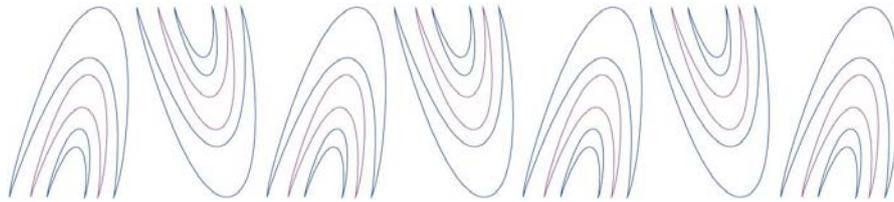




**PLAN FOR
GENDER
EQUALITY**

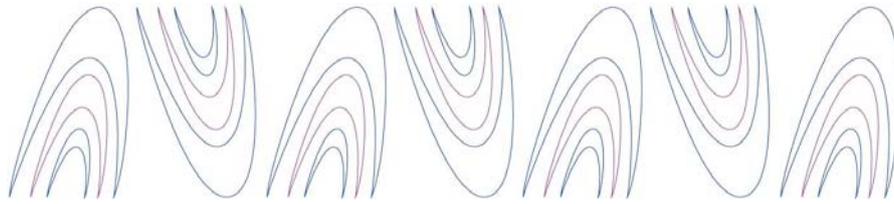
2022





Contents

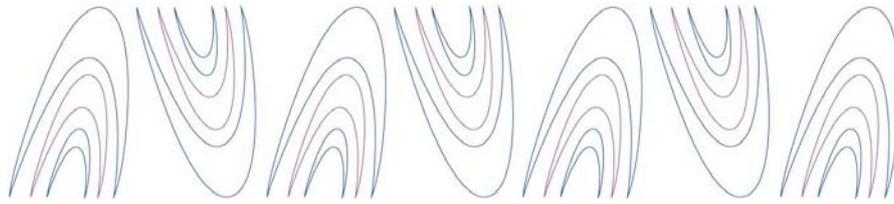
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1 | Introduction

Aware of the importance of the contribution of organisations to an egalitarian and inclusive society, Castros – Iluminações Festivas (hereinafter “Castros”) governs its activity and its human relationships respecting the principle of equal treatment and opportunities. The materialisation of this principle is applicable in recruitment and selection, access to employment, training, career advancement, salary levels, reconciling professional, family and personal life, and work conditions.

In the strategic planning of Castros, equality between men and women is a collective commitment that we wish to preserve by adopting policies that promote non-discriminatory behaviour towards any person, namely, based on race, gender, age, physical disability, physical marital status, pregnancy, family or social status, sexual orientation, political ideology, religion or belief.

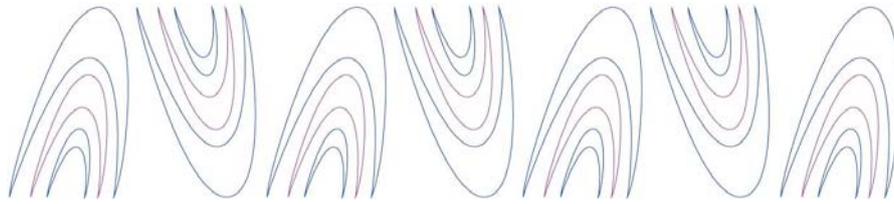


2 | Framework

As a result of measures arising from national and European legislation, gender equality has assumed a prominent place in the business world.

In accordance with the provision of article 13 of the Constitution of the Portuguese Republic, gender equality is an essential human right and a condition of social justice for the development of society. And it constitutes a fundamental principle of Community law considered in Article 2 of the Treaty on the European Community.

Therefore, the Labour Code (Articles 23 to 65) has also been successively amended to meet the needs of combating gender discrimination in the workplace. Matters of equality and non-discrimination, such as access to employment and work, prohibition of discrimination, prohibition of harassment, equality and non-discrimination on the basis of sex, equal working conditions, parental rights have been reinforced.



3 | Description of Castros – Iluminações Festivas

Castros is a private entity, founded in 1921, with an intergenerational legacy. Located in São Félix da Marinha, in the municipality of Vila Nova de Gaia, it is the largest national company in the festive lighting industry, operating in the international market.

Mission

Castros' mission is to offer people environments with the beauty of light.

