workplace is largely a matter of whether the individual employee feels they are coping, progressing, and part of the fellowship. In our work on equality, we concentrate on creating a culture of involvement and inclusion which contributes to this.

### Guidelines, principles and procedures

Our work on equality and anti-discrimination is integrated in our guidelines, principles and procedures.

- We have internal guidelines which promote respect and equality and prohibit discrimination in line with the Norwegian Equality and Anti-Discrimination Act. Our code of conduct has been published on [bouvet.no](http://bouvet.no) and tells the world at large what we expect of ourselves. We also set correspondingly high standards of conduct for our suppliers and partners.
- We have internal guidelines covering a shared responsibility for ensuring that each employee develops in line with both our and their needs. Our procedures for systematic follow-up and development are the same for all employees.
- Our whistleblowing routines build on the principle of impartiality, confidentiality and contradiction. We strive to achieve a good climate for speaking out and transparency in our group. A broad range of channels for expression and a clear channel strategy contribute to this.
- We honour our values and root our choices in them. Credibility, for instance, is about being honest and displaying integrity both as individuals and as a group, while our sharing culture means that we listen and are curious, and that it is safe to put yourself forward. Freedom, pragmatism and enthusiasm are also values which describe what we strive towards – every day, each of us in our own way.
- The behaviour of our managers is founded on principles of being hands-on with their personnel, building a good community and cultivating diversity – which for us means a working environment with genuine opportunities for everyone to contribute all they have of qualities and expertise. Our management principles also involve working long-term and seizing opportunities. Managers have a particular responsibility for encouraging their personnel to think innovatively and for supporting them when they do. This means it is permissible to make mistakes – and then learn from them if they are made.
- Our work on HSE is certified as part of our ISO 14001 and Eco-Lighthouse certifications.
- Our recruitment toolbox provides support for managers at every stage in the recruitment process, from formulating messages and visual expressions to selection. This ensures that we reach out more to the candidates we want, that we appoint the best qualified people, and that the process is experienced as positive and equitable by the individual candidate. One of our principles is to advertise department manager posts internally, and we emphasise an equitable and objective selection process.

### How we work with equality and anti-discrimination in practice

Our equality work is pursued in line with the four-step model, where we investigate and establish conditions in our group, assess the risk of discrimination and look at possible obstacles. Measures are then taken to promote equality and evaluate the work in order to make further progress. These efforts cover recruitment, pay and working conditions, promotion, training and development, customisation, and the work-life balance. We have assessed these areas in relation to all the basic requirements which follow from the Norwegian Equality and Anti-Discrimination Act.

Work on equality is entrenched in the board and driven forward by HR and management. Important contributors are the working environment committee (AMU) and the safety delegates at the individual offices.

The AMU meets quarterly, with the gender balance, use of overtime and sickness absence as fixed items on the agenda. Safety inspections are conducted annually at all our offices to identify weaknesses in HSE conditions and to do something about those which might be uncovered.

A particular role is played by our diversity and inclusion network, which works to increase awareness of diversity issues – including the gender balance. Activities in the network include lectures by internal and external speakers, workshops and networks for sharing.

Guidelines and routines are audited annually by HR in cooperation with the AMU and top management to ensure that they are updated and fit for purpose, and that they support work on equality.

Employee surveys are conducted annually for our whole group, and represent our most important mapping exercise. Questions we ask cover such aspects as the physical working environment, whether people perceive mutual respect and whether they feel valued. All HR areas are covered, with the exception of recruitment. The results are reviewed and measures implemented at all levels in our organisation.

Other arenas and activities which contribute to equality and anti-discriminations efforts include the following.

- Job reviews are conducted annually between each employee and their manager, and are followed up by status checks several times a year. This review is a tool for dialogue and feedback, where ambitions, needs and development wishes are identified and followed up through targets and specific measures.
- Our internal development programme for managers ensures the entrenchment of values and management principles, strengthens managers' understanding of their managerial role, and gives them tools to exercise it. Managers are important role models with regard to attitudes, respect and equality, and play a key part in the individual employee's development.

