
	Corporate Policy	Code:	VGC-DPH-POL52
		Version:	001
	Vice President of People, Culture & Sustainability	Target audience:	Corporate
		Created on:	Jun 10, 2021
	Diversity & Inclusion Policy	Revised on:	Jun 10, 2021
		Pages:	Page 1 of 6

TABLE OF CONTENTS

1. OBJECTIVE.....	2
2. REACH.....	2
3. REFERENCES.....	2
4. DEFINITIONS.....	2
4.1. DIVERSITY & INCLUSION.....	2
4.2. AFFIRMATIVE ACTIONS.....	3
5. PRINCIPLES SET OUT IN THE UNIVERSAL DECLARATION OF HUMAN RIGHTS.....	3
6. <i>RD+DIVERSA</i> PRINCIPLES.....	3
7. <i>RD+DIVERSA</i> PROGRAM'S AFFIRMATIVE ACTIONS.....	4
8. <i>RD+DIVERSA</i> PROGRAM'S GOVERNANCE.....	4
9. RESPONSIBILITIES.....	5
9.1. PEOPLE & CULTURE DIRECTOR.....	5
9.2. AFFINITY GROUPS.....	5
9.3. MANAGERS.....	5
9.4. EMPLOYEES AND SERVICE PROVIDERS WORKING AT RD.....	5
10. ACTIONS NOT COMPLIANT WITH RD'S DIVERSITY & INCLUSION POLICY.....	6

	Title: Diversity & Inclusion Policy	Code:	VGC-DPH-POL52
		Pages:	2 / 6

1. OBJECTIVE

Within the concept established in the guidelines of our diversity program *RD+Diversa*, the RD Diversity & Inclusion Policy seeks to clarify and provide transparency to the actions developed, as well as ensure an equitable environment to all in our performance pillars, including: gender, race, persons with disabilities, generations, spirituality, LGBTQIA+, indigenous peoples and refugees.

The policy also seeks to guide the relationships among employees, managers, customers, contractors and all the supply chain of the business.

2. REACH

Applicable to all RD employees, broken down into Distribution Centers, Administrative Center and Pharmacies all over the country.

Also applicable to all employees of contractors working at RD, as well as companies that may join us through RD Ventures.

3. REFERENCES

- Our Code - RD's Ethics & Conduct
- Universal Declaration of Human Rights
- Brazilian Federal Constitution of 1988
- Diversity Guidance Manual (Ministry of Human Rights)
- UN Sustainable Development Goals (SDG)
- ILO (International Labour Organization) Conventions
- UN Guiding Principles on Business and Human Rights

4. DEFINITIONS

4.1. DIVERSITY & INCLUSION

According to Ricardo Sales, consultant from Mais Diversidade, the term diversity refers to a set of characteristics that make us unique in race, gender, cultural background, among others. Inclusion means valuing these characteristics and making sure that everyone has the same opportunities for development. Diversity involves aspects like gender, age, disability, race/color, sexual orientation, gender identity, culture, nationality, origin, social class, educational background, physical condition, intellectual development, belief, personal stories, perspectives, knowledge, attitudes, skills, among so many others that make every person unique. More than just ensuring the expression of people's singularity, valuing diversity involves a permanent search for cooperation and for solutions desired by everyone, everywhere.

Complementary to diversity, inclusion refers to the way members of all groups are treated in any and all places, as well as the way they feel they belong and are included. Inclusion is the set of daily attitudes and practices that favor interaction among all persons in an atmosphere of respect, dialogue and cooperation.

4.2. AFFIRMATIVE ACTIONS

Measures aimed at countering ethnic, racial, religious, gender or social class discrimination, increasing the participation of minorities in the political process, in the access to education, health, employment, material goods, social protection networks, and/or in cultural recognition.

Affirmative actions include, among others:

- a. Increased hiring and promotion of members of discriminated groups in employment and education through targets, quotas, bonuses or support funds.
- b. Scholarships.
- c. Loans and preferred status in government contracts.
- d. Establishment of minimum participation targets or quotas, reparation.
- e. Protection measures aimed at endangered lifestyles.
- f. Identity strengthening policies.