Values

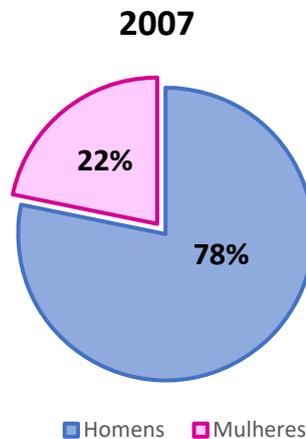
The activity carried out by Castros is guided by the following values: valuing employees, promoting a culture of safety, creating value for all stakeholders, building lasting relationships based on ethics and transparency, promoting innovation-oriented creativity, contributing to sustainable development and passionately seeking perfection.

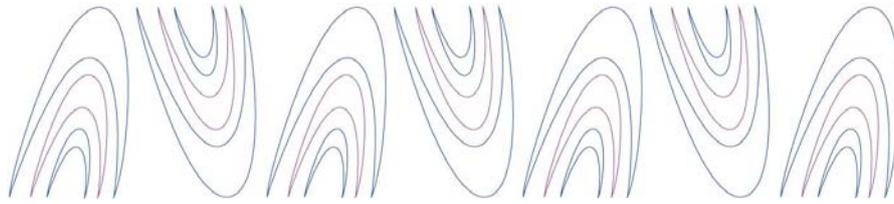
3.1 | Description of the Staff

As of May 2022, Castros has, in order to achieve its mission, a staff totalling 93 employees, including one executive member of Management.

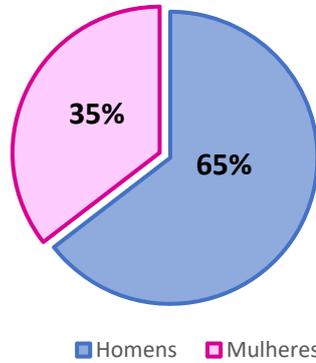
Below is a presentation of some indicators related to the organisation's employees:

3.1.1 | Description by gender (men/women)



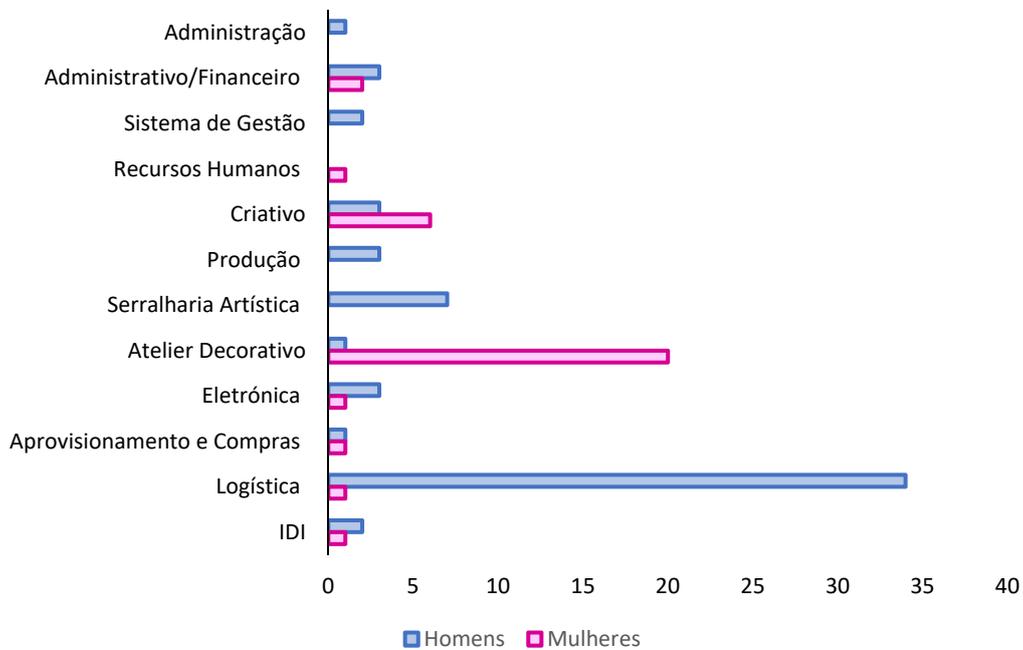


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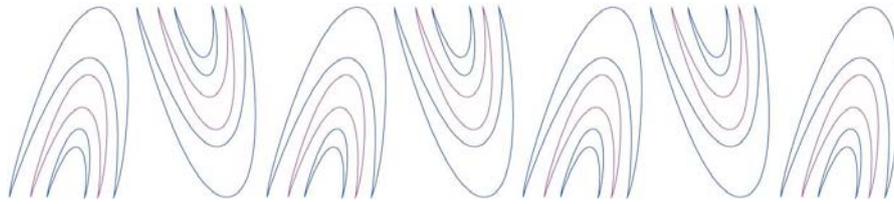


