

December 2023

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Issued by
CoNavigator Aps
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Women's Empowerment Policy

At CoNavigator ApS, we aim to advance equality of women and men in order to:

1. Meet our corporate responsibility and sustainability commitments
2. Model behaviour within our companies that reflects the society we would like for our employees, fellow citizens and families
3. Encourage economic and social conditions that provide equally for all, including women and men, girls and boys
4. Foster sustainable development in the countries in which we operate
5. Create a more equitable future for all
6. Engage and support the broadest pool of talent
7. Stay competitive in terms of hiring

Therefore, we welcome the provisions of the Women's Empowerment Principles – Equality Means Business, produced and disseminated by the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) and the United Nations Global Compact. The principles below present seven steps that business and other sectors can take to advance and empower women.

Principle 1: Establish high-level corporate leadership for gender equality

Principle 2: Treat all women and men fairly at work – respect and support human rights and nondiscrimination

Principle 3: Ensure the health, safety and well-being of all women and men workers

Principle 4: Promote education, training and professional development for women

Principle 5: Implement enterprise development, supply chain and marketing practices that empower women

Principle 6: Promote equality through community initiatives and advocacy

Principle 7: Measure and publicly report on progress to achieve gender equality

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Flexible Work Policy

Flexible Work Policy
(Date of Issue)

I. Our Commitment

CoNavigator ApS is committed to providing a positive working environment for all of our people and a culture that enables everyone to reach their potential. We believe that giving our people greater control in managing the whole-life balance between home and work is critical to achieving higher levels of engagement and performance as well as supporting well-being. We enable our people to work in a more agile way, eg. working from home or from another relevant site. This is key to successfully manage that balance and the CoNavigator ApS vision is to make agile working a possibility for everyone.

II. Scope

This document applies to all CoNavigator ApS employees who have been cleared to either work remotely or work from home for part of a day, a full day, or multiple days per week. It is important to keep in mind that, due to the nature of some roles, being physically present in the office during “typical” working hours is crucial. Individuals who occupy such roles should note that they are unlikely to be able to benefit from home working or remote working arrangements. However, it is always recommended that they check with their manager or HR representative to clarify.

III. Policy Elements

We recognize that some employees need to work flexible hours. Example reasons are:

- Parenting/Care
- Doctors appointments or other medical circumstances
- Work-life balance

IV. Your Rights

When you work from home or remotely, you have certain rights:

- You have the right to work remotely or from home if such an arrangement has been agreed upon between yourself and your supervisor [and any other appropriate persons].
- You have the right not to be treated unfairly in relation to performance, development, and/or promotion opportunities for taking up the option to work remotely or from home.
- You will not be unfairly terminated for invoking this right, where appropriate.
- You have the right to be safe and free from hazards wherever you work. If you have any concerns about your location of work, please contact [local HR representative/ appropriate person].
- You have the right to physically remove your Company-issued laptop, charging cable, headset, mouse, and iPhone from the office, and bring them to the location where you wish to work.

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V. Your Responsibilities

When you work from home or remotely, you have certain responsibilities:

- You must communicate your working arrangements to those with whom you work.
- You must have the support of your manager and your team to work from home or work remotely.
- Your colleagues must not feel that your work away from the office has an adverse impact on them.
- You must have the technological capacity (good wifi connection, quiet location, etc...) to remain in contact with and be accessible to, the office, colleagues, and clients.
- Remote working or home working must not impact your ability to meet client and other work demands.
- You must ensure you have the necessary equipment and appropriate conditions to facilitate working away from the office.

VI. Procedure

1. The employee files an official request with their manager (and HR) explaining the reasons for their request via Appendix A.
2. Their manager approves/rejects their request after carefully considering the above criteria.
3. HR approves the request (when applicable).
4. The employee and their manager meet to discuss details of the arrangement and set specific goals and responsibilities.
5. HR and/or Manager puts the agreement in writing and all parties must sign it.
6. The decision must be revisited and discontinued if it negatively affects productivity or efficiency of the individual or the department.

