

Proserv Gender Equality Statement

Proserv Norge AS

2023

INTRODUCTION

Proserv is a controls technology company serving the global energy industry, offering customers a wide range of products and services to improve the reliability, integrity and productivity of critical infrastructure. Headquartered in Aberdeen, UK, we employ over 800 people based in locations across the US, Europe, Middle East and Asia. With a track record spanning over 60 years, we specialise in a broad range of products and services and are guided by a clear set of values which are at the heart of everything we do.

Our FRESH values frame our decisions and behaviours - defining who we are, how we operate and what we stand for. Doing things the right way is wired into our values and we are committed to acting ethically and with integrity to adhere to high standards of governance, integrity and regulatory compliance. We recognise that people are fundamental to the success of our business and are committed to respecting fundamental human and labour rights and decent working conditions. Our people policies are focused on ensuring equal employment opportunities for everyone. We are committed to treating people with mutual respect and dignity and we will not tolerate any form of abuse, victimisation, bullying or harassment.

	 Managing self	 Managing others	 Managing team	 Managing business	
 F Forward as a Team	Is a good team member	Pulls the team together	Trusted leader	Ensures we are working towards the right goals	
 R Right Thing, Right Way	Works the right way	Keeps us on the right path	Role model for doing the right thing	Sets great standards and removes barriers	
 E Entrepreneurial Spirit	Always trying to get better	Encourages improvement everywhere	Identifies and shares best practices	Growth and new ideas are part of the business	
 S Serious About Service	Puts great service first	Raises the bar for what great service looks like	Enables and rewards great service	Positions the team to deliver great service	
 H Help, Share and Communicate	Speaks up and helps others	Fosters group communications	Shows the way and bring everyone along	Keeps us all together as one team	

INTRODUCTION

In order to ensure that workplaces are free from discrimination, employers in public and private enterprises with more than 50 employees must:

- Work on equality and anti-discrimination through a legally mandated method, including conducting a biennial survey of wages and involuntary part-time employment (duty of activity)
- Report on equality in the annual report (duty of reporting)
- The same obligations apply to employers in private enterprises with between 20 and 50 employees if one of the parties in the workplace requests it
- The organisation should work toward increased equality and against discrimination based on gender, pregnancy, leave for childbirth or adoption, caregiving, responsibilities, ethnicity, religion, belief, disability, sexual orientation, gender identity, gender expression and combinations of these

The organisation must cover the following areas:

- Recruitment
- Pay and working conditions
- Promotion and development opportunities
- Accommodation
- The ability to combine work and family life

GENDER BALANCE REPORTING

The following have been reviewed in relation to gender balance: temporary employees, part-time employees and the average number of weeks of parental leave for women and men for Proserv Norge AS.

Gender Balance		Temporary Employees		Part-time Employees		Parental Leave (Average number of weeks)	
No. of males	No. of females	No. of males	No. of females	No. of males	No. of females	Males	Females
88	19	3	2	1	2	14.5	0

The total number of employees is 107 of which 88 are male and 19 are female.

Across our industry we see more males in technical and engineering roles which make up the majority of our workforce. This is the same pattern we see in the applications for advertised roles.

We have temporary positions where we require short term resources to help fill business requirements. We also employ interns for additional resource and to provide workplace experience.

Proserv have 1 male part-time employee and 2 females. We have no involuntary part-time employees. Any employees who currently work reduced hours do so at their own request.



PAY GAP BETWEEN LEVELS

As stated, there are 107 employees at Proserv Norge AS of which (-82%) are male and 19 (-18%) are female.

The table below represents the mapping used at this time to display the pay gap differences between the varying genders and associated levels in the business.

Level	No. of males	No. of females	% of females	Total no. of employees	Pay gap (in favour of males)
Upper quartile	24	3	11.1%	27	25.4%
Mid upper quartile	21	6	22.2%	27	2.8%
Mid lower quartile	21	5	19.2%	26	2.8%
Lower quartile	22	5	18.5%	27	0.8%

The workforce contains employees based in separate departments across the business: finance, supply chain, operations, HR, etc. These departments contain occupations which pertain to technicians, advisors, leaders, managers and directors.

The calculations use all Norway employees who were employed in December 2023 and below are the clear assumptions to the present analysis:

- The data includes all annual payments received that are coded to Lønn / godtgjørelse (salary / allowance) including bonus and any mid-year joiners have been pro-rated to work out average earnings if they had worked 12 months

We have:

- Excluded all payments made via payroll for reporting purposes, such as benefits and expenses and any employees who left Proserv within 2023

WORK RELATED TO THE ACTIVITY DUTY

Guided by a clear set of values, Proserv has a distinctive, delivery focused culture. At the heart of everything we do, our FRESH values guide our decisions and behaviours. They define who we are, how we operate and what we stand for. They also influence the way we work with each other and serve our clients. Leveraging our collective capability is key to our success. We promote teamwork, collaboration and the sharing of knowledge and best practice and we aim to be open and transparent in everything we do.

We care about our people, their development and how we conduct ourselves as a business. We support equal opportunities for all, a diverse workplace and an environment where colleagues are encouraged to thrive and fulfil their potential. Doing things the right way is wired into our Proserv FRESH values and we adhere to high standards of governance, integrity and regulatory compliance.

Proserv are dedicated to fostering an inclusive work environment where every individual is respected and valued. Our commitment is to ensure that our workplace is free from any form of discrimination, including but not limited to gender, pregnancy, leave for childbirth or adoption, caregiving responsibilities, ethnicity, religion, belief, disability, sexual orientation, gender identity, gender expression and combinations of these on the grounds of gender.

