



TIS POLICY FOR DIVERSITY AND INCLUSION

1. INTRODUCTION	3
2. DIVERSITY AND INCLUSION	4
2.1. General orientations	4
2.2. Diversity and Sustainable Development Goals	5
3. DIVERSITY AND INCLUSION AT TIS	6
3.1. Dimensions in which they are present	6
3.2. company engagement with relevant institutions	8
3.3. Implementation of the diversity and inclusion policy	8
4. APPDI – PORTUGUESE ASSOCIATION FOR DIVERSITY AND INCLUSION - CHARTER FOR DIVERSITY	9
4.1. Diversity Charter	9

1. INTRODUCTION

Societies in general and Portugal in particular have evolved towards a growing acceptance of the diversity of their human fabric, which is increasingly present in different contexts, more or less informal – school, work, social, cultural, etc.

TIS has always followed the inclusion of diversity, being, since its foundation, an intrinsically inclusive company and promoter of gender equality.

However, the aforementioned social evolution leads to the need to transpose acts into words, to formally register the principles of diversity and inclusion that have naturally and organically guided us since 1992, the year of our foundation.

This exercise of transcribing the informal principles into a guiding document has the advantage of making everyone involved reflect on a transparent examination of their role in this context, guiding us towards a better understanding, acceptance, and inclusion of the diversity that everyone, without exception, we are part.

In this way, it is intended that this document be an element of cohesion, which guides the people of TIS, so that our diversity is assumed as a generator of inclusion, and that this results in greater efficiency, productivity, and growth.

2. DIVERSITY AND INCLUSION

2.1. GENERAL ORIENTATIONS

For TIS, diversity is an expression of the immense multiplicity of origins, cultures, and characteristics of everyone around us, whether or not they work for our company.

We promote inclusion as a way to ensure that all our people are trained to contribute to our mission, and we guarantee equity and justice in all our actions.

For a consulting company, the diversity policy must be based on a strategy that promotes and values the difference between the people who make up the organization, especially when perceived as an incentive to productivity.

A duly structured and implemented diversity policy attracts and retains talent with different profiles, backgrounds, and experiences, which can generate creative solutions adapted to needs, and may also reduce turnover *and* the costs associated with hiring and training new employees.

The diversity policy is also a way of promoting innovation, as it encourages the exchange of ideas and perspectives among employees. Diversity can generate synergies and lessons learned that enrich a team's knowledge and skills.

This is also a way of demonstrating the company's principles of non-discrimination and social responsibility, strengthening its reputation and image. By respecting and valuing the differences between people, the commitment to human rights and ethical values is present.

Finally, the diversity policy must always be accompanied by a true inclusion policy, which ensures that all employees feel respected and valued in the company.

Inclusion means creating an environment where everyone can express their opinions, participate in decisions, and develop their potential. Inclusion also implies removing physical or social barriers that may impede people's access or performance.

In conclusion, the diversity policy is essential for a consulting firm to stand out in the market and offer quality services to its clients. The diversity policy benefits both employees and the organization in terms of productivity, innovation, reputation, and inclusion.

2.2. DIVERSITY AND SUSTAINABLE DEVELOPMENT GOALS

The Sustainable Development Goals (SDGs) defined within the United Nations point to a series of commitments aimed at promoting diversity and inclusion. These goals are geared towards reducing inequality and empowering people of all backgrounds, cultures, and characteristics.

For the context of a company like ours, the most relevant SDGs are the following:

- SDG 5, in which gender equality is promoted, and in a context such as TIS, aims to guarantee the full and effective participation of women and equal opportunities for leadership at all levels of decision-making in political, economic life and public. Additionally, it advocates the increased use of basic technologies, in particular information and communication technologies, to promote women's empowerment.
- SDG 10 (reduce inequalities) aims to empower and promote the social, economic, and political inclusion of all, regardless of age, gender, disability, race, ethnicity, origin, religion, economic or other status.
- SDG 4 (quality education) aims to eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the most vulnerable.
- SDG 8 (Decent work and economic growth) aims to achieve full and productive employment and decent work for all women and men, including youth and persons with disabilities, and equal pay for work of equal value.

