



HAGAR VERSLANIR EHF. EQUALITY POLICY
APRIL 2017

Policy of Hagar Verslanir ehf.

The policy held by Hagar Verslanir is to maintain full equality between the sexes and to value each employee of Hagar Verslanir by their own merit, regardless of gender, age or origin. All employees shall receive the same level of respect and the sexes shall be valued equally within the company. A good working environment that provides opportunities for all interested is thereby insured. Any discrimination is forbidden and will not be tolerated. It is company policy to prevent such injustice.

The purpose of an equality policy

The purpose of the equality policy is to incentivise the equal status of the sexes within the company and provide equal opportunities for individuals in as many operating areas as possible. This applies to the rights to employment, education and compensation for comparable positions. The goal of the equality policy is also to ensure that types of positions do not become categorized as women's jobs or men's jobs and that the representation of genders in positions of management and influence is as equal as possible. The equality policy of Hagar Verslanir is based on Act No. 10/2008 on Equal Status and Equal Rights of Women and Men.

Strategic Guidelines

Women and men shall receive **the same salaries and benefits** for comparable positions.

Women and men shall have **equal access to available positions**, professional training and continuing education.

Balancing professional and private lives shall be made possible for employees, through flexible and predictable working schedules.

Men and women both have a **right to parenting and maternity/paternity leave**, as well as the right to leave due to other urgent family matters (as is determined in union contracts).

Gender-based harassment, sexual harassment and bullying will not be tolerated.

Right to equal salaries

Women and men shall receive the same salaries and benefits for equally valued or comparable positions. In determining salaries, equality shall be maintained and salaries shall be based on clearly defined skills requirements and performance reviews.

Goals	Action plan	Responsible party	Time frame
Women and men shall receive the same salaries and benefits for equally valued or comparable positions.	Salaries and other benefits shall be analysed annually. Salaries shall be corrected if a gender-based difference becomes apparent.	Managing and operational directors of Hagar Verslanir operating units.	Review conducted in April each year.
The genders shall be equally represented in management positions.	If a position is available, the ratio between the genders shall be considered provided the applicants are equally qualified.	Managing and operational directors of Hagar Verslanir operating units.	When management positions open.

Equal access

To ensure equality within Hagar Verslanir, it is necessary to take steps to provide equal access to positions, professional training and continuing education, irrespective of gender, age or origin. Directors and owners of Hagar Verslanir are instructed to keep this provision in mind when appointments are made for representatives in working groups and committees working for the company.

Goals	Action plan	Responsible party	Time frame
Advertised positions must be equally as open to women as men	Gender ratios shall be compiled and categorised by work title and field. If the ratio between the genders is uneven, this shall be taken into consideration, provided the applicants are equally qualified.	Managing and operational directors of Hagar Verslanir operating units. Advertised positions must be equally as open to women as men	Review conducted in April each year.
Men and women shall both be encouraged to apply for advertised positions.	Advertisements for available positions shall in no way infer that either gender is preferable. This does not apply if the purpose of the advertisement is to balance the gender ratio.	Managing and operational directors of Hagar Verslanir operating units.	When positions are advertised.
Women and men shall have the same opportunities for advancement.	Both genders are encouraged equally and are equal when it comes to professional development.	Managing and operational directors of Hagar Verslanir operating units.	When new positions open or older jobs become available.
All professional training and continuing education shall be available to both genders.	Both sexes are encouraged to attend continuing education classes, and attendance is assessed annually.	Managing and operational directors of Hagar Verslanir operating units.	During employee reviews each year.

Equal representation of the sexes shall be ensured in committees and working groups.	Consideration should be taken for gender balance when appointing committees and working groups.	Managing and operational directors of Hagar Verlanir operating units.	When committees and working groups are appointed.
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Balancing professional and private lives

All employees of Hagar Verslanir shall have the opportunity to have flexible working hours or be able to make other arrangements where practical in order to make easier the balance between work and private life. Consideration shall be made for family circumstances of the employee as well as the needs of the company. Parents are expected to take the maternity/paternity leave they are entitled to, and fathers are especially encouraged to utilise their right to paternity leave. There will be no repercussions to the employee's development within the company as a result of doing so.