To achieve this, we have robust, global policies that are regularly reviewed and updated to reflect best practice and legal requirements in the following areas:

- Recruitment
- Pay and working conditions
- Promotion and development opportunities

WORK RELATED TO THE ACTIVITY DUTY

- Accomodation
- The ability to combine work and family life

Proserv have a Diversity, Equality and Inclusion Policy which details our commitment to ensuring our workplace is free from unlawful discrimination, bullying, harassment and victimisation. To promote dignity and respect and recognise individual differences and the contributions of all staff and to hold everyone accountable.

WORKING ENVIRONMENT ACT

The Working Environment Act (officially the “Act relating to working environment, working hours and employment protection, etc.”) is a Norwegian law that regulates workplace conditions to ensure a safe, health-promoting and fair working environment. It includes provisions on:

- 1. Health, Environment and Safety (HES):** The main purpose of the law is to ensure a safe working environment that prevents physical and physiological health problems
- 2. Working Hours:** Rules regarding working hours, including rest breaks, overtime and night work
- 3. Employment Conditions:** Protection against unfair dismissal, rules on temporary employment and rights in case of layoffs
- 4. Participation and Cooperation:** Employee’s right to participate in matters affecting the working environment, including through safety representatives and working environment committees
- 5. Equal Treatment and Non-discrimination:** Prohibition of discrimination based on gender, ethnicity, religion, disability and other factors
- 6. Training and Information:** The employer’s duty to provide training in health and safety issues and to inform employees about matters affecting the working environment

The law aims to protect employees’ physical and mental health, promote an inclusive and safe working environment and facilitate good cooperation between employers and employees.

WORKING ENVIRONMENT ACT

The Workplace Environment Committee is a legally mandated collaborative group in Norway that aims to contribute to a good and safe environment in the workplace. The Committee usually consists of representatives from both the employer and employee sides. The main purpose of the Working Environment Committee is to monitor and follow up on the working environment, as well as propose and implement measures to improve it. The Committee shall ensure that the working environment complies with applicable laws and regulations and work to prevent work-related health problems and accidents.

PEOPLE POLICIES

Our people policies are focused on ensuring equal employment opportunities for everyone. We prohibit discrimination based on gender, race, sexual orientation, disability, religious beliefs, age or any other status protected under applicable law and are committed to treating people with mutual respect and dignity. As such, we will not tolerate any form of abuse, victimisation, bullying or harassment. Our recruitment and selection processes support diversity and inclusion and are gender neutral in design.

We believe that our recruitment and selection policy and processes are gender neutral by design and recruitment adverts are worded in that manner. We do not encourage applications from one sex or the other. Gender is gathered for statistical purposes only and applicants are advised of this.

- We have an applicant tracking system which uses AI to review wording of our job adverts to ensure neutral text, supporting inclusivity
- We continue to provide guidance and support our hiring managers and this year we have introduced a new training portal which will include unconscious bias and diversity, equity and inclusion training for all managers
- We apply selection criteria based on competency assessments and objective candidate sourcing systems, which are free from bias of any sort and to which recruiting managers are held accountable

We believe that our people doing the same or similar work are paid within a salary range that is applicable to the work undertaken and any disparity between actual pay rates between men and women can be accounted for by range of competencies, experience and abilities. We review our pay awards and rewards packages (including bonus schemes) annually to ensure that these are linked to performance and all employees are treated fairly and equally. In 2023, the annual salary review process went ahead in May.

We encourage good work life balance and flexible working hours. Depending on the role of the employee, Proserv accomodates home / hybrid office where possible.

LEARNING & DEVELOPMENT AND EMPLOYEE ENGAGEMENT

Proserv have an apprenticeship and internship programme. We also have a mentoring programme, which is open to all employees. It is a confidential, professional partnership between two people which provides on-going support, advice, coaching and guidance primarily focused on the growth and development of the participant. Mentoring offers an opportunity for access to a wealth of information and expertise that is not readily available through more traditional development methods, such as formal training courses.

Learning & Development

Supported by our FRESH values, our mission is to allow our people to continually develop, thrive and reach their full potential. We support knowledge sharing and empower our employees to develop themselves through access to coaching and mentoring, learning libraries and webinars. We provide role-specific and developmental training and further education support, including sponsorship and competence frameworks. Our commitment extends into the future and beyond Proserv, as we continue to support the promotion of the Science, Technology, Engineering and Maths (STEM) sector as a viable career option for all, working with schools, colleges, universities and employer forums.

Employee Engagement

We are committed to giving our employees a voice through employee representative forums, employee engagement surveys and regular town hall meetings. We have systems in place that actively encourage open conversation and interaction around the globe and provide channels, such as online reporting systems and surveys, that allow employees to provide direct feedback to identify and understand issues and concerns. We also work with employee advocacy groups and Change Champions to identify opportunities for improvement, where benchmarks for future and past performance can be made.

STATEMENT OF COMMITMENT

To coincide with the publication of our Gender Equality Statement we will:

- Connect with our line managers to help them understand our Gender Equality Statement and equip them with the information and skills needed to move forward with our action plan, including rolling out new training courses
- Share the statement with The Working Environment Committee, a legally mandated collaborative group in Norway that aims to contribute to a good and safe working environment in the workplace

Davis Larssen
Proserv Group CEO
June 2024

