



## **DIVERSITY AND INCLUSION POLICY**

## 1. OBJECTIVE

The purpose of this document is to provide guidelines that apply transversally to all the company's processes to make it a safe place that promotes respect and acceptance of differences and avoids barriers that hinder work or promote behaviors or attitudes associated with discrimination, harassment and/or violence.

## 2. SCOPE

This policy applies to all people who have an employment relationship with Interseguro, as well as to any natural or legal person who interacts, provides or receives services inside and outside our facilities.

## 3. LEGAL BASIS

- Law No. 27942, “Ley de Prevención y Sanción del Hostigamiento Sexual y normas modificatorias” (Law on prevention and punishment of Sexual Harassment and amending regulations).
- Legislative Decree No. 1410, Legislative Decree that incorporates the Crime of Harassment, Sexual Harassment, Sexual Blackmail and Diffusion of Images, Audiovisual Materials or Audios with sexual content into the criminal code, and modifies the procedure for the Sanction of Sexual Harassment.
- Supreme Decree No. 014-2019-MIMDES, Regulation of Law No. 27942, “Ley de Prevención y Sanción del Hostigamiento” (Law on prevention and punishment of harassment).
- Supreme Decree No. 004-2020-MIMP, Single Ordered Text of Law No. 30364, “Ley para Prevenir, Sancionar y Erradicar la Violencia contra las Mujeres y los integrantes del grupo familiar” (Law to Prevent, Punish and Eradicate Violence against Women and Members of the Family Group).
- Law No. 29973, “Ley General de la Persona con Discapacidad” (General Law on Persons with Disabilities)
- Supreme Decree No. 002-2014-MIMP, Regulation of Law No. 29973, “Ley General de la Persona con Discapacidad” (General Law on Persons with Disabilities)
- Law No. 27270, “Ley contra Actos de Discriminación” (Law against Acts of Discrimination)
- Law No. 28983, “Ley de igualdad de oportunidades entre mujeres y hombres” (Law on Equal Opportunities between Women and Men)
- Political Constitution of Peru of 1993

#### 4. PRINCIPLES

**4.1** We encourage diversity in our work teams and foster a work environment that respects and values individual differences to take advantage of the talent of everyone who works at Interseguro.

**4.2** We promote equal opportunities among all people who work in the company, as well as treatment with respect and trust; therefore, we reject all types of discrimination in any of its forms.

**4.3** We use non-discriminatory language in our internal and external communications, as well as in our advertising (*Annex 1 - Inclusive Communication Guide*).

**4.4** We provide a work environment in which no type of violence, harassment or offensive and/or disrespectful conduct is accepted (*for more detail review "Policy for the prevention and punishment of violence and discrimination"*).

**4.5** We foster a motivating and creative environment, where promotions and remunerations are available on equal terms for all based on the knowledge, attitudes, skills and merits required for the different jobs.

**4.6** We cultivate an inclusive and collaborative culture to retain our talent and maximize its potential, making the necessary adjustments to ensure equal access to the enjoyment of benefits and opportunities (*Annex 2 – Inclusive Benefits Booklet*).

**4.7** We actively promote that diversity and inclusion are lived and practiced as part of our culture through the implementation of practices and development of training in the form of workshops, campaigns, conversations and other formats in which we address these concepts and reinforce the knowledge of our policies so that they are translated into the behaviors and interactions of our employees.

#### 5. DEFINITION OF CONCEPTS

**5.1 Diversity:** wide range of characteristics and combinations of them, that identify us and make us unique as human beings and influence the way we live and experience the world. It can be evidenced in different *spheres: Sexual and Gender Diversity, Functional Diversity, Ethnic/Racial Diversity*.

**5.2 Gender:** refers to the roles, behaviors, activities and attributes that a given society at a given time considers appropriate for men and women. Male and female are gender categories.

**5.3 Gender identity:** refers to a person's innate, deeply internal and individual gender experience, which may or may not correspond to the person's physiology or sex at birth. Some of these categories are the following: female, male, transgender (their gender identity differs with the sex of birth), non-binary (they do not identify with the existing gender categories in the female-male binary system).

- **Social name:** refers to the name that represents a person within society and is linked to their gender identity, it can be different from the legal name, registered on their birth certificate or identity document. (For more details see *the "Social Name Use Policy"*).

**5.4 Gender expression:** refers to the manifestation of gender identity through behaviors or appearance. Gender expression can be masculine, feminine, androgynous, or any combination of the three.

