

Human Resources Policy



Social

PURPOSE AND SCOPE

Ergonomic Solutions (ES) has an obligation to ensure that our team members are treated in a fair and ethical manner. Strategic employee development, general job satisfaction and a reputation as an attractive employer is essential if Ergonomic Solutions is to meet the continuously changing and increasingly demanding needs and expectations from our customers and stakeholders.

In line with the Our Beliefs and the ES Ethics Policy, Ergonomic Solutions takes the employer responsibility very seriously and strives to provide team members with an interesting and challenging work environment. The HR framework in Ergonomic Solutions is to be considered as an enabler towards achieving our business strategy.

This policy applies to all employees of ES, including interns, trainees or any other contractual workers associated with us at all our locations.

PRINCIPLES

The policy clarifies relevant and appropriate approaches to HR and provides guidance to the team members at ES. When dealing with people it is impossible to cover all situations that we may face and ES recommends dialogue as the preferred method when dealing with situations that are not specifically described. The implementation of this policy will be based on sound judgement, compliance with local legislation and common sense taking into account the specific context.

THE POLICY

A Shared Responsibility

Ergonomic Solutions is responsible for ensuring that systems are in place to support HR policies and procedures. However, each employee also has a personal responsibility to ensure their personal development and well-being in the company. It is expected that each team member actively seeks opportunities for personal and professional development and contributes to the success of the company by sharing ideas and thoughts on how we together can achieve future success.

Every employee has the right to an open conversation with management or colleagues and should actively seek to communicate if challenges or other issues need to be discussed or dissatisfaction of any kind should arise. With effective communication we can help each other increase job satisfaction and consequently our productivity.

All employees also have to abide by the “**Professional Code of Conduct**” and “**Ethics Policy**” at all times during their employment tenure.

All team members can make contact with the HR department if they feel they are not being listened to, if they have a concern or wish to have a confidential conversation with someone who is not their manager.

Recruitment & Selection

Ergonomic Solutions aims to maintain a competent, flexible and quality-conscious workforce. To this end, the company intends to select the best available person for every vacancy, regardless of sex, race, colour, nationality, religion or belief, marital or civil partner status, gender reassignment or gender identity, pregnancy or maternity/paternity, ethnic or national origin, age, disability/medical history or sexual orientation and will ensure that no job applicant suffers discrimination. This also applies to promoting or when considering pay or benefits. ES is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

ES focuses on and invests in end-to-end hiring of interns, early career, professional, and executive positions for all business units, university programs to build its future workforce and metrics to ensure pool of candidates have a diverse representation.

In filling any vacancy, the company will encourage applications from suitably qualified internal candidates; however, it may not always be possible to advertise every position internally, particularly when the position is of a specialised nature, or there is a need to make a direct appointment or promotion into the vacant position. We will ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate.

All ES employees and contract workers have written contracts which govern the terms of employment.

Feedback and Appraisal

Employees are provided with feedback and reviews of their performance during the year by way of one-to-one meetings with their manager.

Employees are also encouraged to give feedback for their relevant Division and Department Managers to gain a clearer understanding of both our organisational strengths and issues to be resolved. This knowledge enables us to enhance the quality of our management and to achieve an organisational culture in which all employees can find meaning in their work.

Remuneration and Promotion

ES favours a competitive, stimulating and fair remuneration structure offering an overall competitive

and attractive compensation package. Remuneration includes salary, any variable part of remuneration as well as other benefits such as performance linked bonus, medical insurance, pension. Variable benefits will vary based on the country of employment. The salary will be subject to the deduction of tax, national insurance and any other agreed or lawfully required deductions, including the deduction of pension contributions where appropriate.

Remuneration in ES is agreed on an individual basis and once a year all employees are entitled to a meeting with their manager where their package is discussed. Remuneration structures should be kept simple and unnecessary complexity should be avoided.

ES wishes to give all its employees the maximum opportunity to develop their careers and achieve their work potential. All promotion decisions will be made based on merit. Prior to vacancies arising, we encourage managers to consider succession planning within their department with the view to providing future development opportunities to existing employees.

Employees will be eligible for incremental progression based on their performance and behavioural review, merit and demonstrated skill while also considering the general market conditions and the performance of the company. Merit may be determined by education, work history, seniority, loyalty to the company, or other factors.

We are committed to follow all relevant Labour Legislation and Living wage standards in the countries in which there is a Living Wage established. We pay a bonus to all regular employees and commission for sales roles

and will create and take the necessary steps if a gender pay gap has been identified.