3. DIVERSITY AND INCLUSION AT TIS

3.1. DIMENSIONS IN WHICH THEY ARE PRESENT

TIS has long been committed to creating and maintaining a diverse and inclusive workplace where all people feel valued and respected. We believe that diversity in all its forms enhances the broadening of perspectives, experiences and ideas that help us create a dynamic and innovative work environment and thus meet and exceed our customers' expectations.

Since our founding, we have guaranteed equal opportunities to all employees and job seekers, regardless of race, color, religion, sex, nationality, age, disability, sexual orientation, gender identity or expression, marital status, or any other characteristic.

In this way, our commitment to diversity and inclusion includes:

- **In the Recruitment and Hiring phase**

Our recruitment and hiring processes are agnostic regarding the origin of candidates, and we guarantee the absence of prejudice and discrimination.

Recruitment at TIS is based exclusively on the selection of candidates who qualify for the functions we are looking for, with no selection criteria based on any characteristic of the candidates being present.

Since TIS is a company with a structure of around 30 people, it is neither feasible nor reasonable to aspire to meeting quotas, so our guarantee is non-discrimination when applying.

- **On the Place and Working Conditions**

A workplace that integrates diversity in an inclusive way allows all people to feel that they belong in the company, especially those who are in some way part of minority or marginalized groups. This inclusion promotes stronger working relationships, empathy, collaborative communication and, most significantly, psychological safety.

We are able to guarantee appropriate access and workplace for candidates with disabilities and with all characteristics. There is no discrimination in the workplace regarding any type of characteristic of the people who work at TIS.

We are also available to carry out necessary adaptations, if justified, in the presence of people with characteristics that require the adaptation of spaces, equipment or working conditions.

- **In Training and development**

There are training and development opportunities for everyone, whether in the company's technical areas or in other areas relevant to personal development, regardless of people's characteristics. We support training that promotes diversity and inclusion, to make everyone aware of these practices.

On a day-to-day basis, TIS's human resources core seeks and encourages practices that support the inclusion of diversity.

- **In everyone's involvement**

We foster a work environment that encourages open communication, respect, and collaboration among all, regardless of background or identity.

We believe that this objective is achieved with a work environment that trains, communicates, values, and invests in communication without prejudice, and that aims to incorporate the fundamental principles of inclusion in all the company's processes.

- **Diversity in leadership**

We aim to achieve diversity at all levels of the company, including in leadership positions, welcoming different perspectives in decision-making processes.

This diversity is present at the time of the first version of this document, with the Board of Directors of TIS consisting of three women for a universe of four directors. At middle management level, there are two women in the four existing positions. There is equal access opportunity to all hierarchical levels.

- **Selection of suppliers and partners**

We recognize that this will be the most difficult area of progress in the diversity and inclusion policy of TIS, since it does not depend on our company to implement it, nor to verify it.

On the other hand, the size of the market in which TIS operates, both in terms of specialization and in terms of national dimension, makes it impracticable to exclude suppliers or partners based on this criterion, for the simple reason that there is no alternative.

Even so, TIS is committed to promoting its diversity and inclusion practices together with its suppliers and partners, trying to raise awareness and positively influence its interlocutors.

3.2. COMPANY ENGAGEMENT WITH RELEVANT INSTITUTIONS

TIS is a partner of APPDI - Portuguese Association for Diversity and Inclusion, being a signatory of the Charter for Diversity, the text of which is transcribed in the final section of this document.

We work so that everyone at TIS embraces this commitment to diversity and inclusion and demonstrates respect for everyone in the workplace. Any situations of discrimination, harassment or retaliation of any kind are not tolerated.

3.3. IMPLEMENTATION OF THE DIVERSITY AND INCLUSION POLICY

TIS' policy for Diversity and Inclusion is developed in a permanent context “in evolution and revision”, adapting to the characteristics of the global society in which we operate. For that reason, this document will be regularly reviewed to ensure that its implementation is effective and that necessary adjustments are made.

