INTERNAL GENDER EQUALITY CHARTER

Our organization affirms that gender equality is a fundamental right, a driver of collective performance, and an essential element of a healthy and inclusive work environment. Through this charter, we commit to ensuring a workplace where every person is respected, valued, and treated fairly, regardless of their gender or gender identity.

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Preamble

ETAP-Lab affirms that gender equality is a fundamental right, a driver of collective performance, and a cornerstone of a healthy and inclusive work environment.

The company applies legal obligations regarding non-discrimination (French Labour Code L1142-1) and risk prevention, including sexual harassment and sexist behavior (French Labour Code L4121-1).
In accordance with the law, a sexual harassment officer is appointed within the Social and Economic Committee (CSE) (article L2314-1).

This charter is based on tools and recommendations from the Ministry of Labour for small and medium-sized enterprises to promote professional equality and prevent sexist and sexual violence.

1. Fundamental Principles

ETAP-Lab is committed to promoting real equality between women and men and ensuring an environment free from any form of discrimination or sexist violence.

Concrete actions implemented:

- Strict application of non-discrimination principles at every stage of the professional journey.
- Zero tolerance towards sexist behavior, sexist acts, and sexual harassment.
- Appointment of a harassment officer within the CSE, in accordance with the Labour Code and the HR department.

2. Recruitment, Onboarding, and Mobility

ETAP-Lab ensures equal treatment in access to employment, onboarding, and internal opportunities.

Concrete actions implemented:

- Recruitment interviews conducted jointly by Human Resources and the relevant manager.
- Job postings written inclusively and applications assessed based on objective criteria.
- Systematic onboarding information, including internal rules, key contacts, and principles for preventing sexist and sexual violence.
- Internal documents (procedures, HR information, etc.) made available in a shared space.

3. Professional Development and Leadership

ETAP-Lab promotes equitable access to training, skills development, and advancement opportunities.

Concrete actions implemented:

- Training programs offered based on needs identified during professional development interviews.
- A platform available to all employees to collect training needs.
- Monitoring of the women/men distribution in training participation.
- Equal maintenance of technical certifications for all employees.
- Transparency regarding available managerial positions and encouragement to apply.
- Monitoring gender representation in leadership roles and decision-making bodies.

4. Pay Equity

ETAP-Lab ensures pay equity between women and men in equivalent positions with equal competencies.

Concrete actions implemented:

- No pay differences between women and men in equivalent roles and with equivalent experience.

- Salary increases granted upon validated skill development.
- Annual review of remuneration levels.
- Monitoring of mandatory salary adjustments applied to all employees.

5. Quality of Work Life and Parenthood

ETAP-Lab supports a sustainable balance between professional and personal life through an inclusive approach.

Concrete actions implemented:

- Organizational flexibility enabled by the fixed daily rate (“forfait jours”) for executives and by implementing telework.
- A humane consideration of family needs, particularly supporting parent-child relationships.
- Systematic interview following maternity or paternity leave to facilitate return to work and identify any support needs.
- Regular awareness about the right to disconnect and maintaining a healthy work-life balance through various means: reviews of fixed daily rate for executives, individual and group messages, HR newsletters, individual discussions, etc.

6. Prevention of Sexist Violence and Harassment

ETAP-Lab adopts a proactive and rigorous approach to preventing sexist and sexual violence.

Concrete actions implemented:

- Training provided to the HR department and the CSE to ensure effective roles as harassment officers and to inform employees.
- Mandatory display of legal texts and contact details of designated officers in the workplace, in accordance with recommendations for small and medium-sized enterprises.

- Immediate and confidential handling of any report by HR and/or the manager.
- Systematic referral to occupational health services when required.
- Monitoring of cases by the CSE's harassment officer.

7. Governance, Monitoring, and Continuous Improvement

The ETAP-Lab Human Resources department oversees and monitors gender-equality-related indicators as part of a continuous improvement approach. An annual report of key indicators is presented during the Management Review.

Priority KPIs monitored:

- Women/men distribution across the total workforce and by job category.
- Women/men distribution among employees who have received training during the year.
- Women/men distribution in annual recruitment.
- Comparison of remuneration levels between women and men in equivalent positions with equivalent experience.

8. Revision

The Charter is reviewed annually by the HR Department and then validated by Top Management.
It is accessible to all employees via the internal network and presented during onboarding. It is also available on the ETAP-Lab website.

Effective date: 01/01/2026

Signature date: 31/12/2025

Nicolas VIOLLE
Chief Executive Officer