



HUMAN RESOURCES POLICY

COMMITMENT

Our employees are our best asset to fulfill our mission of improving and protecting patient's health by providing high quality, reliable, and innovative primary glass packaging to our pharma customers. We commit to their safety, well-being, and development.

This HR policy is an integral part of the Group's corporate policy and business strategy.

ACCOUNTABILITIES

Managers embody our HR policy and are accountable for deploying our HR processes & tools in close cooperation with the HR function. Managers are also in charge of role modeling and deploying our 4 values – Customer, People, Excellence, One team – which are a key component of this policy.

PRINCIPLES

Offer a safe work environment

- Consider the health & safety of our employees as our #1 priority
- Train our people in safety at work and develop awareness around work-life quality and mental health
- Deploy preventive and curative actions covering the safety and the well-being of our people
- Leverage digital and other technological evolutions to smoothen and ease people's work
- Integrate our 4 values - Customer, People, Excellence, One team – into everyday life

Train and develop our people, manage successions

- Organize induction both for new-hires and internal mobilities
- Based on competency matrices, identify skill gaps and define relevant training plans
- Make sure the Annual HR Cycle is fully deployed to boost individual performance, manage compensation, and support people's development
- Set-up the relevant development plans to develop our people, leveraging training, internal mobility and other development actions
- Deploy the SGD Pharma management model and train managers regularly to promote our management standards
- Define succession plans for all key competencies and prepare a smooth knowledge transfer

Ensure equal opportunity and promote diversity

- Communicate transparently our rules covering recruitment, development, and compensation in the company
- Monitor the job market to make sure we pay our people at market level
- Measure and communicate the gender equity index every year and deploy the relevant action plans to achieve equity between women and men
- Promote diversity in the workplace and make sure no one is discriminated against
- Consider the cultures of our different geographies into our ways of working
- Make sure we do things right, respecting ethics and compliance rules

Foster people empowerment and social dialogue

- Measure employees' engagement and satisfaction on a regular basis and define appropriate action plans to improve
- Share our strategy, projects, and results regularly with our teams to give meaning to our work
- Promote employees' empowerment in the continuous improvement of our operations
- Promote managers as key contributors to interactive communication within the Group and as ambassadors of our 4 values
- Develop industrial relations at our sites and meet local obligations in terms of staff representation

Be an active player on the job market

- Actively promote SGD Pharma as an employer ensuring a strong employer brand
- Build a solid network of partners to attract and recruit talents supporting our performance and growth
- Establish local relationships with education institutions and support the integration of trainees, apprentices and young graduates in our operations

Guarantee integration into society to build a sustainable future

- Implement our ESG agenda with the involvement of all our employees
- Partner with external stakeholders - local and national authorities, industry bodies, not-for-profit associations...- to be an active contributor in our ecosystems
- Support local community development projects relevant to our strategy and values

Olivier Rousseau
Chief Executive Officer

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Group HR Director