



HR Policy



PLANSEE
one strong group



Purpose and Scope of this document

This HR policy is designed to cultivate a thriving workplace and to create a space where employees are cared for and able to reach their potentials. We prioritize optimal working conditions, promote diversity, equity and inclusion, invest in training and career development, and foster open social dialogue. Our policy supports our commitment to a dynamic, inclusive and collaborative environment for all our employees and becoming an employer of choice for current and future employees. However, it is also part of each employee's personal responsibility to contribute to creating a welcoming and thriving workplace. This policy is reviewed annually and applies to all employees of all companies of the Plansee Group. Chapters 1, 2, 5 also apply to all contingent employees. The Plansee Group includes Plansee HPM, CERATIZIT Group and Plansee Group Functions.

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1 Working Conditions

1.1 Definition

Working conditions refer to the various factors and elements that collectively define the environment in which employees perform their tasks. This includes aspects such as physical surrounding, working time, remuneration, leadership and culture, development opportunities and other essential factors that impact the overall wellbeing and productivity of individuals in the workplace. Poor working conditions can damage employees' engagement, mental and physical health, and put their safety at risk as well as increase the risk of employees leaving the company.

1.2 Policies

We ensure fair working conditions for every employee independent of their type of working contract.

This includes the following and is valid for all employees including contingent workers:

- **Working time & Flexibility:** Reasonable working hours promote employee health and safety as well as a work-life balance. We ensure that international, national, and local laws on working hours are complied with. The standard weekly working hours depend on the location and country and are in maximum 48 hours. Our aim is that a maximum working time of 60 hours per week including overtime is not exceeded. Exceeding this limit is only permitted if it is in accordance with local laws and regulations. Internal structures and processes ensure compliant behaviour with laws and regulations.

If feasible and applicable to their job roles, our employees are allowed flexitime and to work remotely. In these cases, we offer location specific solutions in regards of flexibilization of working time.

Regarding vacation and days off we ensure compliance with local laws and regulations and make sure that each employee has at least one day per week off in an average working week.

In addition, the following topics are only valid for all own employees:

- **Work-Life balance:** Achieving a healthy balance between work and personal life is crucial for employee satisfaction and overall well-being. This includes the support of our employees with families and helping them juggle work and family. For example, we provide different Family Friendly Programs at our sites. Other areas of life, depending on the lifecycle of an employee, are as well in focus. We provide various benefits and local programs to our employees that help them in different aspects of their life and improve their work-life balance. We support our employees by supplying them with (online) trainings on demand for self-resilience to create a flexible work environment.
- **Development Opportunities:** Further explanation is given in chapter "Training & Talent Management".
- **Leadership and Culture Development:** We focus intensely on sustainable Leadership and

Culture Development within our organization. Therefore, we conduct several initiatives and develop and roll-out instruments and programs. We believe that Leadership and Culture are the glue that connect employees to the organization and are main drivers for employee retention and satisfaction.

- **Remuneration:** Fair remuneration and compensation are essential for employees to secure their livelihood as well as be valued and feel motivated. We ensure that all employees are adequately paid for their work and that statutory conditions are met. Fair remuneration and compensation also include a focus on equal pay. Remuneration is never influenced by an employee's social background, gender, religion, or other personal characteristics.
- For us as a Plansee Group it is essential to pay a living wage to our employees to ensure a decent way of living for our employees and their families. Therefore, we conduct regular analyses in regards of living wage to identify and close possible gaps to prevent salary and wages below living wage.

2 Responsible Employer

2.1 Definition

Being a responsible employer means fostering a workplace where all employees have equal access to opportunities, feel respected, and are empowered to reach their full potential. We are committed to advancing gender equality, supporting the empowerment of women, and building an inclusive work environment. We believe that a strong sense of belonging and appreciation is essential for individual well-being and collective success.

2.2 Policies

We comply with all applicable international, national, and local laws related to equal opportunity, anti-discrimination and anti-harassment.

We do not tolerate and act consequently against any discrimination, harassment or offense based for example on colour, national origin, gender, religion, age, physical or mental disability, trade union or political affiliation, sexual orientation, marital or family status. More information can be found in our Harassment Guideline.