**5.5 Sex:** refers to the set of biological and physical characteristics that distinguish people on a sexual level. Here we can differentiate man, woman and intersex person.

**5.6 Sexual orientation:** refers to the ability of each person to feel a deep emotional, affective, sexual attraction to other people and relate to them. Sexual orientation can be heterosexual (attraction to people of the opposite sex), homosexual (attraction to people of the same sex), bisexual (attraction to people of both sexes), asexual (does not feel sexual attraction to others) among others.

**5.7 Sexual Diversity:** frequently summarized through the acronym LGBTIQ+, this terminology is not fixed and it is constantly evolving. We found the following identities:

- **Lesbian:** A person who identifies as a woman who is attracted to another person who identifies as a woman.
- **Gay:** A person who identifies as a man who is attracted to another person who identifies as a man.
- **Bisexual:** person who feels attraction to people of the same gender and/or others.
- **Trans:** A person whose gender self-perception does not match the sex assigned at birth.
- **Intersex:** A person with physical characteristics that do not fit within what is considered as the male and female sex. That is, all those situations in which the sexual anatomy of the individual does not physically conform to the culturally defined standards for the female or male body.
- **Queer:** A person whose sexual orientation and/or gender identity exists outside the norm.
- **+**: It represents sexual orientations and gender identities not named in the main acronym, such as pansexual, asexual, non-binary genders, among others.

**5.8 Functional diversity:** refers to people who have problems that affect body structure, limitations to carry out daily actions and difficulties in maintaining social relationships with peers. Some types covered by functional diversity are physical or motor, visual, auditory, intellectual and psychic and multisensory (more than one sense affected).

**5.9 Ethnic and cultural diversity:** refers to a multiplicity of ways in which the cultures of groups and societies are manifested at the level of expressions, as well as physical and behavioral traits and characteristics that identify them, related to their origin and / or place of origin.

**5.10 Inclusion:** equal access to opportunities and participation, based on acceptance and respect for differences.

**5.11 Discrimination:** any action of distinction, exclusion, restriction or preference made by a person or through third parties that incite or promote the annulment or impairment of the recognition, enjoyment or exercise of any right of a person or group of persons based on and/or argued based on your ethnic or national origin, sex, age, disability, social or economic status, health conditions, language, religion, opinions, sexual preferences, marital status or any other characteristic personnel.

**5.12 Violence:** any action or conduct that intentionally causes harm, affects or violates the physical or psychological integrity of a person (For more detail review the "Policy of prevention and sanction of the violence and discrimination").

## **6. COMMITTEE FOR THE PROTECTION OF DIVERSITY AND PREVENTION OF VIOLENCE**

**6.1 Composition:** 6 representatives of Interseguro's employees and 2 representatives of Interseguro as a company with legal power to make decisions: General Manager and Manager of Human Development and Management.

**6.2 Election of representatives:** process that takes place every 2 years and consists of:

- 1° Launch of calling.
- 2° Free nominations.
- 3° Election of representatives and substitutes.
- 4° Publication of results.

**6.3 Roles and scopes:** The following principles apply in a general way to all members:

- Ensure compliance with the diversity and inclusion policy and prevention of violence and discrimination.
- Establish objectives and define annual work plan.
- Define actions, resources and those responsible for the activities established in the work plan.
- Monitor compliance with activities and evaluation of results.
- Review and / or approve policies or modifications according to law.
- Quarterly record of opportunities for improvement in the process of prevention and punishment of violence and discrimination.

**7. MANAGEMENT MODEL BASED ON RESPECT AND PROTECTION OF DIVERSITY:**

*"At Interseguro we want our employees to reflect the diversity that makes up our country. That is why we are convinced that by having diverse teams we make it easier for Peruvians to move forward safely.*

*In this way, we bet, encourage and respect diversity in all its forms among all the people who work at Interseguro and from all our internal processes as a company.*

*Likewise, we reject and condemn any situation of discrimination or violence towards our employees for any of the characteristics mentioned above. Therefore, any attitude and / or behavior that includes slanderous, aggravating content or from which abuse, intimidation, harassment, offenses or insults can be inferred will be sanctioned under the framework of our internal work regulations, code of ethics and in accordance with the provisions of our policy of prevention and punishment of violence and discrimination.*

*As a company, we ensure that every person who works with us has an environment of safe and healthy work in which they can grow."*



## ANNEX 1: Inclusive Communication Guide

### INCLUSIVE COMMUNICATION GUIDE

#### **Objectives of the guide:**

- Facilitate inclusion and diversity activities within the company.
- Avoid confusing, imprecise and ambiguous language.
- Unify our company's communications.
- Make women, men and diversities visible in all the roles they play, not only in those traditionally attributed to them.