5. PRINCIPLES SET OUT IN THE UNIVERSAL DECLARATION OF HUMAN RIGHTS

Considering the principles set out in the Universal Declaration of Human Rights, some of which listed below, RD is committed to promoting an atmosphere of respect for all, regardless of ethnicity, color, age, sexual orientation, gender, gender identity, nationality, social class and belief, so that employees can be free to be the way they really are.

- a. All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.
- b. Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.
- c. All are equal before the law and are entitled without any discrimination to equal protection of the law. All are entitled to equal protection against any discrimination in violation of this Declaration and against any incitement to such discrimination.
- d. Everyone has the right to freedom of thought, conscience and religion;
- e. Everyone has the right to freedom of opinion and expression;
- f. Everyone has the right to work, to free choice of employment, to just and favorable conditions of work and to protection against unemployment.
- g. Everyone, without any discrimination, has the right to equal pay for equal work.

6. RD+DIVERSA PRINCIPLES

Diversity valuing actions are structured at RD in our diversity program *RD+Diversa*, guided by the following principles:

- a. Promoting respect for all.
- b. Promoting integration and dialogue among different generations, beliefs and races.
- c. Ensuring an environment where people feel free to develop as they really are.
- d. Eliminating any type of discrimination.
- e. Guaranteeing accessible opportunities for all persons, whether or not with disabilities.
- f. Respecting any and all religious creed, and ensuring the rights established in that sense.

7. **RD+DIVERSA PROGRAM'S AFFIRMATIVE ACTIONS**

RD has established within the Diversity & Inclusion Policy and the *RD+Diversa* Program affirmative actions aimed at:

- a. Countering any type of discrimination, harassment or other improper practices whatsoever involving employees, customers, service providers and/or any stakeholders of RD resulting from any biased, derogative, discriminatory and/or embarrassing comments about any type of characteristic and/or behavior, even if unintentional;
- b. Establishing daily inclusive practices that favor interaction among people in an atmosphere of respect, dialogue and cooperation, with focus on the quality of relationships and on the appreciation of differences;
- c. Ensuring equal conditions for all in our selection processes;
- d. Reducing gender pay gap, if any, through affirmative actions;
- e. Ensuring that our professional development and feedback program *CRESCER*, with regard to the succession process, will seek equal career development opportunities for all;
- f. Ensuring accessibility for all through adaptations in the jobs and technologies that facilitate the fulfillment of the job's duties, especially for the persons with disabilities.
- g. Increasing representativeness of minority groups and gender equality in leadership positions and in RD's top management;
- h. Sensitizing to and encouraging the performance of teams characterized by diversity;
- i. Supporting business units in complying with the principles and practices of *RD+Diversa*, respecting the company's and the country's rules;
- j. Identifying potential barriers to diversity in organizational policies, in work processes and in people management practices;
- k. Setting up channels for the participation of all persons in the company's diversity valuing principles and practices, opening forums for dialogue and cooperation, which should be encouraged and maintained in the areas with the support of managers;
- l. Establishing programs and tools that favor vulnerable groups' capacity building, professional development and inclusion in the labor market;
- m. Ensuring that our corporate university *Universidade RD*, training and development provider, has affirmative actions aimed at inclusion, so that everyone can have access to knowledge;
- n. Ensuring that RD's internal and external communication is inclusive, seeking accessibility to all.
- o. Ensuring that *RD+Diversa's* practices can be annually disclosed in the sustainability reports and in any other media outlets (TV, social networks, newspapers, magazines, etc.);

8. **RD+DIVERSA PROGRAM'S GOVERNANCE**

RD's diversity valuing actions come under the umbrella of the *RD+Diversa* Program and make up an agenda that integrates and organizes the activities under the leadership of the Diversity & Inclusion area.

RD has set up *RD+Diversa* Program's governance through the Sponsors, as well as through the Diversity & Inclusion (D&I) Promoters. The latter shall be responsible for inspiring, training and supporting RD in assimilating the principles adopted to value diversity, as well as the practices that result in more harmony with its identity and with the commitments made, carrying out corporate actions to disseminate concepts and best practices, mobilizing employees and encouraging the engagement in practices that enable reaching results beyond expected in stakeholder relations.

