



EQUALITY AND DIVERSITY POLICY

Let's Do It Foundation (Teeme Ära Sihtasutus)

I Purpose

Let's Do It Foundation is committed to achieving equal opportunities for everyone connected to the organization. No person interacting with Let's Do It Foundation be it employee, contractual partner, volunteer, job applicant, or general public should receive less favorable treatment because of gender, race or ethnicity, sexual orientation, transgender or transsexual status, age, disability, medical condition, background or religion/faith and for that Let's Do It Foundation adopts the following Equality and Diversity Policy.

II Policy

As part of our commitment to Equality and Diversity, Let's Do It Foundation will ensure that all employees, contractual partners and volunteers are actively informed of this Equality and Diversity Policy, adhere to the Equality and Diversity Policy during their time with Let's Do It Foundation and are fully informed of the seriousness with which Let's Do It Foundation takes equal opportunities for all. Anyone found violating the Equality and Diversity Policy will be subject to disciplinary action.

Let's Do It Foundation commits to working with volunteers, employees, contractual partners and/ or members of the Management and Supervisory Board to find a solution that takes into account any disability or other barrier to involvement with us, where practically or financially possible. Let's Do It Foundation commits to recruitment which is based on merit rather than personal relationship, inbuilt prejudice or other reason not compatible with this policy. Let's Do It Foundation communicates these principles also to its network.

III Volunteer, Employee, Contractual Partner, Management and Supervisory Board Member Commitment

All volunteers, contractual partner, employees, and members of the Management Board and Supervisory Board shall avoid and challenge the use of language or behavior which, in any way, belittles or discriminates against;

- i) disabled groups and/or individuals with special needs



- ii) any race, culture, belief, views or religion
- iii) a person's sexual orientation
- iv) gender.

Where the language or behavior used has a personal impact on others, and it has been made clear to the person concerned that their use of such language or behavior is unwelcome and/or offensive, disciplinary action may be taken if they persist with it.

IV Procedure

- If any volunteer, contractual partner or employee feels that they have been, or are being discriminated against, in any way, they are entitled to pursue the matter with either:
 - i) Any member of the Management Board or in case the complaint is against any member of the Management Board, any member of the Supervisory Board;
 - ii) A direct supervisor in the case of volunteers or in case the complaint is against a supervisor, any member of the Management Board.
- All instances or complaints of discriminatory behavior will be treated seriously and complaints or allegations of an unfounded or malicious nature will also be treated as serious and may involve using the disciplinary procedure.
- This policy will be reviewed at appropriate intervals by the Management Board and Supervisory Board.

IX Entry into force

The Equality and Diversity policy will be confirmed by the Management Board of the Let's Do It Foundation and enters into force at the time of its approval by the Supervisory Board of the Let's Do It Foundation.

The policy has to be signed by the Heads of the Teams of the Let's Do It Foundation and introduced to all of its employees and legal network.