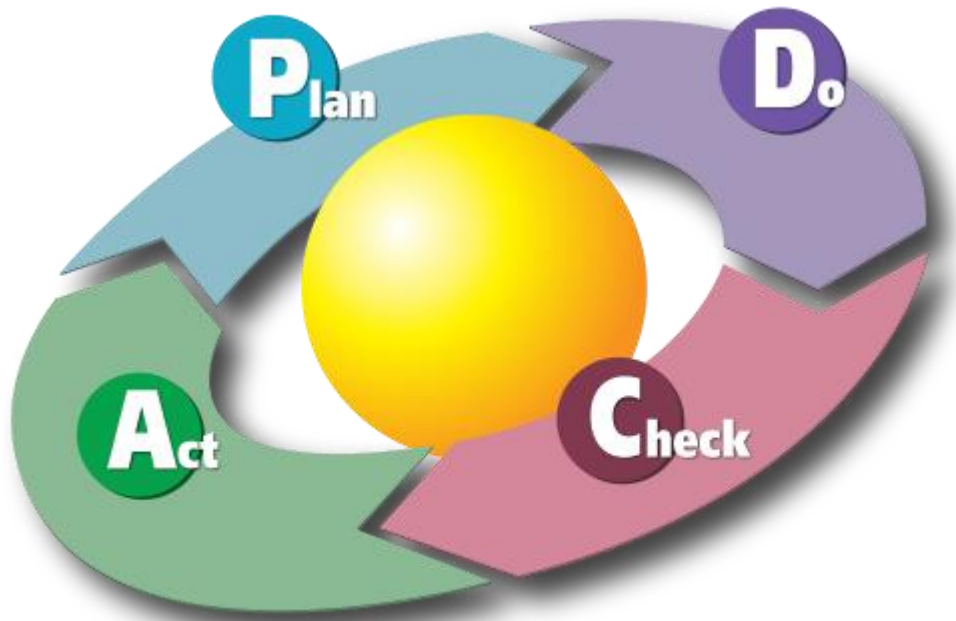


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# Integrated Management System

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## PROVISIONS & REPORTS

### Three-Year Strategic Plan - Gender Equality 2024 – 2025 - 2026

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<b>NEXTGEO Ref</b>	PRP-HR-02-EU		
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## **1. PREAMBLE**

NEXTGEO is convinced that protecting gender equality is not only an ethical choice but also a strategic one.

NEXTGEO is therefore committed to initiating a systemic process of cultural change, supplementing its gender equality policies with the adoption and application of the guidelines contained in the reference practice UNI/PdR 125:2022 "Guidelines on the management system for gender equality, which envisages the adoption of specific KPIs related to Gender Equality Policies in organisations".

Gender equality is one of the sustainable development goals of the UN 2030 Agenda.

The Gender Equality Plan (GEP) is a policy document that lays down the company's strategy to identify gender biases and introduce actions to correct them and reduce gender inequality.

The Strategic Plan on Gender Equality is a tool designed to plan, support and monitor NEXTGEO's gender equality objectives in an organic and structured manner and has a three-year duration (2024-2026).

This document is in line with corporate policies PLC-HR-08-GR - Human Rights, PLC-HR-04-GR - Harassment and dignity at work, and PLC-HR-05-GR - Equality, Diversity and Inclusion.

The Three-Year Strategic Plan covers the years 2024, 2025 and 2026.

This Strategic Plan, together with the other related policies, represents a concrete commitment to ensure fair and equal participation of all workers in every company process and at every level. It guarantees that there is no distinction of gender, age, contractual status or place of work. In addition, the plan promotes a fair and transparent recruitment process that values diversity and ensures equal opportunities; similarly, it makes it clear that every employee, regardless of gender, role or position, has the opportunity to represent the company and contribute to discussions in relevant public and professional contexts.

The company is also committed to providing continuous training, with the aim of providing all employees with the necessary tools to develop their skills, thus fostering an inclusive and respectful work environment, and at the same time, is committed to providing opportunities for growth and advancement to all employees, ensuring that such progress is objectively evaluated.

## 2. THE CONTEXT OF GENDER EQUALITY

### 2.1 European context

Gender equality is one of the sustainable development goals of the UN 2030 Agenda.