There male gender is predominant, due to the secular history and activity of this organisation, where strength and physical capacity were critical. Therefore, the lighter duties were destined for the female gender. Now, this was the prevailing stereotype for decades, which we are progressively adapting to technical, technological and organisational developments, as shown in the graphs above.

3.1.2 | Gender description by department

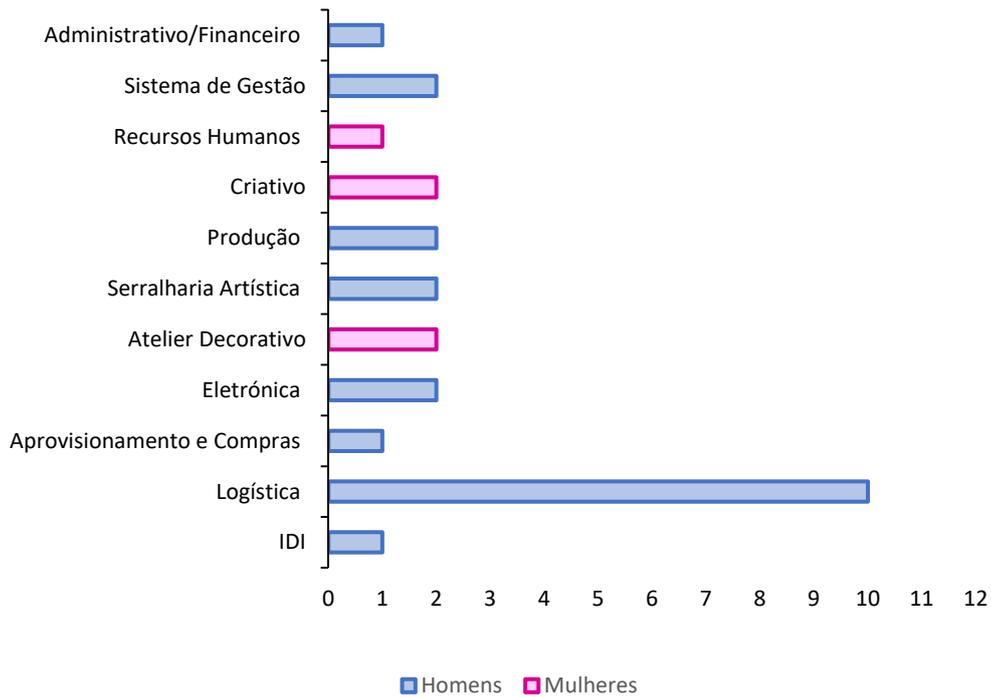


Management – Administrative/Financial – Management System – Human Resources – Creative – Production – Artistic Metalworks
– Decorative Workshop – Electronics – Provisions and Purchases – Logistics – IDI



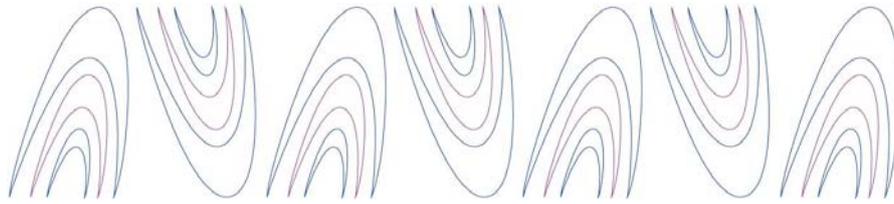
In certain departments there is a majority of men or women, such as: more men in Logistics and more women in Decorative Workshop. One can also see that the department with the highest number of employees is Logistics, with a significant expression of male gender, also based on the incidence of this gender in all Castros employees.