Any question, doubt, or suggestion about TIS' policy for Diversity and Inclusion can and should be communicated to our human resources services, in addition to being discussed with everyone. Ideas are welcome and perspectives arising from diversity are always important. We don't all see the world from the same perspective, nor do we all have the same needs.

It is also very important that any situation of discrimination or harassment is communicated to the human resources services. This communication can be made in person or to the email conduta@tis.pt.

4. APPDI – PORTUGUESE ASSOCIATION FOR DIVERSITY AND INCLUSION - CHARTER FOR DIVERSITY

The Charter for Diversity, an initiative of the European Commission, is one of the voluntary instruments created with the aim of encouraging employers to implement and develop internal policies and practices to promote diversity.

A Charter for Diversity is a short document voluntarily signed by employers from various sectors (public, private, for-profit, and not-for-profit). It describes concrete measures that can be taken to promote diversity and equal opportunities at work regardless of cultural, ethnic, and social origin, sexual orientation, gender, age, physical characteristics, personal style, and religion.

The Charter has Diversity as a principle, understood as the recognition, respect and appreciation of the difference(s) between people, including particularly differences related to sex, gender identity, sexual orientation, ethnicity, religion, creed, territory of origin, culture, language, nationality, place of birth, ancestry, age, political, ideological or social orientation, marital status, family situation, economic situation, health status, disability, personal style and training.

It is intended that the diversity policies developed within an organization recognize, understand, and value what unites us and what differentiates us as a potential source of innovation, problem solving, customer focus, creativity, and employee involvement. The signatory organizations of this Charter assume Diversity as an ethical imperative, translating into a basic and guiding principle of their internal and external action, forming part of their values and institutional identity.

4.1. DIVERSITY CHARTER

The Charter has as its principle Diversity, understood as the recognition, respect and appreciation of the difference(s) between people, including particularly differences related to sex, gender identity, sexual orientation, ethnicity, religion, creed, territory of origin, culture, language, nationality, birthplace, ancestry, age, political, ideological or social orientation, marital status, family situation, economic situation, health status, disability, personal style and training.

Diversity in an organization enhances innovation, attraction, retention, promotion of talent and diverse skills and represents added value by making the organization itself a mirror of the society in which it operates.

Valuing the characteristics, skills and talent of each person promotes equal treatment and opportunities, combating stereotypes and discrimination and fostering a culture of inclusion based on respect for human beings.

A culture of Diversity contributes to personal and professional development, to the efficiency and competitiveness of organizations and to the improvement of social and economic conditions.

The signatory organizations of this Charter assume Diversity as an ethical imperative, translating into a basic and guiding principle of their internal and external action, forming part of their values and institutional identity.

The signatory organizations undertake to:

- Assume, at the level of top management and other hierarchical levels of the organization, the creation of conditions for the understanding, respect, and promotion of Diversity by all people.
- Develop an organizational culture based on mutual respect, recognition and appreciation of talents and individual differences.
- Promote people management practices that support the principles of Diversity and inclusion with a special focus on equal treatment and opportunities in the recruitment and selection process, training and professional development, evaluation, career progression and remuneration.
- Promote Diversity as a source of development and learning beyond economic growth, but also as a means to achieve a more satisfactory intellectual, emotional, moral, and spiritual existence.
- Favor the creation of work teams based on the principles and values of this letter, valuing the distinctive characteristics and merit of each person.
- Promoting and respecting Diversity through methodologies, management instruments and conditions, including working hours, that encourage people's development, according to their needs and characteristics.
- Ensure that the Charter and activities related to it are communicated to employees, customers, suppliers, partners, and society in general in order to enhance involvement and commitment to its principles.
- Promote opportunities for reflection, learning and development of practices that promote Diversity, either internally or through sharing between the various signatory organizations or in public moments.
- Analyse, evaluate and share the activities carried out and the results achieved under this Charter, promoting its dissemination, and contributing to its reinforcement at national and international level.

This and other resources are available at <https://www.appdi.pt/>.

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* This text was written under the new Orthographic Agreement *

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