Since 2010, the European Community has established the European Institute for Gender Equality (EIGE), an EU agency that works to make gender equality a reality inside and outside the EU. The material produced can be accessed via the website: <https://eige.europa.eu/>. The EIGE deals with:

- Collecting data on gender equality in the European Union.
- Ensuring that the EU fulfils its international commitments on gender equality.
- Organising initiatives to stop violence against women.
- Sharing its knowledge and resources online and supporting European institutions, EU Member States and stakeholders from many different sectors to tackle gender inequalities in Europe and beyond.

### 2.2 Italian context

The strategic importance of actions to overcome gender inequalities is also confirmed in the National Recovery and Resilience Plan (NRRP), which aims to revive national development after the pandemic. The measures in the NRRP in favour of gender equality are mainly aimed at promoting greater female participation in the labour market through:

- direct interventions to support female employment and entrepreneurship;
- indirect or enabling interventions, focused on strengthening educational services for children and certain social services that are believed to foster an increase in female employment.

### 2.3 Priority Areas

The European Commission has highlighted the priority areas to be covered by the Strategic Plan, with concrete measures and indicators:

- Work-life balance (work organisation).
- Gender balance in decision-making roles (access to leadership).
- Gender equality in recruitment and career management (access to work and career management).
- Awareness-raising activities (training on gender issues).
- Combating gender-based violence (prevention and reporting tools).



### **3. ACTION PLAN**

This Strategic Plan aims at assessing the following points:

- Work-life balance (work organisation).
- Gender balance in decision-making roles (access to leadership).
- Awareness-raising activities (training on gender issues).
- Combating gender-based violence (prevention and reporting tools).

#### Work-life balance (work organisation)

NEXTGEO is committed to respecting the right of all its employees to separate their private from their working lives, as governed by (It.) Law 22 of 2017 no. 81 on Agile Work, in compliance with the agreed objectives and the relevant work execution methods authorised by the company physician, as well as any on-call time slots. The employee has the right to disconnect from technological equipment and computer work platforms without this in itself having any effect on the continuation of the employment relationship or on remuneration.

NEXTGEO, due to its lean organisational structure, delegates the organisation and control of WFH to each head of department. The employee informally discusses his or her personal needs with his or her direct superior in order to find the best organisational solution.

#### Gender balance in decision-making roles (access to leadership) and equal pay.

NEXTGEO wishes to examine the gender composition of its workforce in order to map any gender discrepancies in management positions. It is important to note, however, that women are represented in key positions, such as Head of Sales. In addition, the committee will make a request to the company labour advisor for staff salary data distributed exclusively by gender to assess the status of equal pay.

#### Awareness-raising activities (training on gender issues).

NEXTGEO promotes an inclusive organisational culture that, through awareness of the values of diversity and inclusion, values differences, mainly gender differences, and ensures equal opportunities, especially in a predominantly male-dominated sector, such as the one in which it operates.

#### Combating gender-based violence (prevention and reporting tools).

NEXTGEO promotes an awareness-raising campaign against online gender-based violence through the presentation and sharing of material provided by the EIGE (European Institute for Gender Equality).



## 4. CORPORATE STEERING COMMITTEE FOR GENDER EQUALITY

This document describes the Corporate Steering Committee for Gender Equality composed of four (4) persons, two (2) female and two (2) male.

1. Valentina De Rienzo	<a href="mailto:v.derienzo@nextgeosolutions.com">v.derienzo@nextgeosolutions.com</a>	+39 344 3830740
2. Roberta Morelli	<a href="mailto:r.morelli@nextgeosolutions.com">r.morelli@nextgeosolutions.com</a>	+39 345 3004932
3. Roberto Amoroso	<a href="mailto:r.amoroso@nextgeosolutions.com">r.amoroso@nextgeosolutions.com</a>	+39 366 5852347
4. Francesco Varriale	<a href="mailto:f.varriale@nextgeosolutions.com">f.varriale@nextgeosolutions.com</a>	+39 345 60 48860

The Corporate Gender Equality Officer, within the Steering Committee, is Valentina De Rienzo.

The communication tools that can be used by all personnel and the ways in which reports can be sent in relation to UNI/PdR 125 can be as follows:

- Hard copy: by means of the *Observation Card* system to be delivered at the collection points distributed in offices and on vessels, as defined in the internal communication procedure PMP-IMS-04 §3.2.13. (ANONYMOUS COMMUNICATION).
- E-mail: communications may be sent by referring to the addresses previously provided (NON-ANONYMOUS SIGNED COMMUNICATION).
- Verbal Communications: of verbal reports (including by telephone) should be made to the members of the Steering Committee for Gender Equality.