3.1.3 | Gender Description by Heads of Department, Managers and Sub-managers

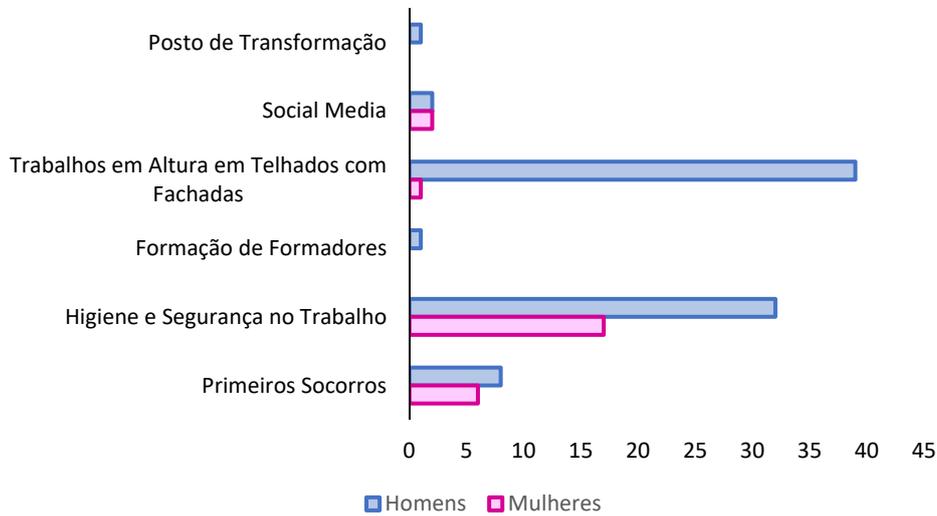


Administrative/Financial – Management System – Human Resources – Creative – Production – Artistic Metalworks – Decorative Workshop – Electronics – Provisions and Purchases – Logistics – IDI

The distribution of duties of Department Heads, Managers and Sub-managers shows a gender discrepancy, with a weight of 81% of the male sex and a minority of females, with 19%.



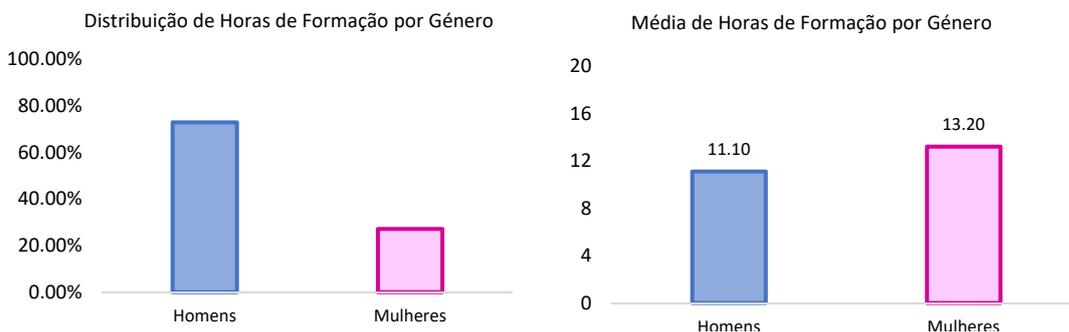
3.1.4 | Gender description by training hours



Transformation Post – Social Media – Works in Height in Roofs with Façades – Training tutors – Occupational Hygiene and Safety – First Aid

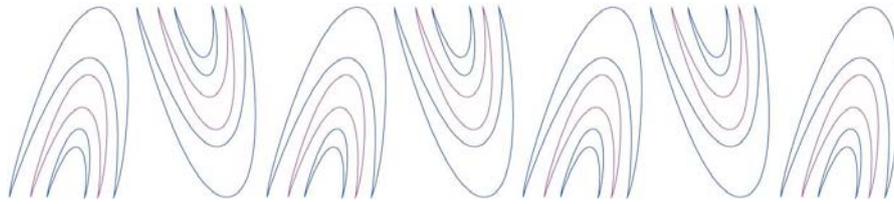
To date, 10 training actions have been carried out in 6 thematic areas, in a total of 1268 hours taught.

To a large extent, the gender disparity observed stems from the traditionally male nature of the Logistics area.



Distribution of Training Hours by Gender – Average Training Hours by Gender

Thus, men received 924 hours of training (72.87%) and women 344 hours (27.13%). However, women on average received more hours of training than men, as shown in the graph on the right.



4 | Plan for Gender Equality

This Gender Equality Plan is a dynamic diagnostic tool and a reference in the equality pillar with a view to progressively improving existing asymmetries. At the same time, as an agent of change, it intends to give an active contribution to lessening the harmful effects in terms of gender balance and equal opportunities for Castros' employees and job seekers.

