	Version: 1.0
	Last Amendment: 18/10/2024
Keywords Studios Italy Gender Equality Guidelines	Next Review:
	Department:
	Contact:
To be read in conjunction with: Keywords Studios Code of Conduct, Harassment Response Policy and Respectful Communications Guidelines	
CONFIDENTIAL AND PROPRIETARY	

EXECUTIVE SUMMARY

- These guidelines state Keywords Studios Italy’s commitment to promoting gender equality in the workplace, and reflects the Keywords Studios vision to embed diversity, equity, inclusion, and belonging principles in our everyday business.
- It prohibits discrimination based on gender identity or expression and ensures equal opportunities for career development and advancement. We support work-life balance through flexible arrangements and provide training to raise awareness about gender equality issues.
- Keywords Studios Italy Human Resources and Steering Committee are responsible for implementing and enforcing these guidelines. Managers and supervisors are expected to uphold it, and regular reviews will be conducted.

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Management and Definitions of the Guidelines

Nature of the document

This document is to be considered a Keywords Studios Italy (KWIT) guidelines document. Subject to applicable laws and regulations, local entity processes and standards.

Purpose

The purpose of this Gender Equality Guidelines are to:

- i) Ensure all individuals are treated with dignity, respect, and fairness regardless of their gender identity or expression in KWIT.
- ii) Promote gender equality across all aspects of KWIT operations, including recruitment, retention, promotion, and workplace culture.
- iii) Protect against discrimination and establish equal opportunities on the basis of sex as outlined in Article 3 of the Italian Constitution, including but not limited to the stipulations on gender equality in [Legislative Decree No. 198 of 2006 otherwise known as the National Code of Equal Opportunities between Women and Men](#).
- iv) Implement common standard for gender equity across Keywords Studios Italy locations and provide the procedure for reporting in the case of contravention of this standard.

Definitions

Discrimination on the basis of sex or gender discrimination refers to treating someone unfairly or differently because of their biological sex or gender. There are two complementary types of discrimination:

- direct discrimination: is the situation in which a person is treated, based on sex, less favourably than another is, has been or would be treated in a similar situation;
- indirect discrimination: is the situation in which a provision, criterion or practice, apparently neutral, may put people of a certain sex at a particular disadvantage compared to people of the other, unless such provision, criterion or practice is objectively justified by a legitimate aim and the means used to achieve the aim itself are appropriate and necessary.

Scope

These guidelines apply to all Keywords Studios Italy. It is aimed to protect all the people in Keywords Studios Italy. For this reason, all managers and supervisors, both local and foreign are expected to uphold these guidelines and foster a culture of inclusion and respect within their teams. The procedures pertaining to the contravention of the guidelines are outlined in the Keywords Studios Code of Conduct and the Grievance procedure.

Guidelines

The Keywords Studios Italy's guidelines on gender equality are as follows:

- Provide equal opportunities for career development and advancement to all employees, regardless of gender identity or expression. This includes ensuring fair and unbiased processes for recruitment, performance evaluation, and promotion.
- Prohibit discrimination on the basis of gender identity or expression in all aspects of employment, including hiring, compensation, benefits, promotions, and disciplinary actions.
- Increase the representation of women in the organisation at all levels through recruitment, development, and progression.
- Recognize work-life balance for all employees and provides flexible work arrangements and supportive policies to accommodate the diverse needs of our workforce, including parental leave, flexible working hours, and hybrid working options.
- Provide training and educational opportunities to increase understanding of gender inequalities and equip employees and managers with the necessary skills to create an inclusive and respectful work environment.
- Conduct gender pay gap analyses and implement activities to address any gaps.

Keywords Studios Italy encourages employees to report any instances of gender-based discrimination or harassment promptly. We will investigate all complaints thoroughly and take appropriate corrective action to address any violations of these guidelines.

Keywords Studios Italy Srl has implemented a Gender Equality Management System in accordance with UNI/PdR 125:2022, and has started a process of cultural change in order to achieve and maintain a more equal gender balance. Progress will be tracked against the following KPIs:

- Number of women/men
- Salary equity of women/men
- Levels of women/men
- Equity of career opportunities women/men

Guidelines governance

Company management leadership roles are committed to promoting gender equality and will lead by example by actively supporting and implementing initiatives to advance diversity and inclusion within the organization.

The company management leadership has assigned resources and adequate authorities for the pursuit, achievement and maintenance of the objectives of gender equality stability, appointed a steering committee for the effective adoption and continuous and effective application of the guidelines for gender equality.

The members of the Steering Committee are:

- Fulvio Sioli, Managing Director
- Laura Vaccarella, Senior HR Manager
- Marco Costa, CFO
- Athena- Maria Enderstein, Group Head of DEIB

- Paola Marina Riva, HR Ops Team Lead

All questions regarding these guidelines should be addressed to the Human Resources department at pmriva@keywordsstudios.com and lvaccarella@keywordsstudios.com.

These guidelines will be periodically reviewed and updated by the Keywords Studios Italy from time to time in consistency with related Keywords Studios level policies and operating standards. Procedures and practices relating to these guidelines will also be periodically reviewed and further practical guidelines may be issued with a view to ensuring compliance with the guidelines.

The Keywords Studios Italy Human Resources department, in consultation with the Steering Committee and the Diversity, Equity, Inclusion, and Belonging team will be responsible for regular review and updates of these guidelines for effectiveness and relevance.

Guidelines under diversity, equity, inclusion, and belonging (DEIB) are under the remit of the Keywords Studios Group Environment, Social, and Governance Management Committee.

Guidelines breaches

Infringement to these guidelines can trigger graduated sanctions, as per applicable People & Culture policies, including termination of employment.

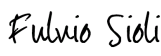
If you are unsure what actions might violate controls in these guidelines, you can reach out to HR team.

Document classification and languages

This document is classified as a Keywords Studios internal guidelines according to the P.01_Rev.0_Gestione documentazione della Parità di Genere.

These guidelines will be available in English and Italian only.

Keywords Studios Italy srl
Fulvio Sioli
Managing Director

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