Our employees are recruited, selected, continually trained, promoted, and remunerated based exclusively on work-related criteria such as experience and performance. Regarding compensation we focus on work-related criteria only, such as impact of role, communication complexity, innovation, and know-how.

This includes the following:

- **Fair, Transparent and Unbiased Processes:** As a responsible employer, we are committed to upholding the highest standards of integrity and fairness in all our processes. Regarding HR, this includes a strict rejection of any form of bribery, undue influence, or bias in employment-related decisions. In particular, we ensure that recruitment and career development decisions are made exclusively based on objective, work-related

criteria such as qualifications, experience, performance, and the requirements of the role. Information on our approach in cases of discrimination and harassment, can be found in Harassment Guideline. As part of our responsible recruitment process, no employee or job applicant is ever required to pay any fees or charges to us, our recruitment partners, or any sub-agents in exchange for employment or career advancement. If any such case is identified, the full amount will be reimbursed to the affected individual within a reasonable period. Our hiring and promotion processes are designed to be transparent, fair, and free from bias, with clearly defined criteria and trained personnel involved in decision-making. As stated in our Plansee Group Code of Conduct, we maintain a zero-tolerance policy toward bribery, and any attempt will be investigated and addressed in accordance with our internal compliance procedures.

- **Training:** We offer training(s) to recognise and combat bias and discrimination.
- **Awareness:** We actively promote gender equality and an inclusive workplace culture. Our zero-tolerance policy on discrimination and harassment, and our commitment to equal opportunity are reinforced through awareness and prevention training for our employees.
- **Support:** Appropriate systems and processes ensure that everyone feels valued and has access to resources of growth. We allow and support the creation of networks as a support system and platform for exchange for specific groups within the Plansee Group.
- **Inclusion:** To include every single one of our employees and create a sense of belonging, we ensure that our entrances and workplaces are designed to meet barrier-free requirements.

3 Training & Talent Management

3.1 Definition

Talent Management and People Development are the processes of planning an employee's development towards a professional goal and then acting on those plans through a variety of methods, including training.

3.2 Policies

Our employees are trained, and promoted, based exclusively on work-related criteria such as experience and performance.

Employee development and training as well as ensuring their employability is an important and crucial part of our work to secure the competitiveness of the Plansee Group and being an attractive employer.

In addition to this policy the principles of the Learning & Development Charter apply.

This includes the following:

- **Training:** On- and off-the-job training is an essential component to ensure employees fulfil their responsibilities effectively, meeting both current and future skill requirements. We provide training opportunities for all our employees, including skill development trainings.
- **Yearly Dialogue:** In our yearly employee dialogue, employee and manager determine which training(s) are needed to reach the employee's development goals. While managers bear the ultimate responsibility for determining the relevance of specific training to an employee's role, employees can also take part in digital (self-paced) training without managerial approval.
- **Talent & Succession Management:** Our HR processes ensure a well-structured and future-oriented Talent and Succession Management.

4 Social Dialogue

4.1 Definition

Social dialogue includes all types of negotiation, consultation or simply exchange of information between employers and workers, or their representatives, on issues of common interest.

4.2 Policies

We guarantee fundamental human rights in the workplace. A fundamental part of these human rights are the freedom of association and the right to collective bargaining. The company is committed to complying with the Freedom of Association and Protection of the Right to Organise Convention of the International Labour Organization (ILO) and to recognize the right to organize and the right to form trade unions that represent the employees and negotiate on their behalf. We respect the right of all employees to freely join, participate in or quit trade unions or labour organizations of their choice. This will not lead to any negative effects for the respective employees.

We also respect the dialogue with freely chosen employee representatives, representative bodies, or organizations, therefore we foster a collaborative and respectful culture of exchange with our employees and their representatives and implement respective instruments.

This includes respectful cooperation: At sites with a works council, labor unions, or other forms of employee representatives, we respect the rights and duties concerning the cooperation between the company and the representatives.

All employees are given the chance to openly address any kind of grievances and concerns regarding the work relationship and work environment. The information will always be handled confidentially.