This plan aims to respond to legal requirements and aims to:

- Identify and improve the good practices already developed;
- Establish new measures to suppress existing imbalances and inequalities in Talent Management (specifically, reduce the gap between men and women and increase the number of women in leadership positions);
- Adopt good practices based on national and international references;
- Promote the publicising of internal rules and ethical principles, for a safe and healthy work environment, free from harassment and inequality, defined in the Code of Good Conduct.

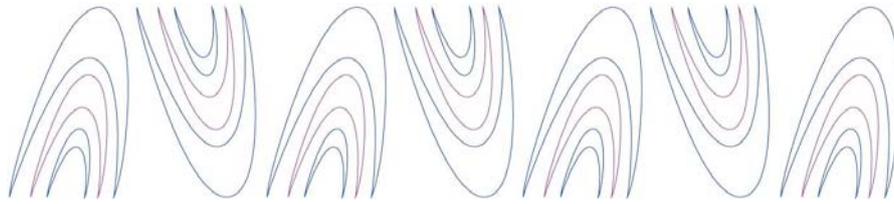
Castros' Plan is based on the analysis of the following areas of intervention: Strategic Planning (a), Talent Management (b) and Communication (c).

4.1 | Current Outlook – Good Practices at Castros

- a) Strategic planning
 - Strategy, Mission and Values

For Castros, preventing Psychosocial Hazards, namely Gender Equality, is a principle already included in the Code of Good Conduct. Thus, the organisation and employees undertake to act with high standards of integrity and individual dignity, mitigating possible discriminatory practices.

- b) Talent management
 - Recruitment & Selection



Recruitment & Selection, regardless of the type of profile, is an objective and transparent process, based on the principle of the right to equality in access to employment and work. Discrimination in the treatment of the candidate is prohibited, and they cannot be benefited or harmed on the basis of their ancestry, age, sex, sexual orientation, marital status, nationality, ethical origin or race, religion, political or ideological convictions, union membership or among others, provided for in article 24 of the Labour Code.

In addition to this, Castros complies with the legislation in force regarding the rules for advertising job vacancies (article 30 of the Labour Code).

- Initial and Continuing Training

In Castros' strategic planning, professional training is critical to increase quality and profitability and, subsequently, development and competitiveness. In this sense, Castros complies with article 131 of the Labour Code, ensuring that all employees have access to professional training, both internal and external. It is about transversal and fair access, providing the necessary resources and encouraging participation.

Each annual training plan is designed having as guidelines equality and non-discrimination between men and women, seeking to ensure that all training actions carried out have balanced gender representation. However, due to the gender discrepancy among all employees, this representation is not always achieved.

- Equality in working conditions and pay

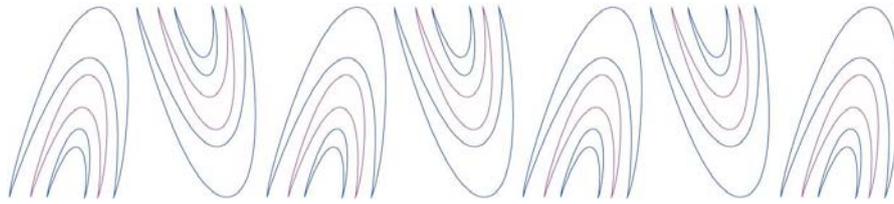
Castros provides the same conditions of access to a professional career and in terms of remuneration, without any discrimination based on gender, based on the principle of meritocracy.

- Reconciliation between professional, family and personal life and Parenting Protection

The organisation of employees' working time, as a homeostatic element between professional, family and personal life, has been a constant concern of Castros.

Other features that stand out to reconcile professional, family and personal life are:

- guarantee to all employees of the right to take parental leave;
- simultaneous holidays for spouses.



