

MMB SOFTWARE

INCLUSION HANDBOOK

Illustrated guide to valuing diversity

Success and Inclusion

The key to business: welcoming different points of view is not only an ethical duty but the foundation for growing and innovating together.

We aim to create an environment that consistently guarantees equal opportunities and respect for every stakeholder.



The Inclusive Manager



Empathy

Engage with other cultures and generations with openness and curiosity.



Recognition

Celebrate success based solely on merit and performance.



Vision

Share goals to break down boundaries and mental barriers.





Identity and Responsibility



I represent MMB: In every action and word, I reflect the company's values.

- ✓ Exemplary behaviour
- ✓ Absolute transparency
- ✓ Constant respect

The Spectrum of Diversity

-  **Ages and Generations:** Value both experience and fresh perspectives.
-  **Gender:** Absolute equality of treatment and growth.
-  **Nationality:** Richness of different cultures.
-  **Education and Beliefs:** Respect for every background and personal conviction.

Inclusive Language

Words that unite: We use language that excludes no one, and we do not allow inappropriate comments. We avoid jokes based on stereotyping (“you’re young, so...”, “you’re a woman, so...”).



Integrity and Social Media



Social Media

Be mindful of comments and photos posted online: they reflect who we are.



Integrity

Be ready to accept feedback if your language is not inclusive.



Action

Intervene immediately if you witness discrimination.

| Listening and Dialogue

"If someone offers me criticism or a suggestion, I take the time to listen and reconsider my point of view."

We encourage participative ways of working.

The Right to Make Mistakes



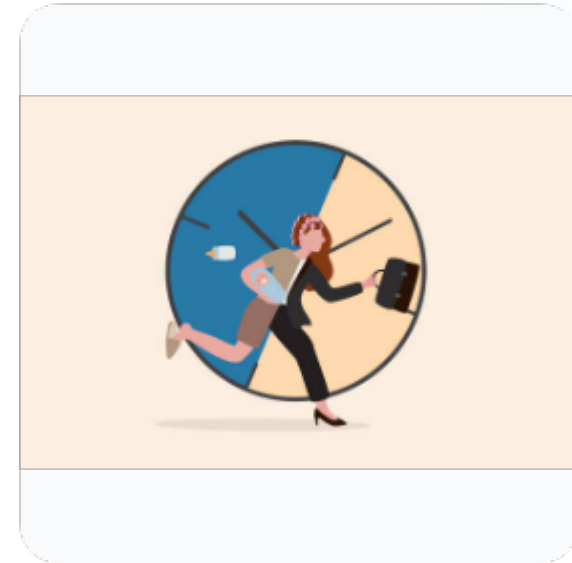
We encourage people to take the initiative. A mistake is not a fault but a contribution to collective learning. We don't judge; we analyse situations together to improve

Merit and Parenthood




Objective assessment

We assess results, not stereotypes. Parenthood enriches people; it is not an obstacle.

We stay in touch with employees during maternity leave, paternity leave, or illness.



Growth and Time

-  **Balance:** Respect for everyone's personal and professional time.
-  **Disconnection:** Right not to respond outside working hours.
-  **Objectives:** We evaluate results, not attendance.

Together for Inclusion

"Being open, engaging with other cultures, and showing empathy are the foundations of an inclusive environment."