Goals	Action plan	Responsible party	Time frame
Work schedules shall be flexible and predictable, so as to enable the balance between professional and private life	Employees shall have clearly defined roles and responsibilities that allow them to more easily organise their work day.	Managing and operational directors along with daily managers of Hagar Verslanir operating units.	Employees are informed of this goal when hired by the company.
Parents encouraged to take maternity/paternity leave.	Both sexes are encouraged to utilise their rights. In addition, returning to work after leave is made easy, i.e. by keeping them informed through invitations to staff meetings while on leave.	Managing and operational directors along with daily managers of Hagar Verslanir operating units.	When a notification of pregnancy is made or when circumstances arise.
Overtime limited and availability of overtime guaranteed to both sexes and take the employee's circumstances into consideration.	Work schedules shall be organised and made as predictable as possible.	Managing and operational directors along with daily managers of Hagar Verslanir operating units.	When schedules and shift plans are made.

Gender-based harassment, sexual harassment and persecution

All employees of Hagar Verslanir shall be treated with respect. Gender-based harassment, sexual harassment and persecution will not be tolerated under any circumstances. Employees who support or follow others in such matters will not be tolerated. Anyone who experiences such treatment shall be ensured the right to file a complaint regarding the behaviour.

The definition of gender-based or sexual harassment according to Act No. 10/2008 on Equal Status and Equal Rights of Women and Men is as follows:

Gender-based harassment: Any type of unfair and/or insulting behaviour which is connected to the gender of the person being harassed. The behaviour is unwelcome and affects the self-esteem of the person affected by it, and which is continued in spite of a clear indication that it is unwelcome. This harassment may be physical, verbal or symbolic. A single instance may be considered as gender-based harassment if it is serious.

Sexual harassment: : Any type of unfair and/or insulting sexual behaviour which is unwelcome and impairs the self-respect of the person affected by it, and which is continued in spite of a clear indication that it is unwelcome. This harassment may be physical, verbal or symbolic. A single instance may be considered sexual harassment if it is serious.

Regulation 1000/2004 defines bullying in the following way:

Bullying is reproachable or repeated improper conduct; that is, an action or behaviour which humiliates, degrades, offends, hurts, discriminates against, or threatens and causes distress for the targeted individual.

Goals	Action plan	Responsible party	Time frame
Gender-based harassment, sexual harassment and bullying will not be tolerated by the company under any circumstances.	Predetermined procedures shall be followed if a notification of harassment or bullying is made. Actions shall be taken to ensure that employees know how to notify the company of such behaviour.	Managing and operational directors of Hagar Verslanir operating units.	At the time of hiring, employees shall be taught the correct response to notifications and how to report harassment or bullying.

Introduction, assessment reviews, follow-up and applicable areas

This equality policy shall be introduced to all employees of Hagar Verslanir and shall be made available to the company's employees. Work to ensure that this policy is followed at all times shall be systematic, as should work on its maintenance and ensuring its goals are reached.

This equality policy applies to all operating units of Hagar Verslanir ehf, including Bónus, Hagkaup, Adföng, Útilíf, Hýsing, Debenhams, Topshop, Dorothy Perkins, Evans, Warehouse and Karen Millen. The equality policy shall be reviewed at least every three years.

Goals	Action plan	Responsible party	Time frame
Verify that the intended objective was reached and determine how well the policy has been implemented.	Assessment review that considers the strategic guidelines and objectives of the equality policy.	Managing director of Hagar Verslanir	Completed by May of each year.
Assess whether the equality policy is realistic and ensure that it is under constant development.	Review with respect to experience and assessments that have been made.	Managing director of Hagar Verslanir	Completed one month before the older plan is reviewed.

Approved as such by the board of Hagar Verslanir on 25 April 2017.

Finnur Árnason
Gudrún Eva Gunnarsdóttir