- Preventing the practice of harassment in the workplace

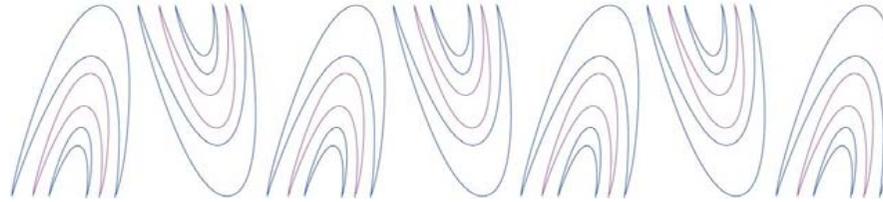
The Castros Code of Good Conduct is a regulatory instrument for preventing and combating harassment at work. Under the terms of this code, Castros does not condone any abusive practice of harassment or any other behaviour that jeopardises the dignity of employees. Therefore, any employee who believes that they are the target of harassment at work or outside the workplace, for reasons related thereto, must report the situation, as soon as possible, to the head of Human Resources.

c) Communication

With regard to internal and external communication, Castros favours neutral, inclusive and non-discriminatory language. Terminology, grammatical or visual forms that could have a differentiating impact between men and women are completely avoided.

Internally, in the communication content for employees, there is strict use of the term “everyone” so that the dimension of gender equality is guaranteed.

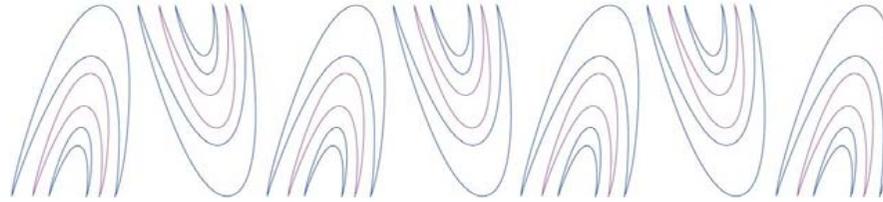
We have other internal communication tools oriented towards onboarding at Castros (for example, the Welcome Manual and Castros PIB – Integrar com Brilho Programme) that are promoters and facilitators of gender equality.



4.2 | Action plan

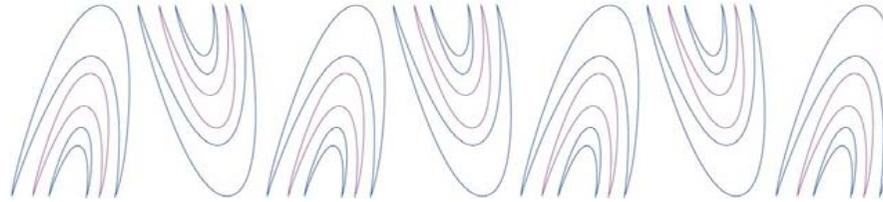
STRATEGY, MISSION AND VALUES

	GOALS	MEASURES	AREA RESPONSIBLE			SCHEDULE
			Planning	Execution	Verification	
Strategy, Mission and Values	<ol style="list-style-type: none"> 1. Provide employees with information on rights and duties in the field of gender equality and non-discrimination; 2. Ensure the implementation of the Gender Equality Plan, its monitoring, follow-up and sustainability; 3. Raise awareness of the entire Castros community to the importance of Gender Equality; 4. Publish internally and externally Castros' commitment to the promotion of Gender Equality. 	Publish , in the internal communication channels, information on the rights and duties of employees in terms of equality and non-discrimination based on sex	R_RH	R_RH	AD_C_EST	Until the end of the 1 st semester of 2023
		Share with employees the Castros Gender Equality Plan	R_RH	rd LOL	R_RH	
		Organise a lighting/decorative project with the entire Castros community to promote Gender Equality	R_RH R_CR R_PR	rd LOL	AD_C_EST	
		Publicise on the Castros website the Plan for Gender Equality	R_CR_CD	External	R_RH	
		Generate internal procedures that encourage employees to submit suggestions in the field of recruitment and selection, reconciling professional, family and personal life, parental protection, career progression and development policy and salary policy.	R_MC R_RH	rd LOL	AD_C_EST	