ES will aim to ensure that the place of work for its employees i.e. the office and factory are accessible for all, regardless of their physical abilities.

Legislation

ES aspires to be fully compliant with labour legislation and our aim is to implement best practice or above in everything we do. It is essential that local legislation and practices are respected and, where any part of our policies or procedures conflict with local legislation, local legislation will prevail.

Freedom of Association and Collective Bargaining

ES commits to respecting employees' rights to freedom of association without interference and free from discrimination from the company. Where relevant, ES will comply with collective bargaining agreements and allow employees to freely elect worker representatives of their choice and allow worker representatives to consult with management regarding workplace processes through participation in workers councils and cooperation committees.

Training & Development

ES is committed to the development and training of its team and has an onboarding program to ensure a smooth transition into the company. Job descriptions are provided for all roles ensuring a clear understanding of responsibilities and tasks. All team members should have a job description for their post which will be provided on joining ES. Job descriptions will not be

regarded as precise or exhaustive specifications of duties and responsibilities but as a guide to accountabilities associated with the role. Employees will also carry out such additional or alternative tasks as ES may from time to time reasonably require and be required to participate in any training deemed necessary to properly perform their duties.

Upon commencement of employment, all employees will be given specific training in the areas they will be responsible for during the course of their employment. ES will encourage all team members to take responsibility for learning new skills and acquiring knowledge. Team members are expected to maintain post qualifying professional qualifications, where appropriate, and personal development necessary for the work they perform. ES also values career mobility and encourages team members to express their interest if they wish to pursue other possibilities within the company.

All training activities initiated should always be goal-oriented and in alignment with our current strategy for growth, ensuring that we always have the right and relevant competencies for future challenges and success. The HR department has the overall responsibility for all training at ES and needs to approve all training activities. HR gives guidance on appropriate training courses or development programmes in line with the company's strategic objectives.

The ongoing dialogue between ES and the employee plays an important part of the employee's progression within the company and ensures that professional and personal objectives are agreed and a development plan is identified. Both the manager and employee have a

responsibility in ensuring that dialogue, training and development takes place.

Work/Life Balance

ES believes that the employee's private and professional life should have a good balance. We encourage all team members to make use of their annual holiday entitlement and encourage everyone to have interests and motivations outside work. There is more to life than just work and ES believes that a good work/life balance reinforces employee satisfaction and enhances productivity.

ES is open to discuss flexible working arrangements with employees and each request will be dealt with individually. The requirements of the business are paramount, and it may not be appropriate or possible for flexible working arrangements to apply to all jobs across all areas of the business.

If any member of the team should suddenly find themselves in a special situation such as long-term sickness, disability or family issues, ES will seek to find a solution for both parties, without putting the business at risk.

We conduct regular satisfaction and engagement surveys called "vibes" and measure employee turnover sickness and other relevant metrics to understand employee satisfaction and engagement. If deemed necessary, improvements will be made to increase level of satisfaction.

To ensure Health & Safety at work, ES has also put in place a "**Health And Safety Policy**" for its employees, contractors or agents which helps them to understand

their responsibilities and what safeguards are in place for physical health and safety in the workplace.

To help our team maintain the work- life balance and take care of their stress levels, ES has also put in place a "**Mental Health and Wellbeing policy**" for its team.

MONITORING AND CONTINUOUS IMPROVEMENT

Policies are likely to change over time in line with our overall sustainability goals and business purpose. The Human Resources Department will be responsible for reviewing this Policy annually and for monitoring how effectively the Policy meets its aims and objectives.

Bi-annual ES team survey helps the Executive team to identify which actions would be appropriate in order to develop the company further. All team members are encouraged to participate in the anonymous survey.

CONSEQUENCE OF NON-COMPLIANCE

In case of a breach, including criminal activity, dishonesty, security breaches, insubordination, absenteeism, company policy violations and health and safety threats, of this policy the employee can face disciplinary proceedings including termination of employment being taken against the individual.

Non-compliance with this policy can lead to disciplinary proceedings being taken against the individual. If any employee has any questions regarding this policy, they should contact the Human Resources department.

Other references

[Ethics Policy >](#)

[Professional Code of Conduct >](#)

[IT, Electronic Communication and Internet Policy >](#)

[Health and Safety Policy >](#)

[Mental Health and Wellbeing Policy >](#)

[Whistleblower Policy >](#)

This policy applies to Ergonomic Solutions
International Limited and subsidiary companies

