



HR Principles

Aenova Group

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1. Introduction and Objectives

1.1 Purpose

Human Resources Management principles are the foundation upon which best practice Human Resource (HR) Management is built and adhered to. This HR guideline explains how the Aenova HR functions support the strategic goals of the Group, its commitment to a fair and respectful treatment of the employees, as well as the development and growth of the employees through efficient and clear processes, services and tools. As such, it supports the overall roll-out of CSR (Corporate Social Responsibility).

1.2 Scope and Applicability

This HR guideline outlines guiding principles for Human Resources. It applies to all employees regularly employed by Companies of the Aenova Group. We do expect our contractors to follow a similar practice. After entry into force, this guideline must be implemented by all Aenova Group Companies (each referred to as "Aenova") under the direction of Corporate HR, taking into account local legal considerations (Acts, Regulations, Codes of Practice, Standards, etc.), to which we are strictly committed.

2. Responsibilities

Employees:	Contribute, engage, and cooperate actively as part of their duties and responsibilities and in accordance with the principles of transparency, good faith, and fairness, always along the Code of Conduct.
Managers / Supervisors:	For their area of managerial accountability, they are responsible for the adherence to the internal Aenova rules and procedures. As needed, they are responsible for defining and implementing corrective actions in collaboration with HR.
Corporate / Local HR:	Ensure that global standards, such as guidelines and processes, are applied and represented in local standards, taking into account Human Rights standards, country regulations, and documentation of local processes and our Code of Conduct. If applicable, ensure that works councils and/or labor unions are involved and in accordance with local laws. Ensure that relevant HR processes are facilitated and that managers and associates are supported accordingly.

3. Our Principles

3.1 Staffing

3.1.1. Equal Employment Opportunities

Aenova aspires to be the employer of choice for best qualified talents. Aenova offers equal opportunities to all applicants and employees at all career levels in accordance with applicable laws. With employees of nearly 60 nationalities, we are convinced that diversity, inclusion and equal participation is an asset for everyone. The recruiting and selection process is essential to attract and retain high-performing employees who are dedicated and who meet Aenova's work areas and job needs.

3.1.2. Recruitment

We use a variety of tools to make the hiring process a positive and valuable candidate experience. We assess applicant's suitability for a position with fair and consistent hiring methods. Our goal is to hire candidates with the appropriate standards of personal and professional skills and integrity. To achieve this, we will train our managers and HR-functions in applying best hiring practices.

We make sure that new colleagues feel welcome from their first working day and are integrated smoothly and rapidly into their new teams. To ensure this a standard onboarding process for the Group will be rolled out.

3.1.3. Onboarding

Each new Aenova employee has the right to expect comprehensive and effective induction and onboarding processes with the proper levels of guidance, support, and information. This leads to an increase in retention rates and will extend their range of skills and knowledge. The purpose of this process is to familiarize the new employee with the job, colleagues, the working environment, the equipment used, their obligations and the expectations of their managers.

3.2 Caring for the Wellbeing of our Employees

3.2.1. Labor conditions

Aenova strictly rejects child labor and does not engage in any form of forced, compulsory, or bonded labor.

The absolute minimum age for employment is 15 years, at which point compulsory education is no longer necessary by law. Employees under the age of 18 are hired as apprentices or

trainees, whose work is part of a structured training program at selected sites and aspired to be available at all sites in the future.

Aenova values an open and fair culture and is committed to cultivating an environment where everyone feels free and comfortable about contributing ideas and expressing opinions. We acknowledge our employee's entitlement to freedom of expression and speech, consistent with our standards of respectful behaviour.

We believe that our employees perform best, when they can balance their desired level of career, family, and personal life goals. Aenova is dedicated to foster a caring and supportive environment between management and employees. Accumulation of overtime and holiday benefits are handled consistently in accordance with local laws and regulations.

Care management ideas and modified working circumstances in accordance with local rules and regulations help the re-integration following leaves of illness, maternity, or disability. Aenova also provides paid sick leave for all employees, according to local laws and regulations.

All Aenova employees have the right to leave their jobs within the confines of their legal contracts, as well as the right to get accurate documentation of their work connection with Aenova.

3.2.2. No harassment and bullying

At Aenova, harassment and bullying are not tolerated because they hurt employees and business partners and have a negative impact on workflows and productivity. Sexual harassment is strictly forbidden. Unwanted sexual advances and behaviors, whether verbally or physically, as well as the demand for sexual favors, fall under this category. Employee harassment, intimidation, or bullying by coworkers, supervisors, or outsiders will not be tolerated and disciplinary consequences will follow.

3.2.3. Health & Safety

Safe workplace conditions are a high priority for Aenova and are constantly monitored through established systems and reporting. The primary goal of Aenova's occupational Health, Safety, Environment and Sustainability (HSES) Management system is to reduce the occurrence of occupational injuries and illnesses while maintaining a high standard of health, safety, security, and well-being for all employees.

3.3 Fostering Professional Development

3.3.1. Organisational Development

Because stakeholder involvement and commitment are critical for effective workforce planning and development, senior management, line managers, and other colleagues will be actively involved in the creation, communication, and execution of workforce strategies and plans. To guarantee effective and efficient attainment of strategic results, Aenova and its employees will have linked goals and purposes.

3.3.2. Performance Management

The performance management system's purpose is to enhance individual and organizational performance by encouraging responsibility, dedication, and growth, as well as ensuring that everyone understands the company's commercial and strategic goals. Supervisors are responsible for delivering honest and timely feedback on an employee's performance as well as guidance on personal growth and career planning. Performance will be measured by the annual performance rating, reviewing – among others - goals and behaviours.

