

**novobanco**

**NOVO BANCO NON  
DISCRIMINATION AND  
EQUAL OPPORTUNITIES  
POLICY**

novobanco

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# Introduction

Novobanco relationship with all its employees is based on a policy of equal opportunity. This policy followed throughout BES recruitment process takes the following principles into account:

1. Prohibition of discriminatory practices on the basis of gender, race, colour, religion, social and economic situation or sexual orientation;
2. Adequate working conditions for disabled employees;
3. Prevention and control of practices likely to give rise to discriminatory situations of any sort.

NOVO BANCO non discrimination policy holds as crucial and indispensable the safeguarding of the principle of equal opportunity and the duty of non discrimination, as explained here in below.

## EQUAL OPPORTUNITIES PRINCIPLE AND NON DISCRIMINATION DUTY

### 1. Objective

When recruiting or hiring any employee, NOVO BANCO does not use any sort of negative discrimination against any candidate. This commitment complies with community principles of equality between men and women and of non discrimination on the basis of race or ethnic origin, gender, sexual orientation, family situation and religious or ideological convictions, as provided in Article 119 of the Treaty of Rome and articles 2, 13 and 137 and following of the European Community Treaty.

## 2. Scope of Application

The principle of equal opportunity and the duty of nondiscrimination are followed by novobanco BANCO in every regard.

## 3. Discriminatory Practice

Any conduct which privileges, benefits, harms, deprives of any right or exempts from any duty any employee or potential employee of NOVO BANCO on the basis of origin, age, gender, sexual orientation, marital status, family situation, nationality, ethnic origin, religion, political or religious convictions shall be deemed as discriminatory and therefore expressly forbidden at novobanco.

# EQUAL PRINCIPLE AND NON DISCRIMINATION DUTY

## 4. Prevention and Control of Discriminatory Policies

All novobanco employees, regardless of their job or function, have the duty to communicate any conduct likely to represent a discriminatory practice of any sort. This communication shall be provided in writing to novobanco Human Capital Department, which is the entity responsible for assessing and processing any notified situation. The complainant shall benefit from all information and personal protection prerogatives.

## 5. Processing and Procedure

Following any communication received, the Human Resources Department shall prepare a report and propose to the Executive Committee the procedures to implement to put an end to the situation and/or its effects.

## 6. Sanctions or Penalties

Any sanction that may be determined within the scope of the control of discriminatory practices shall be subject to the relevant disciplinary proceedings.

## 7. Protection and Safeguarding

novobanco shall protect all employees from any sort of discrimination.

## 8. Duty of Secrecy

All parties in the proceedings shall be subject to the duty of secrecy, without reserves or restrictions.