- Internal sales and management conferences are also important arenas for learning and inspiration related to the managerial role.
- BouvetOne, our internal technical conference, is an important arena for expertise sharing and learning. Virtual solutions for recording and video transfer make courses and lectures available to all employees.
- We are a gold partner of the Oda network, and participate annually in EY's SHE index – where we have recorded improvements year by year. Participation has given us the opportunity to learn more about differences and how to work for a better gender balance.
- We have helped to found and are a proud sponsor of Girl Tech Parties, an initiative to get more female students studying technology and science subjects.

### What do our surveys show?

- The employee survey shows a high level of job satisfaction among our employees, with small or no differences between men and women, and we score high on questions which ask whether respondents feel equal and free to express their opinions. In addition, the survey confirms that our managers succeed in creating a good work culture. Job content such as interesting assignments, autonomy and pride in their work are important drivers for our workforce. The individual's experience of doing a good and effective job is influenced to a great extent by our processes, tools and information flow. We see considerable variation in this area related to both age and gender.
- Our diversity and inclusion network has investigated what it feels like to be LGBT in Bouvet. The survey found that, although few bad experiences related to this are reported, much insecurity and feelings of minority stress nevertheless prevail in relation to the individual's own orientation. The network also looked at how LGBT employees want to be received by colleagues in our workplace and how others can be inclusive – tips which were later shared with all employees.
- Through conversations with focus groups representing different ages, genders, technical disciplines, experience and seniority in our group, we have identified best practice for job adverts with the aim of strengthening our diversity.
- A mapping of the employee journey shows that no clear framework exists for developing expertise and careers. No information about development opportunities – and what there is ambiguous – can lead to discrimination at the level of the individual.
- Safety inspections identified untidiness at a number of places in our premises plus a failure to signpost emergency exits, which added up to a potential lack of access for people with impaired mobility and/or vision. A hectic working day and an inadequate division of labour could be the causes here, but managers and safety delegates follow up immediately after safety inspections to ensure rapid improvement.
- From the dialogue with our employees, we have registered a desire for greater flexibility in the event of sickness, particularly for those with special customisation needs.

### Our measures

Managers have a special responsibility to contribute to equality and anti-discrimination, since they serve as role models for our corporate culture and are the closest to employees. Many of our measures are therefore aimed at strengthening leadership. During the year, we established a number of new arenas for management development and support:

1. management school in Bouvet – a six-day development programme
2. management lunches – virtual lunches (presentations) on current issues
3. Me as a manager – a manual on the way we exercise management in Bouvet
4. Pulse – reporting tool for managers

### Recruitment

Attracting the right candidates and ensuring that the meeting with us is a positive and professional experience are important.

- We have strengthened collaboration and established a professional network for recruitment support which ensures continuous development of the recruitment toolbox.
- We have developed job adverts which will help to strengthen our diversity, based on proposals from internal focus groups.
- Our onboarding programme has been further developed, and new practices have been developed to ensure a good and secure start for new employees. We pay particular attention to the reception of people starting their first job.
- We have entered into a collaboration with the Ada project at the Norwegian University of Science and Technology (NTNU), which works to ensure that more women graduate from the university's technology courses where female participation is low.
- Girl Tech Parties were staged in six towns around Norway.

### Conditions of employment and development

Our ability to offer good working conditions and development opportunities is crucial for attracting and retaining employees. We are concerned to ensure that the terms we offer always conform to our values and management principles.