5 Ensuring Human Rights with our HR Processes

5.1 Policies

We ensure with our implemented HR processes the avoidance of any kind of child labor, forced labor, human trafficking or any other kind of modern slavery. Respective control mechanisms are considered in the process to ensure a compliantly carried out process.

Child Labor: For us as the Plansee Group it is essential to act compliant in regards of child labour and United Nations Convention on the Rights of the Child. Therefore, we assure to prevent and eliminate child labour in our operations. In alignment with the ILO Labour standards we respect the minimum age for admission to employment or work in order to secure the effective abolition of child labor. In this regard we ensure that there is no employment under the age of 18, only if the employment is being part of educational path (e.g. apprentices, interns). For employees below the age of 18 we ensure that international and national regulations are met in regards of working conditions and environment (e.g. working time, no heavy workplaces, no work with hazardous substances). We do not allow that they are exposed to hazardous work to avoid negative impacts on their health and safety.

Forced Labor: We as the Plansee Group categorically reject and do not support the use of forced or involuntary labor in any form, whether directly or indirectly. This contains avoiding working with business partners that don't uphold the same standards. The International Labour Organization (ILO) defines 'forced labor' or 'involuntary labor' as any work or service that a person has not offered voluntarily or willingly. This includes, but is not limited to, human trafficking, slavery, debt bondage, and the retention of identification documents.

5.2 Countermeasures

In the rare case where inefficient or outdated HR processes are in place regarding Human Rights violation, we immediately adapt the existing HR process and implement a new compliant HR process.

In the event of human rights violations, we guarantee appropriate remediation in accordance with the remediation procedure listed below. The remediation measures are case-specific and depend on the severity of the human rights violation.

All employees are given the chance to openly address any kind of grievances and concerns regarding the work relationship and work environment. The information will always be handled confidentially.

5.3 Remediation Procedure in Cases of Modern Slavery

Modern slavery, encompassing forced labor, human trafficking, child labor and other forms of exploitation, is a grave violation of human rights and dignity. As a company, we are deeply committed to upholding ethical standards and human rights across all our operations. We have established robust procedures to prevent modern slavery and ensure a safe and respectful working environment for all employees.

In the unfortunate event that modern slavery is identified within our company, it is imperative to act swiftly and decisively to protect the victims and address the situation comprehensively. The following procedure outlines both immediate and longer-term steps designed to ensure the safety and well-being of victims.

By implementing these procedures, we reaffirm our commitment to ethical practices and human rights, ensuring that our company remains a safe and supportive environment for all employees. This comprehensive approach not only aids the victims but also strengthens our resolve to prevent such violations in the future and uphold the highest standards of integrity and respect.

Immediate steps to be taken for the protection of victims:

- **Safety:** Ensure the victim's immediate safety by removing them from the harmful environment.
- **Medical Care:** Provide or organize medical care if needed.
- **Reporting to Authorities:** If not already done, forward the case to the appropriate authorities.

Longer-term remediation steps to be taken:

- **Individual Assessment:** Conduct a thorough assessment of the victim's needs, including health, legal, financial, and social support.
- **Accommodation:** Arrange for safe and secure temporary housing if needed.
- **Support and Counselling:** Connect the victims with support services and psychological counseling
- **Intensive Analysis:** Investigate the underlying reasons for the incident, such as how the modern slavery was not detected. This includes examining gaps in current detection methods, lack of training, inadequate reporting mechanisms, or failure in supplier audits. Understanding these factors helps in addressing the root causes and preventing future occurrences.

The Board is responsible for selecting the appropriate measures for each case, with the Managing Director, HR Business Partner, and Legal Department involved in the decision-making process. The Managing Director is accountable for executing the steps, while the HR Business Partner and the respective departments, such as Legal, are responsible for carrying out the predetermined remediation steps. The manager is involved when necessary and is otherwise kept informed throughout the process to ensure transparency and coordination.

Referenced documents

- [Code of Conduct](#)
- Learning & Development Charter
- Harassment Guideline

Approval

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Michael Graf, HR Director



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