

Lightsource bp Diversity, Equity, and Inclusion Framework 2021

Be You and Be Inspired

Diversity. Equity. Inclusion (DE&I). They're more than just words for us at Lightsource bp. Underpinned by our core values, they are principles that guide how we build our teams, cultivate leaders, and create an inclusive workplace where our people are comfortable bringing their authentic whole selves to work. We believe diversity drives innovation and forms part of our heritage and our future.

This Framework, complimented by our DE&I Mission Statement, outlines the specific actions that we are taking at Lightsource bp to ensure we meet the current and future DE&I needs of our people. We'll advance the progress we've made and acknowledge the areas where we need to work harder to create a stronger work environment. This will be through:

- **Diversity** that builds representation for historically marginalised groups
- **Equity** that provides a level playing field for all
- **Inclusion** that will unite us as one team to drive innovation and results

An evolving experience

This Framework will be managed by the vibes committee and will continuously evolve through research, understanding and honest communication with our people. It establishes our areas of focus and goals for 2021 and will be updated annually to ensure we're effectively achieving our commitments while continuously improving on our progress.

The vibes committee will use this Framework to identify our short-, medium-, and long-term goals and continuously test the credibility of our DE&I Mission Statement through active engagement across our business. We will meet our commitments by measuring our success and articulating the areas where we need to do more.

Pillars that will drive meaningful change

Commitment & accountability

Our leaders [all levels of management] will actively engage across the organisation to drive our DE&I commitments and create accountability. They will help us ensure alignment both globally and locally, and commit to supporting and embedding our Framework by:

- Promoting our DE&I Mission Statement and Framework
- Engaging in open and honest communication on our commitments
- Regularly reviewing data and questioning the status quo, to identify areas for improvement.

Education & awareness

To embed our DE&I Mission Statement and drive meaningful change, we will ensure regular programs are in place to provide educational opportunities and raise awareness across our business.

- Identifying requirements for training, education campaigns and resources
- Promoting continuous learning and regular discussions around DE&I

- Highlighting opportunities for focus group discussions
- Assess any areas of vulnerability and prioritise where we can make a difference.

Data-driven decision making

We will continue to ensure open and transparent reporting, led by the commitments outlined in our DE&I Mission Statement, global HR initiatives and localised legislation. The vibes committee, working closely with HR will report on data gathering, progress of this DE&I Framework annually and any future variations or amendments.

Reporting on both successes and challenges will be made accessible to everyone across the business to create transparency. We will work collectively to take appropriate action in areas that have been identified as gaps or for improvement.

In 2021, we will focus reporting on existing data (age, gender, and nationality) that has already been collected, with an aim to further expand on data collection in the near future, as set out below in section 2.

Focus points for 2021

1. Promote and embed the DE&I Mission Statement
 - 1.1 Create a communication plan for the year, identifying ways to continuously raise awareness both globally and regionally.
 - 1.2 Cross-check other internal policies and the employee handbook to ensure that they will not conflict with any provisions of the DE&I Mission Statement and work with the relevant people to suggest amendments.
 - 1.3 Ensure buy-in and promotion from leadership in a top-down approach.
 - 1.4 Promote awareness about the company's 'Speak up Programme'.
 - 1.5 Ensure any company events are inclusive and identify areas for learning opportunities with training or continued education.

2. Measure and report on DE&I
 - 2.1 Investigate requirements and applicable laws in all Lightsource bp active territories on collecting, processing, and reporting on DE&I data. Create a comprehensive list to determine global cross overs.
 - 2.2 Map out the data that we already hold.
 - 2.3 Promote self-maintenance of Success Factors profiles to collect data.
 - 2.4 Assist and support HR on any legal requirements of data collection and reporting.
 - 2.5 Decide on ways that we can use data to further promote DE&I, both internally and externally.

3. Improve the way we recruit, develop, and compensate
 - 3.1 Review and update recruitment communication to ensure there is no bias.
 - 3.2 Review and actively question our external recruiters on DE&I to ensure that there is always a diverse pool of applicants.
 - 3.3 Ensure equality in our interview process by providing training, tools, and resources to hiring leaders.
 - 3.4 Gather feedback on the inclusive nature of our hiring process.
 - 3.5 Review pay, benefits and rewards to ensure equity and fairness.

Time frames

The 15 points above are our focus areas for 2021. The vibes committee will allocate them into:

- **Short-term goals** are commitments we can implement within the first half of 2021
- **Medium-term goals** will take a bit more work, research, and planning with an aim to be implemented by the end of Q3 2021
- **Long-term goals** are areas that require more detailed assessment, to be completed by the end of 2021.

We plan to achieve these goals by meeting regularly as a working group, assigning actions appropriately and ongoing consultation with the wider business.

Communication Plan for 2021

We believe open and honest communication goes both ways and this is vital to inform the success, progress, and evolution of our DE&I Mission Statement and Framework. We will ensure our employee communications strategy includes DE&I messaging and raises awareness of the DE&I Mission Statement and commitments. Our communication goals are set out below:

- Provide everyone with a voice and sense of belonging by promoting and providing access to our internal communications channels
- Publish and promote standards for inclusive language in all forms of company communications, to ensure consistent, inclusive language is used by all. These standards will also serve as a reference to raise awareness to and challenge unconscious bias or discrimination
- Create a dedicated area for DE&I where people can easily find the DE&I Mission statement, Framework, and any other relevant communications. Ensure all our people feel included, engaged and that they can contribute, making it a two-way conversation
- Create a global content calendar to promote and raise awareness around key events and dates.