Such persons have a duty to maintain the anonymity, if requested, of the person from whom the communication is received.

### 4.1 Budget definition

An annual budget of EUR 15,000.00 (fifteen thousand euros) is granted to the Committee, in the person of Valentina De Rienzo, Chair of the Committee.

The purpose of the budget is to undertake actions aimed to achieve and maintain gender equality objectives, in particular to be used in supports such as training, communication, promotion.

Committee members will have the opportunity to submit expenditure proposals to the Chair, who, in agreement with the Committee, will submit the expenditure to the CEO for approval.

The Chair of the Committee will present the Committee with a report on the use of the budget at the end of the year.



## **4.2 Tasks of the Committee**

The Committee, a body specifically appointed by senior management, undertakes to validate the Strategic Plan for Gender Equality.

The Committee is committed to:

- a. promoting and/or strengthening any initiative aimed at implementing work/life balance policies and whatever is necessary to enable the dissemination of an equal opportunities culture;
- b. discussing the results presented in the annual Gender Report;
- c. verifying the results of positive actions, projects and good practices in the field of equal opportunities;
- d. discussing any findings related to direct reports;
- e. meeting annually unless otherwise required.



## 5. Report management

The subjects of the reports may include, but are not limited to:

- Any violation of the values of the Three-Year gender equality plan.
- Any behaviour contrary to the company's Human Rights policy (PLC-HR-08-GR).
- Any discriminatory behaviour contrary to the company policy Harassment and dignity at work (PLC-HR-04-GR).
- Any discriminatory behaviour contrary to the company's Equality, Diversity and Inclusion policy (PLC-HR-05-GR).

Anyone who perceives a violation may proceed to report it via the channels listed below, in no order of priority, identifying the one that best aligns with their needs:

- Report to the Committee's members using the contacts in the introductory paragraph in Chapter 5 of this document.
- Report to the HR Manager, for reports arising from the Norwich office, who must then inform the Committee members of the report  
Simon Newman      [s.newman@nextgeosolutions.com](mailto:s.newman@nextgeosolutions.com)      +44 7786 589130
- Anonymous report via *Observation Card* using the [FRM-COMMS-10](#) form on the company's IMS and in paper form at the report boxes in offices and on boats.
- Report to his or her manager, who should then report to the members of the committee or to the HR manager.

In all cases, the Committee should be made aware of all reports in the field of Gender Equality.

The person receiving the report has a duty to maintain anonymity if specifically requested by the person making the report.

Reports must be circumstantiated and based on precise and concordant elements, relate to facts that are ascertainable and known directly to the reporter, and must contain all the information necessary to identify the perpetrators of the violation.

The reporting party is therefore obliged to report clearly and completely all the elements that are useful for carrying out the checks and verifications necessary to assess the validity of the claims and their objectivity, indicating, by way of a non-limiting example:

- references as to the course of events (e.g. date, place), any information and/or evidence that may provide valid proof as to the existence of what was reported;
- general information or other elements that make it possible to identify the author of the reported facts;





- details of any other persons who may provide information on the facts that are the subject of the Report; any private interests linked to the Report

The Steering Committee will verify the veracity of the reports, including through direct interviews with the person or/and colleagues, in order to identify possible discriminatory incidents.

Within 10 days of receiving the report, the Gender Equality Steering Committee will reply directly to the signatory of the report (in the case of a non-anonymous report), or by posting it on the notice board (if anonymous).

The Gender Equality Steering Committee may be approached at any time regarding reports of discriminatory incidents by staff. The Steering Committee, in addition to facilitating communication, is called upon to monitor that the finding is handled by the competent department by collaborating in the verification of the closure of the finding/complaint. If necessary, corrective action may be required after the processing of a finding. Reports received will be input for the Periodic Review of the Gender Equality Management System.

The Gender Equality Steering Committee guarantees that, when laying down corrective and preventive actions to remedy a reported problem, it will consider, as far as legally and professionally possible, the most favourable measures for the worker and, in addition, it will endeavour, through training and awareness-raising of staff and all stakeholders, to make the tool for reporting problems a positive and active means by which the organisation itself wants to improve its Gender Equality Management System.