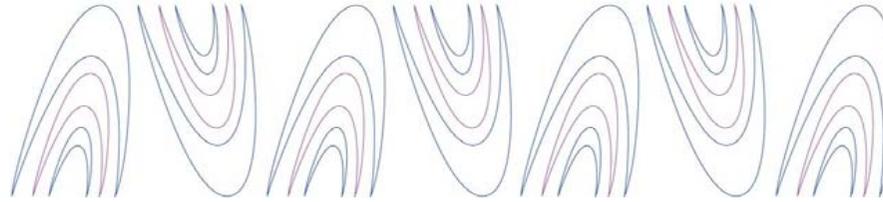


TALENT MANAGEMENT

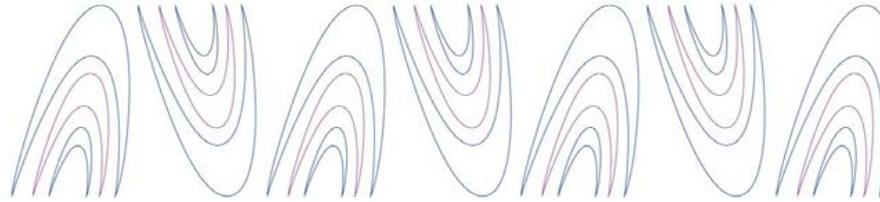
	GOALS	MEASURES	AREA RESPONSIBLE			SCHEDULE
			Planning	Execution	Verification	
Recruitment & Selection	<ol style="list-style-type: none"> Contribute to fair and objective recruitment and selection processes for men and women; Counteract the perpetuation of gender stereotypes and promote a better balance between the number of men and women in the organisation; Guarantee the principle of equality and non-discrimination in access to employment. 	<p>Promote awareness-raising and training actions aimed at the teams responsible for recruitment and selection on procedures for attracting talent, without gender bias</p>	R_RH R_RH_F	R_RH External	AD_C_EST	Until the end of the 1 st semester of 2023
		<p>Encourage the application and selection of men and women for roles where gender is underrepresented, in internal and external recruitment and selection processes</p>	R_RH rd LOL	R_RH rd LOL	AD_C_EST	
		<p>Prepare programmes aimed at attracting the underrepresented gender for certain roles</p>	R_RH R_RH_F	R_RH R_RH_F rd LOL	AD_C_EST	
	GOALS	MEASURES	AREA RESPONSIBLE			SCHEDULE
Initial and Continuing Training	<ol style="list-style-type: none"> Ensure that Castros' Annual Training Plan implements the principle of gender equality; Promote a culture of equality in the workplace, providing training in work practices, according to the duties; Allow balanced access for men and women to leadership positions. 	<p>Prepare the Annual Training Plan including training actions on the subject of gender equality to raise awareness of the entire Castros community about it</p>	R_RH R_RH_F	R_RH External	AD_C_EST	Until the end of the 1 st semester of 2023
		<p>Hold workshops with all department heads and managers (top-down), increasing their management skills and raising awareness of the culture of gender equality</p>	R_RH R_RH_F	R_RH External	AD_C_EST	
		<p>Ensure access for both genders to the number of hours of certified vocational training</p>	R_RH R_RH_F	R_RH R_RH_F	AD_C_EST	



	GOALS	MEASURES	AREA RESPONSIBLE			SCHEDULE
			Planning	Execution	Verification	
Equality in working conditions and pay	1. Provide gender equality in the field of professional progression and development; 2. Encourage the balanced participation of men and women in decision-making positions; 3. Ensure the same job opportunities, guaranteeing gender equality;	Design succession plans based on gender equality and non-discrimination rules	R_RH R_MC	R_RH rd LOL	AD_C_EST	Until the end of the 2 nd semester of 2023
		Acknowledge female employees with high potential to occupy top positions in order to have the opportunity to occupy the same	R_RH rd LOL	R_RH rd LOL	AD_C_EST	
		Control and minimise the hazard of offboarding of women with high talent and potential	R_RH rd LOL	R_RH rd LOL	AD_C_EST	



