



## ADB Diversity, Equity, and Inclusion Policy

ADB makes every effort to create a diverse and inclusive workplace at every company level, especially in managerial roles.

Every decision regarding all aspects of the employment relationship, including hiring, promotions, training and development, working conditions, compensation, and benefits are based on fair and objective criteria and on an individual’s aptitude, performance, and ability.

Diversity and Inclusion rules and processes are also applied within the recruitment process to ensure equal conditions and rights for all candidates.

### Principles

- ADB is committed to providing equal opportunities to everyone regardless of their race, ethnicity, religion, gender, sexual orientation, national origin, age, physical ability, or any other characteristic protected by law.
- ADB does not tolerate and will act against discrimination, harassment, intimidation, or abuse in any form.
- ADB values and respects diversity and strives to create an inclusive work environment that welcomes and embraces different perspectives, experiences, and backgrounds.
- ADB promotes equal opportunities and diversity in all aspects of our people operations, including recruitment, hiring, training, promotion, and career development.
- ADB will annually review and assess diversity, equity, and inclusion practices to identify areas for improvement and take appropriate action through defined qualitative objectives and quantitative targets listed below (point 4.2.)

### Targets and Objectives

Qualitative Objectives	Quantitative Targets
<b>Inclusive Recruitment and Hiring Practices:</b> Constantly update recruitment methods to attract diverse candidates, ensuring inclusive job descriptions and recruitment panels.	a. All job advertising in the given year will have a statement that indicates our DE&I principles. b. At least 50% of interview panels consist of individuals from underrepresented groups when conducting hiring interviews in a given year.
<b>Diversity and Inclusion Awareness and Sensitivity Training:</b> training programs to understand diverse cultures, reduce bias and promote empathy.	a. 90% of new Associates complete diversity and inclusion training within the first 6 months of onboarding. b. 90% of Associates complete dedicated diversity and inclusion training once a year. c. 100% of Managers complete dedicated leadership diversity and inclusion training within the next two years.
<b>Equal Opportunities:</b> Transparent career growth with fair rules, equal access to new opportunities, and objective criteria.	a. 90% of Associates complete an assessment (during the Performance Management Process) and provide tailored development plans to bridge any identified skill gaps, regardless of their background within the next two years.



	<ul style="list-style-type: none"> <li>b. Internal job offers are open for all associates within the organization in the given year.</li> <li>c. Achieve and sustain a minimum 30% representation of underrepresented groups in executives and managerial roles within 3 years.</li> <li>d. Annual analysis of the salaries and benefits to ensure equitable remuneration and benefits for all employees.</li> </ul>
<b>Open Dialogue:</b> Encourage open discussions, feedback, and diverse participation through events, tools and communication.	<ul style="list-style-type: none"> <li>a. Conduct at least one survey yearly to gauge employee satisfaction with the organization’s D&amp;I efforts, present results, and action plan to resolve at least 20% of issues.</li> </ul>
<b>Whistleblowing Process:</b> Confidential process for reporting issues, promptly investigated and acted upon	<ul style="list-style-type: none"> <li>a. 100% of reports issues are promptly investigated and acted upon in the given year.</li> <li>b. 100% confidentiality is maintained in all cases in a given year.</li> </ul>

## Whistleblowing rules and process

**5.1. Access to the Policy:** Every associate must be familiar with the DE&I Policy. It is accessible on the Company Intranet and through the People & Culture Department.

**5.2. Reporting Responsibility:** Anyone subjected or witnessed to any abuse or discrimination should report it timely. Reports should be made honestly about actual incidents.

**5.3. Confidentiality Assurance:** The Company safeguards the Reporter's identity and ensures confidentiality through the investigation process.

### 5.4. Reporting process steps for the Reporter:

- **Evidentiary Collection:** Compile substantive evidences and details about wrongdoing, like documents, emails, images, dates, people involved, etc. Maintain an objective and factual tone.
- **Submission of Report:** Utilize secure channels: email ([ethics@adbglobal.com](mailto:ethics@adbglobal.com)) or the designed web form (<https://www.adbglobal.com/our-ethics/>)- to share your report following provided instructions.
- **Receipt Confirmation:** Ascertain the successful delivery of your report; an acknowledgment will be provided upon accurate submission.
- **Initiation of Inquiry and Response:** The organization representations: one person dedicated from the People and Culture Department and one from the Compliance Department are responsible for undertaking a discreet internal inquiry, promptly addressing substantiated concerns, and assuring non-retribution to the report. Everyone involved in this process is responsible for maintaining the confidentiality of all information.
- **Subsequent Communication:** Where feasible, receive updates on the progress of the inquiry and resultant actions. You should indicate the way communication should be held (email or in person).
- **Ongoing Vigilance:** The company exercises continued oversight over remedial investigations and the prevailing situation to forestall recurrences.