- Following a pay survey conducted in 2021, we have amended our profit-sharing scheme – which is based on time present in the earnings year. Deductions will no longer be made for absences related to parental leave, pre-natal check-ups and breast feeding.
- We have ended an arrangement which meant employees in their trial period failed to receive the same supplementary benefits during parental leave as other employees.
- We have made changes to our pay system in order to be able to analyse various bonus payments in preparation for the next pay survey.
- We have strengthened structural capital, improved internal processes and further developed our channel strategy to achieve better information flow and reduce the risk of unintentionally discriminating against individuals.
- Eighteen further managers took the Cornerstones of Bouvet's Management programme.
- Sixty-four managers started the management school during the autumn.

- Agile leadership, the good pay conversation, and follow-up and development of young personnel have been among the topics at management lunches during the year.

#### Customisation, inclusion and the work-life balance

In our work on equality and inclusion, we also believe that we can always improve and that we develop ourselves through being curious and seeking new knowledge.

- We organise language cafes so that all colleagues who want can get together and learn more about Norway's language and culture. These gatherings also provide an arena where people can practise their foreign languages and learn more about the various cultures represented in our workforce.
- The diversity and inclusion network celebrated International Women's Day on 8 March by focusing attention on the need to get more women to choose IT. In an intranet article, a number of our female role models shared their experience of and thoughts on this subject.
- Pride was marked with speeches, a film evening and a party. Based on the network's study of being LGBT at work, good advice on a positive and inclusive working environment for LGBT people was shared in an intranet article.
- Technical cafes and a series of presentations were organised under the Diversity Talk umbrella during the year. The spring BouvetOne conference had a dedicated track with diversity presentations and a special theme week on mental health took place in the autumn. Such topics as hearing loss, ADHD, imposter syndrome, equality in the technology sector, anxiety and depression, party culture in the workplace, suicide prevention, burnout and mastering stress were highlighted in these presentations.
- Psychological security was one of the topics at the autumn's sales and management conference.
- We worked through the year on establishing a new whistleblowing channel which will also be accessible to outsiders and provide opportunities for anonymity. We also worked to strengthen our routines for following up whistleblower reports.
- We value the physical meeting between people, and organise a number of professional and social activities to create a good climate of cohesion and fellowship both in and outside working hours. Some of these events involve family as well. At the same time, we recognise that hybrid solutions contribute to a greater degree of flexibility and customisation

for employees. We are therefore investing in technology and equipment which permit virtual participation and ensure that working at home functions well when required.

- A collaboration committee with representatives from various disciplines has been established as a supplement to the AMU in order to strengthen dialogue between management and employees on issues related to the working environment and HSE.

#### Results of the work and expectations for the future

We are concerned to be an active societal player and a desirable employer. Together with our employees, we have a big commitment to work on diversity and inclusion. We are pursuing a number of activities, in many arenas, to increase diversity in our group and the technology industry in general.

Our investigations show that we are a good place to work, and we have not uncovered intentional or systematic discriminatory treatment. Nor were any cases related to discrimination reported to the AMU or notified in accordance with our whistleblowing routines in 2022.

We will continue to work on inclusion and expertise enhancement in order to combat discrimination and to increase diversity and the experience of fellowship. We are maintaining our established routines, principles and processes, along with our arenas for development and fellowship. Areas we will devote particular attention to in the future include:

- implementing a new whistleblowing channel and new follow-up routines, as well as management training on dealing with whistleblower reports
- a more detailed investigation of the possible reasons why various employee groups differ in their experience of internal support processes, tools and information flows, and potential measures for improvement
- continuing to develop the Pulse reporting tool with more functionality for managers to follow up such issues as the gender balance and the work-life balance.
- implementing a pay study similar to the one conducted in 2021 and analysing its findings
- identifying opportunities and assessing arrangements related to flexibility and customisation in the event of ill health.

Oslo, 25 April 2023  
The board of directors

Sign.

Pål Egil Rønn  
Chair

Sign.

Lill Hege Hals  
Director

Sign.

Tove Raanes  
Deputy chair

Sign.

Egil Christen Dahl  
Director

Sign.

Sverre Hurum  
Director

Sign.

Per Gunnar Tronsli  
CEO