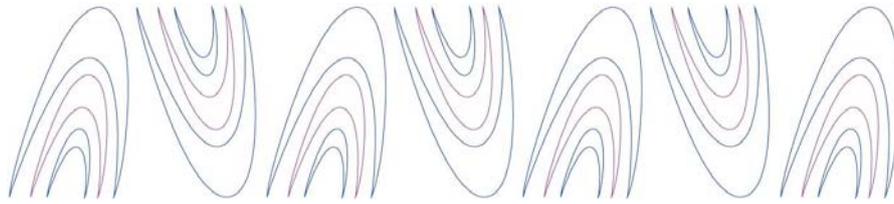
	GOALS	MEASURES	AREA RESPONSIBLE			SCHEDULE
			Planning	Execution	Verification	
Reconciliation between professional, family and personal life and Parenting Protection	1. Promote the reconciliation of employees' professional, family and personal life; 2. Create a true culture of support for parenting policy. 3. Allow the simultaneous enjoyment of holidays to spouses, people living in a de facto union or in a common economy.	Flexibilise working hours and other forms of work organisation	AD R_RH R_MC	rd LOL R_PR	AD_C_EST	Until the end of the 2 nd semester of 2023
		Facilitate teleworking, where possible	AD	rd LOL	AD_C_EST	
		Refrain from contacting employees during the rest period	rd LOL	All	AD_C_EST	
		Establish protocols and benefit agreements that allow access to goods and services under advantageous conditions	R_RH	R_RH	AD_C_EST	
		Ensure the right of employees to take parental leave	R_RH	R_RH rd LOL	AD_C_EST	
		Encourage male employees to the share initial parental leave	R_RH	R_RH rd LOL	AD_C_EST	
		Create and implement internal procedures that ensure respect for the right of pregnant, postpartum or breastfeeding employees to special occupational safety and health conditions	R_RH R_MC	rd LOL	AD_C_EST	
		Ensure to couples that at least half of the holiday period is taken simultaneously.	R_RH R_MC	rd LOL	AD_C_EST	



	GOALS	MEASURES	AREA RESPONSIBLE			SCHEDULE
			Planning	Execution	Verification	
Preventing the practice of harassment in the workplace	1. Prevent and combat harassment at work; 2. Prevent and combat the practice of other offenses to the physical or moral integrity, freedom, honour or dignity of employees.	Ensure disclosure of the Code of Good Conduct to all employees	R_RH	rd LOL	AD_C_EST	Until the end of the 2 nd semester of 2022
		Provide access to the Welcome Manual, module of the Code of Good Conduct during onboarding	R_RH	R_RH	AD_C_EST	
		Establish and appoint an ethics committee	AD	AD	AD_C_EST	
		Establish a specific channel for reports related to discrimination and/or harassment at work	AD R_RH	R_RH R_MC	AD_C_EST	

COMMUNICATION

	GOALS	MEASURES	AREA RESPONSIBLE			SCHEDULE
			Planning	Execution	Verification	
Communication	1. Include in internal and external communication the dimension of gender equality in written and visual language; 2. Publicise good practices within the scope of Gender Equality and Non-Discrimination.	Apply neutral, inclusive and non-discriminatory language throughout Castros documentation – internal and external	R_RH R_MC rd LOL	All	AD_C_EST	Until the end of the 2 nd semester of 2022
		Create and post an Organisational Poster guiding behaviours aimed at Gender Equality	R_RH	CR_DE CR_IL	AD_C_EST	
		Promote activities for International Women’s Day (8 March) and International Men’s Day (19 November)	R_RH	R_RH rd LOL	AD_C_EST	



5 | Implementation of the Planned Measures

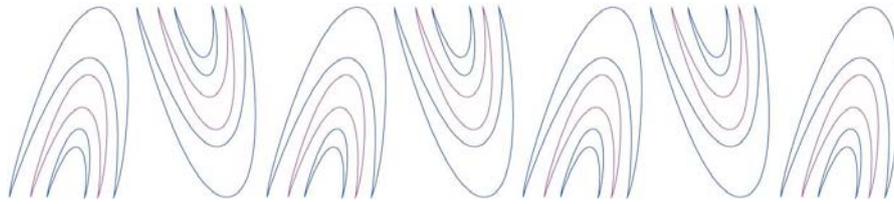
By implementing the measures defined in this Plan, we believe that gender equality will spread, affirm and endure in our corporate culture, oriented towards the satisfaction and well-being of all, regardless of gender.

6 | Monitoring, Assessment and Validity

This Plan, approved by the Board, is in force for the 2022-2023 period and validates Castros' commitment to the measures contained therein.

The Gender Equality Plan involves Management, the Strategic Committee, Human Resources Department, Heads of Department and Middle Managers, to ensure the implementation of the actions planned and identify opportunities for improvement.

Its monitoring will be biannual and its review annual, to readjust measures already defined and/or introduce new ones.



ACRONYMS

AD	Management
AD_C_EST	Management Strategic Committee
CR_DE	Creative Design
CR_IL	Creative Illustration
R_AF	Head of Administrative and Financial
R_CR	Head of Creative
R_CR_CD	Head of Creative Digital Communication
R_MC	Head of Continuous Improvement
R_PR	Head of Production
R_RH	Head of Human Resources
R_RH_F	Head of Human Resources Training
rd	Department Head
LOL	Section Head