3.3.3. Training and Development

Based on Aenova's Competency Model, training and development will be provided to strengthen the skills and competencies needed to achieve the strategic plan. Continuous learning and improvement are acknowledged as being both a necessary lifelong process and an investment by Aenova to its employees at all levels to optimize its performance and personal development of the employees.

3.4 Employee Relations

3.4.1. Diversity and Inclusion

Employee variety and individuality are regarded as major success factors at Aenova. We strive to establish an inclusive workplace where discrimination based on personal attributes such as nationality, gender, age, race, religion, sexual orientation, or handicap is not tolerated. All Aenova workers are required to take personal responsibility for respecting these standards, and they are encouraged to report any inappropriate treatment via our Speak-Up-Process. In accordance with international human rights standards, Aenova respects the rights and habits of the local communities where it operates.

3.4.2. Speak-up Culture

To ensure that Aenova's high standards of integrity are followed and maintained, a culture in which employees can speak up is encouraged. Our employees are free to express concerns about any issue linked to their job, without fear of repercussions and retaliation.

3.4.2.1 Grievance Handling

It is understood that employees may have legitimate grievances that influence the individual, his coworkers, and the team's or company's operational effectiveness. Employees should have confidence that their complaints will be handled professionally and promptly. The following principles regulate the treatment of complaints: A supervisor's responsibilities include grievance resolution. Managers and supervisors are responsible for identifying, preventing, and addressing problems in the workplace; grievances will be resolved through a process of dialogue, collaboration, and conciliation whenever practicable.

3.4.2.2 Criminal Law Violations

Criminal law violations can be reported by employees and external stakeholders via our formal Speak-Up-Process, which is coordinated by our Corporate Compliance Team and escalated for appropriate action. Any resulting disciplinary action or dismissal shall be based on an unbiased assessment of the facts, in accordance with local laws and regulations, and in accordance with the principles of legality and transparency.

3.4.3. Communication

Our employees receive information in a constant and transparent manner. Our managers are expected to engage in direct and indirect dialogue with employees of all levels. They offer opportunities to meet individually and in groups as well as provide access to relevant information and regulations through specific intranet platforms, applications, digital announcements with distribution lists tailored to target groups, billboard postings and regular meetings with documenting meeting materials. Nevertheless, employees are also expected to seek relevant information where necessary.

Significant changes in the operational structures of the organization which may affect the employees shall be communicated to the employees with sufficient advance notice and via suitable means of communication and, if necessary, with the required participation of the local works councils. Significant changes include, in particular, restructuring, spin-offs of operations, new openings, takeovers, the sale of the organization or of shares in the organization, and mergers.

3.4.4. Termination

When terminations are unavoidable for whatsoever reason, Aenova's principal purpose is to retain the dignity of the departing employee. By addressing these difficult circumstances properly and with respect, HR shapes the company's termination culture, ensuring that employees do not fear of being treated without respect and dignity. Exit interviews are

undertaken with all voluntary leavers to determine the major cause for their departure and the conditions or situations that can be improved. Terminations are always executed according to the local laws and regulations, and where applicable, also with involvement of the local works councils.

3.5 Freedom of Association

Aenova recognizes the freedom of association. We support the employee's ability to join a labour union or an employee organization. We commit to engage in constructive communication and cooperation with representatives from the labour force, as well as the participation of work councils or trade unions, always in accordance with local laws and regulations.

3.6 Personnel and Organization Administration

3.6.1. Maintaining Confidentiality and Accuracy

The Aenova Group's business activities are highly dependent on IT infrastructure that is adequately protected against attacks. Employees receive awareness training in basic IT-Security topics.

Personal data is collected and processed for particular and legitimate business purposes only, and it is protected against unauthorized access.

With a high level of data accuracy, Aenova keeps track of all Aenova employees' personal data to provide them with a variety of services, ranging from access to Aenova sites and computer systems to salary administration and training records.

The employee's right to confidentiality of his personal information is fully recognized, and we adhere to all legal data privacy obligations, including local data protection legislation. This comprises a strict need-to-know approach to personal information access, appropriate precautions, data accuracy and liability, and the appointment of local data privacy experts. According to local laws and regulations, our employees have the right to seek access to any of their own personal information maintained by the company, including their personnel files.

Corporate HR keeps track of Aenova's organizational structure, which is utilized to guide approval processes for financial and personnel decisions.

3.6.2. HR-Service Delivery

At Aenova, HR staff acts according to the principles of integrity, honesty, openness, and respect in their relationships with all employees. Service delivery and collaboration will be

courteous, considerate, and timely. We communicate openly and accept our responsibility. We are reliable partners, act with integrity and do not make promises that we cannot keep.

3.7 Compensation and Benefits

3.7.1. Fair and competitive wages

It is Aenova's policy to attempt to pay competitive wages based on the market value of similar jobs in the Pharmaceutical Contract Manufacturing industry, taking into account the nature of the job, required qualifications, training and experience, individual performance, the financial resources of the organization, and other relevant factors, while maintaining fiscal control of salary growth. Aenova will conduct periodic reviews of its pay ranges compared to those in various salary surveys.

At Aenova, the compensation structure is also consistent with its equal employment opportunity.

3.7.2. Benefits

Aenova provides a variety of full or partial benefits to its employees as part of their total remuneration package, which are tailored to the local business and regulatory settings. To name a few, but not available throughout the entire group: health care, parental leave, retirement provision, life insurance, disability and invalidity coverage, to name the most important ones. Besides these also several in-kind benefits are offered locally.



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