## 6. Appendix - Objectives

Culture and Strategy Area						
	Action	Type	Strategy	Resources	Interim review	Revision 12/2024
1	Formalisation and implementation of a strategic plan as defined under 6.3 that can foster and support the development of an inclusive work environment and envisages corporate values consistent with an inclusive culture.	Qualitative	Publication or Update of Three-Year Strategic Plan	Internal	This document, together with PLC-HR-05-GR (Equality, Diversity and Inclusion) formalise the corporate objectives for an inclusive environment.	
2	Presence of internal procedures that enable resources to express, also anonymously, their opinions and make suggestions for change in the organisation and encourage dialogue and the exchange of experiences and opinions.	Qualitative	Appointment of the Corporate Steering Committee for Gender Equality	Internal	This document, together with PMP-IMS-04 (Communication Management) formalise the reporting channels.	
3	Presence of internal communication and awareness-raising activities that promote the use of behaviour and language to ensure an inclusive and gender diverse work environment.	Qualitative	Internal sharing via IMS system	Internal	The document PLC-HR-05-GR (Equality, Diversity and Inclusion) and the training "Equality and Diversity, Bullying, Harassment and Dignity at Work" present the internal awareness campaign. Internal sharing of articles and guidelines on inclusive language (Inclusive communication).	
4	Presence of policies to ensure that gender is equally represented among panelists at round tables, events, conferences or other events, including scientific ones.	Qualitative		Internal	This document, together with the Naples Shipping Week event poster with the Open Innovation Challenge presentation (R. Morelli)	
5	Implementation in the last two years of training interventions at all levels, including senior management, on gender difference and its value, stereotypes and unconscious bias.	Qualitative	Conducting training courses.	Internal & External	"Equality and Diversity, Bullying, Harassment and Dignity at Work" training course	
6	Carrying out interventions aimed at analysing employees' perceptions of equal opportunities over the past year.	Qualitative	Gender Equality Questionnaire	Internal	Administration of the "Equal Opportunities & Scope 3 Emissions" Questionnaire	



<b>Culture and Strategy Area</b>					
<b>Action</b>	<b>Type</b>	<b>Strategy</b>	<b>Resources</b>	<b>Interim review</b>	<b>Revision 12/2024</b>
7 Realisation of interventions aimed at promoting equal opportunities outside the company's organisational context in the last two years, including, among others, communication activities and involvement of different stakeholders on issues of inclusion, gender equality and integration.	Qualitative	Conducting training courses and internal communications.	Internal	Sharing this document on the company website. Sharing PLC-HR-05-GR (Equality, Diversity and Inclusion) during the supplier qualification phase, as per SWD-EXT-01	



<b>Governance Area</b>						
<b>Action</b>		<b>Type</b>	<b>Strategy</b>	<b>Resources</b>	<b>Interim review</b>	<b>Revision 12/2024</b>
<b>1</b>	Definition in the governance of the organisation of a safeguard (committee, unit or department, organisational role, etc.) aimed at managing and monitoring issues related to inclusion, gender equality and integration	Qualitative	Publication or Update of Three-Year Strategic Plan	Internal	Appointment of the <i>Corporate Steering Committee for Gender Equality</i> , formalised through official appointments.	
<b>2</b>	Presence of processes to identify, investigate and manage any form of non-inclusiveness	Qualitative	Verification of the process included in the three-year Strategic Plan	Internal	Management of reports described in this document and PLC-HR-05-GR(Equality, Diversity and Inclusion).	
<b>3</b>	Presence of an organisation budget for the development of activities supporting inclusion, gender equality and integration	Qualitative	Budget definition and monitoring.	Internal	Budget defined in this document.	
<b>4</b>	Identification of objectives related to gender equality and their allocation to top executives and management, for which they will be evaluated	Qualitative	Updating corporate objectives and internal Audit	Internal	Reference to general corporate goals GR-GEN-IMS002-OBJ2024 and Sustainability Report 2023 (p. 40)	
<b>5</b>	Presence of members of the underrepresented sex in the organisation's governing and supervisory body	Qualitative	Assessment of the composition of the B.o.D.	Internal		