In cases where the employer does not approve of the employee's request, the employee must receive an official letter that includes the reasons why. When the request is initiated by the employer, then the employee must be formally notified and sign the agreement along with the other parties.

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Equal Employment Opportunity Policy

Equal Employment Opportunity Policy brief & purpose

Our equal opportunity employer policy reflects our commitment to ensure equality and promote diversity in the workplace. This equal employment opportunity policy is the pillar of a healthy and productive workplace. Everyone should feel supported and valued to work productively. We are invested in treating everyone with respect and consideration.

Scope

Our equal opportunity employer policy applies to all employees, job candidates, contractors, stakeholders, partners and visitors. Equal opportunity is for everyone, however it mainly concerns members of underrepresented groups – they're the ones who are traditionally disadvantaged in the workplace. We don't guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

Policy elements

Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:

- Age
- Sex / Gender
- Sexual orientation
- Ethnicity / Nationality
- Religion
- Disability
- Medical history

What is an EEO policy?

We built our equal employment opportunity policy around preventive and affirmative actions to ensure fairness in all aspects of employment. These aspects include:

- Hiring
- Training
- Evaluating performance
- Granting Promotions
- Administering compensation and benefits
- Terminating employees

We also want to make sure that equal opportunity applies to other instances. For example, we don't retaliate against employees and we are committed to prevent and resolve any kind of harassment against our employees, including sexual harassment.

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Our HR department is responsible for assessing our company's processes and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.

Actions

To promote equal opportunity, we will first ensure we follow EEOC regulations and EEO laws that apply to each part of our company.

We will also take additional actions to promote fairness and diversity as part of our equal employment opportunity policy.

We will:

- [Use inclusive language in all signs, documents and webpages.]
- [Modify structures and facilities to accommodate people with disabilities.]
- [Provide parental leave and flexible work arrangement policies.]
- [Hire, train and evaluate employees through job-related criteria.]
- [Allow employees to take religious or national holidays that aren't included in our company's official schedule.]
- [Train employees on communication and diversity.]
- [Implement open door practices so employees can report discrimination more easily.]

Grievance Procedure

All supervisors and managers are responsible to use equal opportunity practices and make decisions based on objective, non-discriminatory criteria. Everyone should comply with our policy at all times.

If you see or suspect that our EEO policies are being violated, please feel free to inform HR immediately. If you suspect that someone is behaving in a wrong way but doesn't realize it, you could also talk to them directly.

Disciplinary Consequences

When someone discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a coworker might warrant a formal write-up, but harassing someone systematically can result in termination.

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Parental Leave Company Policy

Policy brief & purpose

Our parental leave company policy outlines our provisions for our employees who have children. We want everyone in our CoNavigator ApS to be able to balance their job and family duties; work shouldn't unduly hinder a parent's responsibilities toward their child or consistently prevent them from spending time together.

Regarding pay during family leave, we will always follow legal guidelines where they exist. In counties or states where paid family leave isn't mandatory, we will provide paid leave according to this company policy.

Scope

This paid parental leave policy applies to all employees who are parents or will become parents in the near future.

In this policy, we define a 'child' as someone who is under 18 years old. For the purposes of providing parental leave, we don't differentiate among biological children, adoptive children and step-children, as long as they're under the custody or care of an employee.

Policy elements

Our parental leave company policy addresses every need associated with the expectancy or care of a child. It includes paternity leave, maternity leave, adoption leave and any other leave that parents might need, as stated below.

Maternity leave

What is maternity leave?

It's a temporary absence from an employee's position and will be granted to support expectant mothers who require time off for pregnancy, childbirth recovery and child care.

Length and compensation will depend on the laws of the country / state you reside in or our company policy, whichever is greater. CoNavigator ApS offers [four months of paid maternity leave] plus [two months of unpaid leave if you need more time to recover from labor – in this case, you may need to bring doctor's notes to your manager/HR]. If there are legal provisions specifically for maternity leave that exceed our company policy, the law will apply.