#### **What does the use of inclusive language mean for Interseguro?**

They are suggestions for use that avoid subordinating, hiding or making invisible when writing, speaking and representing the presence of women, men and diversities in communication. In this way we seek to promote that our communications do not fall into the linguistic or social sexism that is present in the language.

#### **Strategies for Inclusive Communication in Interseguro**

##### **1. Avoid generic use of the masculine:**

Avoid using the generic masculine (use of masculine terms under the guise that it includes women and men) in nouns, pronouns, and adjectives that have double gender (i.e., with feminine and masculine forms) to represent women and men.

##### **2. Language splitting:**

Making occasional use of double forms: feminine and masculine or vice versa. Example: We invite the employees to go up to the dining room.

##### **3. Review your audience:**

Adapt communications to your audience. Example: if it is made up mostly of men use generic masculine, if it has mostly women use generic feminine, if they are people of the LGBT+ community you can use the "e" (Todes, nosotros, ellas).

##### **4. Neutralization or use of generics:**

Use generic terms, here are some examples:

- The company will participate in the Ponle Corazón fundraising.
- Those who have an interest can send an email to GDH.
- Our people, our team, our Management/Executive/Executive Committee.
- Use of Person / people: in the role of audit, leadership, supervision / people involved in the project, user.
- Group of leaders, professionals, representatives, artists, participants, applicants, students.
- The Board of Directors, Management, Vice Presidency.
- Administrative/commercial staff.

## 5. Using of the X

According to the RAE, the letters "e" and "x" or the use of @ are not considered as alternatives for an inclusive language since, according to the norm, "the grammatical use of masculine already fulfills that function as an unmarked term of the gender opposition". However, as a company we believe that the use of the "X" represents an action of inclusion to effectively avoid gender distinction. This will be used at the end of each word that ends in a/o.

## 6. Avoid the use of discriminatory expressions such as the following:

- Retarded, deaf-mute, crippled, blind.
- Cholito, indio, serranito (*these terms carry a negative connotation in Peru*)
- Butch, faggot
- Poor, marginal
- Old man, grandpa

## 7. On visual resources:

- Avoid photographs that stereotype women in the role of housewife or men in the role of work in the office.
- Try to balance the number of men and women on photographs.
- Avoid using colors that reinforce the stereotype with a gender.
- All corporate video should include subtitles or sign language.
- When using images that refer to the concept of family, the new types of family should be taken into account.
- Avoid using icons that are associated with a specific gender.
- Display women and men in a wide variety of roles, avoiding traditional representations.
- Value the presence of people with different physical, ethnic, socioeconomic, age characteristics, among others.
- Represent all the women who exist in society in a real way.

***For official and regulatory documents: Guide "If you don't name me, I don't exist"***

***Check the complete guide here:***



ANNEX 2: Inclusive Benefits Booklet

# Employee Benefits



**Health and Security**

- Health and security campaigns
- Nutritionist
- Psychologist
- Basic Health Care Plan 100% covered
- Oncology insurance 100% covered



**Entertainment**

- Celebrations
- Integration activities
- Discounts platform Vive+
- Anniversaries celebration
- Club Intercorp discounts



**Flexibility**

- Flexible Schedule
- Digital Coupon book (up to 8 free half days)
- Home office (depending on the department)
- Early vacation
- Summer schedule



**Training & Development**

- Virtual learning platform (UCIC)
- Scholarships programs
- Career path program
- Academic alliances (ESAN, UPC, USIL, UTP, UPN, UP)



**Family-friendly**

- Education bonuses
- Family celebrations
- Holidays bonuses
- Welcome to the family program (paternity, maternity, adoption)



**Appreciation**

- Performance bonus
- Anniversaries



**Diversity & Inclusion**

- Using of social name
- Inclusive health care plan LGTB+
- Flex coupons
- Welcome to the family program (same-sex and diverse families)
- Commemorative dates celebration

Ítem	Page	Description
4	3	Amended item "Principles"
5	3-5	Amended item "Definition of concepts"
-	9-11	Item "ANNEX 1: Inclusive Communication Guide" was included