<b>HR Processes Area</b>						
	<b>Action</b>	<b>Type</b>	<b>Strategy</b>	<b>Resources</b>	<b>Interim review</b>	<b>Revision 12/2024</b>
<b>1</b>	Identification of human resources management and development processes for inclusion, gender equality and integration, such as selection, terms and conditions, neutral on-boarding, performance appraisals.	Qualitative	Check the PROT-HR-01 protocol	Internal	This document and comments submitted to the SB: regarding the MOG Risk Assessment and Gap Analysis Report (e-mail 23/08/2024)	
<b>2</b>	Presence of mechanisms for analysing gender turnover.	Qualitative	Discuss latest available data on the Sustainability Report	Internal	Data reported in the Sustainability Report 2023 (p. 38)	
<b>3</b>	Presence of policies to ensure equal and fair participation in training and skill-enhancement courses, including courses on leadership.	Qualitative		Internal	This document. In addition, generic training addressed to all employees as shown by the training register on SharePoint and according to PLC-HR-05-GR (Equality, Diversity and Inclusion).	
<b>4</b>	Presence of internal mobility and succession policies for managerial positions consistent with the principles of an inclusive and gender-equal organisation.	Qualitative	Verification of PROT-HR-01 protocol	Internal	Comments submitted to the SB: regarding the MOG Risk Assessment and Gap Analysis Report (e-mail 23/08/2024)	
<b>5</b>	Presence of job protection mechanisms and guarantee of the same salary level in the post-maternity period	Qualitative	Verification of PROT-HR-01 protocol	Internal	Communication shared on the payroll portal.	
<b>6</b>	Presence of contact persons and company practices to protect the working environment, with particular reference to incidents of harassment or mobbing.	Qualitative	Publication or Update of Three-Year Strategic Plan	Internal	PLC-HR-04-GR (Harassment and dignity at work) and this document.	



<b>Opportunities for growth and inclusion of women in the company</b>						
<b>Action</b>	<b>Type</b>	<b>Strategy</b>	<b>Measurement</b>	<b>Resources</b>	<b>Interim review</b>	<b>Revision 12/2024</b>
1 Percentage of women in the organisation with executive status.	Quantitative	Check company organisation chart	The KPI is achieved when there is a difference of at least +10 % points compared to the average value of the industry to which the company belongs, and in any case rising until parity is achieved	Internal		
2 Percentage of women in the organisation as a percentage of the total workforce compared to the industry of reference.	Quantitative	Check company organisation chart	The KPI is achieved when there is a difference of at least +10 % points compared to the average value of the industry to which the company belongs, and in any case rising until parity is achieved.	Internal		
3 Percentage of women in the organisation with executive status.	Quantitative	Check company organisation chart	The KPI is achieved when there is a difference of at least +10 % points compared to the value of the previous two years until parity is achieved	Internal		
4 Percentage of women in the organisation responsible for one or more organisational units compared to the total population of reference.	Quantitative	Check company organisation chart	The KPI is achieved when a share of at least 40% of the total managers is recorded and in any case growing until parity is achieved.	Internal		
5 Percentage of women in the first line of reporting to Senior Management.	Quantitative	Check company	The KPI is achieved when there is a difference of at	Internal		



<b>Opportunities for growth and inclusion of women in the company</b>						
<b>Action</b>	<b>Type</b>	<b>Strategy</b>	<b>Measurement</b>	<b>Resources</b>	<b>Interim review</b>	<b>Revision 12/2024</b>
		organisation chart	least +10 % points compared to the average % of female executives in the industry and in any case rising until parity is achieved			
<b>6</b> Percentage of women in the organisation with delegated authority over an expenditure/investment budget.	Quantitative	Check departmental budgets	The KPI is achieved when there is a difference of at least + 10 % points compared to the average % of female managers in the industry and in any case rising until parity is achieved	Internal		



Pay equity by gender						
Action	Type	Strategy	Measurement	Resources	Interim review	Revision 12/2024
1	Percentage of pay difference for the same job level by gender and for the same skills.	Quantitative	Consult labour consultant	The KPI is achieved when the delta between average male and female pay for the same job/role is less than 10% and decreasing in subsequent years	Internal	
2	Percentage of women promoted on an annual basis.	Quantitative	Consult labour consultant	The KPI is achieved when the % of women promoted over the total number of women in the workforce is equal to the % of men promoted over the total number of men in the workforce, taking into account the different functional levels and not in absolute value	Internal	
3	Proportion of women with variable pay to ensure that variable pay is distributed fairly, making the procedures and criteria followed in the implementation of remuneration policies for variable pay known to male and female workers	Quantitative	Consult labour consultant	The KPI is considered to have been achieved when the % of women with target variable to the total number of women in the workforce is equal to the % of men with target variable to the total number of men in the workforce		