While you're on paid maternity leave, your position, benefits and pay remain the same. If a larger scale change needs to happen for organizational purposes, and your job is affected, we'll keep you informed and discuss solutions according to the law. In any case, you will never be victimized or disadvantaged because you're a mother or because you're on maternity leave.

Paternity leave

What is paternity leave?

It's a temporary absence from an employee's position and applies to employees who identify as male who require time to

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care for an infant. We will grant paternity leave to allow fathers to care for and bond with their newborn child. We have a dedicated paid paternity leave policy where you can find more information.

Length and compensation will depend on the laws of the country / state you reside in or our company policy, whichever is greater. CoNavigator ApS offers [four months of paid paternity leave]. If there are legal provisions specifically for paternity leave that exceed our company policy, the law will apply.

Just like with maternity leave, your position, benefits and pay remain the same and we will find solutions when any necessary changes need to be taken.

Adoption Leave

What is adoption leave?

It's a temporary absence from any employee's position that applies to those who have recently become legal guardians of a child. Our paid adoption leave allows for bonding time with your child. You can also use part of your adoption leave to go to appointments or meetings related to the adoption procedure. Ask your manager/HR about what documents you need to bring to use leave for this reason.

CoNavigator ApS offers four months of paid adoption leave. If there are legal provisions specifically for adoption leave that exceed our company policy, the law will apply.

Other parental leave

Parents who require time off to see to various affairs regarding their children may qualify for a certain amount of paid parental leave. For example, you can get parental leave if you want to:

- Take your child to the hospital or a doctor's appointment
- Care for a sick child
- Visit current or new schools or nurseries
- Attend child counseling sessions

We will comply with legal guidelines that may exist. If there aren't any legal provisions in the country or state you reside in, our company will offer six days of paid parental leave per year on top of any maternity and paternity leave or paid time off.

Note that in some countries, parents may be allowed to share their leave with their partners (e.g. mothers can pass on the remainder of their leave to their partners) or take it consecutively instead of together. Wherever these arrangements are possible or mandatory, we will follow the law and try to assist our employees in the best way possible. We may consider flexible work arrangements if you need them for another [year] after the end of your maternity or paternity leave.

Procedure

If you need to request maternity or paternity leave, you must always give notice to your supervisor/manager and HR, [at least four months before your expected start of leave]. We can make exceptions when there are unforeseen circumstances that force you to take leave earlier. When parental leave for other reasons is needed, please inform your supervisor at least two days in advance.

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Gender Intersection and Inclusive Language Policy

I. Our Commitment

CoNavigator ApS is committed to ensuring that we provide a positive working environment for all of our people and a culture that enables everyone to reach their potential. We believe that part of our responsibility involves giving people the policy, words and meanings to help make conversations easier and more comfortable. Doing so is critical to achieving higher levels of engagement and performance as well as supporting well-being.

II. Scope and Purpose

This document applies to all CoNavigator ApS employees. For many, the impact of gender inequality is compounded by other forms of discrimination including race, ethnicity, sexual orientation, class, disability, language and migration status. Applying an intersectional lens considers this differential impact and aims to address it at work. With this policy, CoNavigator ApS commits to providing ongoing structure for inclusive communication and flexibility for self-identification that serves the employee.

III. Policy Elements: Gender Intersections

- A. Overview: Intersectionality is a framework that explores how different forms of systemic oppression, such as racism, classism and sexism, intersect and create compounding, negative effects. More than a definition, intersectionality offers a guide to ensure that CoNavigator ApS does not leave behind any employee by being blind to their intersecting identities, with the recognition that identities are a major source of exclusion from material well-being.
- B. Commitments: In order to ensure intersectionality is considered, CoNavigator ApS's management will ask the following questions of all and every new policy with implementation and effect for all employees:
 1. Does the policy consider the different inequalities experienced by employees across: gender, race, ethnicity, sexual orientation, class, disability, language and migration status?
 2. Is the policy gendered, i.e. is gender equality one of the aims of the policy and is there an explicit reference to how men and women are each concerned by the policy; or is the policy de-gendered, i.e. differences between men and women are not tackled by the policy?
 3. Does the policy avoid stigmatization of specific groups while challenging the privileges of others?
 4. Where possible, does the policy-making process include consultation with employees of all represented groups across intersectional identities?

