

The management aims to promote diversity within the company. It is assumed that employees with different professional and cultural backgrounds - regardless of gender - can contribute to a corporate culture that promotes cooperation and improves work results. This also includes ensuring that employees are not treated differently on the basis of their gender.

These equality guidelines summarize all of CEST GmbH's procedures and regulations aimed at achieving this goal and will be updated as necessary

1. legal basis

The company is committed to complying with all legal regulations and principles that are expressly geared towards equal treatment in all forms.

2. goals

- a. To promote consensus on the equal value of work for all genders, including non-binary persons at all hierarchical levels, and to reduce any existing disadvantages.
- b. Taking into account professional competence, increasing the proportion of women to 50% in all application and remuneration groups, especially in management positions, functions, commissions and committees
- c. The promotion of equal representation of women in all decision-making structures in accordance with their share of employment
- d. the creation of a non-discriminatory working environment for all genders, including non-binary genders
- e. improving the compatibility of work and family life for women and men
- f. promoting the acceptance of the use of parental leave, part-time employment equally by women and men and non-binary and early parental leave.

3. implementation

The goal of achieving equality between women and men should continue to be achieved by means of gender mainstreaming (systematic implementation of a gender equality perspective at all levels and in all measures) by making equal treatment and the advancement of women an integral part of personnel and organizational development.

The following measures, among others, will be taken during implementation:

- a. All guidelines, the collective agreement applicable to parts of the workforce and the works agreements contain the same substantive rights for all employees. Differences are in no way based on gender, but on comprehensible objective characteristics, e.g. training, specific tasks, etc.
- b. Company agreements are formulated in female and male or gender-equitable form (male and female employees). Reference is made to the company agreements in all employment contracts, where applicable.
- c. Vacancies are advertised in a gender-neutral and non-discriminatory manner, regardless of the hierarchical level. This is done either by stating "d/m/w" or by using a gender-neutral job title or both.
- d. In the case of part-time positions, this is explicitly stated in the job advertisement.
- e. In the advertisements for jobs and functions, the minimum monthly salary or minimum remuneration due for the advertised job or function within the meaning of Section 9 (2) GIBG shall be announced.

- f. The text of the advertisement shall be sent to the staff representatives prior to publication.
- g. When assessing incoming applications, attention is paid to the objective facts on the basis of which a possible suitability is granted or denied. This is to prevent unconscious bias from influencing the selection decision.
- h. In the case of recruitment or promotion in employee groups in which one gender is more frequently represented, applications from the under-represented gender, if available, will be given preferential consideration if they meet the professional or personal requirements
- i. Salaries are grouped on the basis of the collective agreement for non-university research within the framework of the salary scale for the respective job characteristics. Salaries are determined on the basis of the following criteria: Professional experience and expertise, external impact of the function, need for further training and degree of responsibility

4. works agreement

Company agreements exist on the following instruments in order to manage family and professional tasks in the best possible way:

- a. flexible working hours through a flexitime model
- b. Use of vacation time

Part-time opportunities are open to people of all genders and are also promoted beyond the statutory part-time options (e.g. part-time during parental leave). The reduction of working hours is possible - in coordination with the requirements of the company - to almost any number of hours, including short-term adjustments or a return to full-time employment.

5. responsibility

- a. The management and executives are responsible for the equal treatment of employees and compliance with all applicable regulations.
- b. The management implements laws and company agreements and regularly informs itself about new relevant laws and case law. If necessary, employees are trained and informed.
- c. Gender-specific statistics can be called up if required.

6. Protection of dignity in the workplace

The dignity of employees in the workplace must be protected. Behavior that violates human dignity, in particular derogatory statements and behavior, bullying, gender-based and sexual harassment, must be refrained from. Any form of discriminatory action or behavior towards employees must be opposed.

7. Occupational safety

The occupational safety specialist advises managers on occupational safety for pregnant women and breastfeeding mothers.

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