Other groups, called Affinity Groups, are groups established internally by volunteer employees around more specific topics like disability, sexual orientation and gender identity, age diversity, and race, among others, to go into guided studies, make diagnoses, enhance knowledge on the topic and undertake practical actions in line with the strategy defined by the D&I Promoters Group, as well as presenting to all the results of such actions on a recurring basis.

These groups can be permanent or one-off with the purpose of proposing solutions and developing actions that favor best practices, accelerate results and bring deeper engagement with the topic. Affinity groups report to the D&I Promoters group, aligning their activities and making sure that their action plans are in line with RD's D&I overall strategy.

9. RESPONSIBILITIES

D&I Sponsors and D&I Promoters: These groups are comprised of senior representatives of various areas and business units, besides external D&I consultants. In monthly meetings, they discuss issues that add value to the employees and to all RD's value chain, define the strategies and priorities, and validate the topic-related agenda of activities, besides being custodians and upholders of *RD+Diversa*'s culture. This agenda is coordinated by the Diversity & Inclusion area, who is in charge of forwarding the issues that require involvement and approval of Sponsors.

9.1. PEOPLE & CULTURE DIRECTOR

Makes sure that the Diversity & Inclusion policy is aligned with RD's performance strategies, besides managing the Diversity agenda and supervising projects and plans aimed at the topic.

9.2. AFFINITY GROUPS

Discuss, propose actions and promote the evolution of the Diversity agenda within RD, dealing with specific topics prioritized by the company. Ensure alignment of all actions with RD's D&I strategy.

9.3. MANAGERS

Provide conditions for the engagement of teams with Diversity & Inclusion topics and for compliance with the guidelines of this policy.

Discourage any act of discrimination and/or prejudice that might occur in their teams, as well as report any situation of this nature.

Ensure plurality in their teams and develop all team members with equality.

9.4. EMPLOYEES AND SERVICE PROVIDERS WORKING AT RD

All RD's workers shall develop its activities and responsibilities towards RD by respecting and following the guidelines of this Policy.

Each individual is responsible for creating a work and stakeholder relations environment that values diversity and is inclusive, respectful and accessible.



Everyone is expected to support, participate and help improve the actions performed by the company aimed at these goals.

Everyone shall avoid incidents of disrespect, harassment and discrimination, complying with the principles and practices of RD's Code of Ethics and Conduct.

Situations in which diversity is not valued are strongly encouraged to be resolved through frank and open dialogue between the persons directly or indirectly involved, being managers responsible for seeking solutions.

10. ACTIONS NOT COMPLIANT WITH RD'S DIVERSITY & INCLUSION POLICY

Whenever a situation that does not comply with the guidelines of this policy is identified, including any type of discrimination and/or prejudice involving employees, service providers, suppliers and/or customers, the Ethical Chat Channel shall be used so that the record can have its relevance assessed and the necessary actions for improvement can be determined.

Any and all actions not compliant with this policy and its ethical principles is subject to the sanctions set forth in Our Code - RD's Ethics & Conduct.

In the event of improper conduct of customers when dealing with employees, contractors or other persons in the company's premises, provided that it is duly reported, verified and confirmed, RD shall give directions and provide the necessary support so that the applicable measures be taken.

Any action not compliant with Our Code - RD's Ethics & Conduct and this policy can be reported through the Ethical Chat Channel. This Channel is available to all and reports are received by an independent company that ensures secrecy, confidentiality and non retaliation. Wrongdoing reports shall be addressed in a meeting so that the necessary measures be taken to ensure respect for diversity.

www.conversaetica.com.br

contato@conversaetica.com.br

0800 778 9009

11. AUTHORITY

Action / Reason	Person in charge	Approval
Definition and disclosure of Policies and Guidelines, their implementation and application.	Diversity & Inclusion Policy Manager	Vice President of People, Culture & Sustainability

12. RECORD

Version	Created/modified on	Approved on	Access	Maintenance and update	Storage
001	Jun 10, 2021	Jun 10, 2021	Corporate	Director of People, Culture & Sustainability	Workplace