IV. Policy Elements: Gender Inclusive Language

- A. Overview: Gender identity refers to a person's internal and individual experience of gender, which may or may not correspond to their sex at birth. Gender identity is not just a pronoun; gender identity influences health outcomes, exposure to risk, access to information and resources, access to and experiences of employment, and many relevant social determinants of well-being.

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- B. Scope: This policy is for all employees, of all genders. Women and girls continue to experience gender inequality and discrimination that puts their health and well-being at risk. Harmful gender norms can also affect boys' and men's health and well-being negatively (e.g. specific notions of masculinity may encourage boys and men to take health risks and not seek help or health care. Harmful gender norms also contribute to boys and men perpetrating violence – as well as being subjected to violence themselves.)
- C. Commitments: In order to ensure gender inclusion, management takes the following commitments:
 - a. Use non-discriminatory language: use forms of address and pronouns that are consistent with their gender identity.
 - b. Make gender visible when it is relevant for communication: “Pairing” is the use of both feminine and masculine forms (he or she; her or his). It is a strategy that may be used when the author/speaker wants to explicitly make both women and men visible.
 - c. Do not make gender visible when it is not relevant for communication: omit gendered words when/where unnecessary for the communication.

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Self Development and Continued Education Policy

I. Our Commitment

CoNavigator ApS is committed to ensuring that we provide a positive working environment for all of our people and a culture that enables everyone to reach their potential. We believe that giving our people greater agency and appropriate time and systems to manage their continued education is critical to achieving higher levels of engagement and performance as well as supporting well-being.

II. Scope and Purpose

This document applies to all CoNavigator ApS employees (and freelancers) who have completed their probationary period.

Managing self development is an individual responsibility, but we believe employers can also have a positive, collaborative stake in continuing education. With this policy, CoNavigator ApS commits to providing ongoing structure for learning opportunities.

III. Policy Elements

This policy outlines both the responsibilities of the employee and CoNavigator ApS, specifically concerning:

- Needs assessment
- Personal Learning Plans
- Evaluation

IV. Policy Elements

- A. Individual / Employee: Best practice places responsibility for ongoing learning, based on regular assessment, on the individual. It demands personal actions to correct current performance gaps and to prepare for future responsibilities. There are several imperatives: supporting the employer's service, impact and/or financial goals, furthering one's own career development, and contributing to profession-wide growth and improvement.
 1. Regular self-assessment aligned with job responsibilities and aspirations
 2. Monitoring developments that impact the profession and seeking opportunities to close competency gaps and advance knowledge and skills
 3. Developing a personal learning plan (PLP) for improvement in current performance and future career advancement
 4. Thoughtful choices on formal and informal learning resources based on the best available information
 5. Seeking learning needed for present responsibilities before preparing for a new positions
- B. CoNavigator ApS: Best practice for employers requires organizational commitment and leadership from management for employee's continuing education. Effective personnel policies and procedure involves: allocation of adequate budget and time for learning, a system of regular needs assessment based on performance reviews, collaborative feedback on employee PLPs, informal and formal access to learning opportunities in inclusive formats that meet individual needs and align with different learning styles. These commitments begin with initial orientation for new employees post-probation, and proceed sequentially through advanced training.

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1. Structural support: Allocating 5-10% of work hours for professional development, including: attendance at workshops, conferences, in-service training, as well as informal learning projects and professional associations.
2. Evaluation: Focusing on a quality metric (opposed to quantity), defined by initial objectives and actual outcomes of PLPs, with focus on alignment to company mission.