



Global Policy
Fairness & Respect at Work

Policy No.: 4.03 (Version 4.0)
Issue Date: 18 March 2025
Applies to (Region): All
Applies to (Department): All
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1 Executive Summary

At Envu, we constantly strive to create the best environment for employees to perform, innovate and develop. We believe that a critical element in achieving this goal is treating every employee fairly and with respect.

The essential components of Fairness and Respect are an environment in which acceptable standards of behavior are followed and that ensures that employees shall not be subject to discrimination, harassment, or retaliation. Envu believes that its employees deserve to work in an environment where Fairness and Respect are essential to the company culture.

2 Purpose Statement

2.1 Policy Rationale

The objective of this Policy is to support Envu employees and managers in their efforts to create a fair and respectful work environment that is also compliant with applicable laws and regulations.

2.2 Risks to be mitigated

The consequences for violating employment, labor or anti-discrimination laws or otherwise failing to provide Fairness and Respect at Work can be extremely serious both for Envu as a company and for individual employees, can negatively impact employee morale and motivation, and can expose Envu to legal and reputational risk that, among other things, impairs our ability to recruit the best talents in the market.

If you believe that there has been a violation of this Policy, you should report your concerns primarily to your manager, your manager's manager (only in case your direct manager is involved), your People Business Partner, Legal and Compliance department, or the Envu Compliance Hotline.

The Hotline is available 24 hours a day, 7 days a week via telephone, email and internet – and you can choose to remain anonymous, where permitted by local law.

- Compliance Hotline phone number is +1 (800) 461-9330
- https://app.convercent.com/en-US/LandingPage/0dfe16ec-bd2f-ed11-a994-000d3ab9f062?_id=1669133830490

Envu will not retaliate and does not tolerate retaliation against any employee who in good faith raises a concern.

2.3 Scope Affected

This Policy applies to all Envu employees.

3 Policy Content

3.1 Material Guidance applicable to Fairness and Respect at Work

Envu employees deserve to be treated fairly and not discriminated against, and not subjected to harassment or other unprofessional or disrespectful behavior, and to feel free to share their good faith concerns without fear of retaliation.

3.1.1 Fair Treatment

At Envu, the only acceptable reasons for deciding regarding an employee are the employee’s competencies, performance at their job, and behavior in the work environment.

Typical discriminatory treatment takes into consideration – consciously or unconsciously – irrelevant characteristics of an employee such as race, national origin, gender, age, physical characteristics, social origin, disability, union membership, religion, family status, pregnancy, sexual orientation, gender identity, gender expression or any unlawful criterion under applicable law (called “Characteristics Unrelated to Work” in the rest of this chapter).

Treating similarly situated employees differently because of Characteristics Unrelated to Work is not permitted at Envu.

3.1.1.a Recruiting

Applications may only be evaluated based on legitimate, job-related, non-discriminatory criteria. Reviewers may not use any criteria irrelevant to a candidate’s competencies in reference to a given opportunity.

<div><div><input checked="" type="checkbox"/></div><div>Start with a clear, accurate, and complete job description</div></div>	<div><div><input checked="" type="checkbox"/></div><div>Ask about or make decisions based on Characteristics Unrelated to Work</div></div>
<div><div><input checked="" type="checkbox"/></div><div>Use competency-based interviews and prepare the interview questions you would like to ask candidates in advance</div></div>	<div><div><input checked="" type="checkbox"/></div><div>Ask about sensitive topics (such as politics) that are not related to the competencies of the candidate</div></div>
<div><div><input checked="" type="checkbox"/></div><div>Review your questions with your Recruiter as need be to ensure they are effective, related to the competencies required for the job, legal and culturally appropriate</div></div>	<div><div><input checked="" type="checkbox"/></div><div>Unnecessarily delay decision-making and appropriate notice to candidates</div></div>
<div><div><input checked="" type="checkbox"/></div><div>Follow a consistent interview process with each candidate</div></div>	<div><div><input checked="" type="checkbox"/></div><div>Ignore established recruiting procedures and practices</div></div>
<div><div><input checked="" type="checkbox"/></div><div>Use interview panel instead of individual interviewers</div></div>	<div><div><input checked="" type="checkbox"/></div><div>Missed to collaborate with HR</div></div>
<div><div><input checked="" type="checkbox"/></div><div>Be specific when evaluating a candidate, focusing on the candidate’s competencies</div></div>	
<div><div><input checked="" type="checkbox"/></div><div>Document the reasons for your hiring decision</div></div>	

3.1.1.b During Employment

Discrimination can also occur during employment, such as when providing performance reviews, making decisions about compensation, deciding to offer a development opportunity, addressing vacation requests, addressing performance deficiencies, or making decisions regarding discipline. Such decisions may only consider legitimate job and performance-related factors.

3.1.1.b.i Performance Management

Performance reviews should be based on relevant factors, primarily the achievement of agreed-upon business and ESG-related objectives, while also considering other relevant factors such as key job responsibilities, cultural traits, and key behavior.

3.1.1.b.ii Compensation

Similarly situated employees who perform comparable work of comparable quality deserve to receive comparable pay. Differences in pay may only be supported by the following factors: pay for performance, external competitiveness, and internal equity.

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| <ul style="list-style-type: none"> ✓ Start with the perspective of equal pay for equal performance ✓ Recognize and reward the actual contributions of employees ✓ Use available tools and resources for determining initial compensation and merit increases | <ul style="list-style-type: none"> ✗ Make compensation decisions that are grounded in illegitimate, discriminatory, or other factors not related to job performance or business considerations |
|---|---|

3.1.1.b.iii Development Opportunities

Promotions and decisions regarding access to development opportunities may not be based on discriminatory criteria or reasoning (for example, hindering an employee from being promoted despite demonstrating superior competence and performance compared to other candidates because he or she belongs to a minority ethnic group).

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| <ul style="list-style-type: none"> ✓ Foster the development of your direct reports ✓ Provide the same room for personal growth to all employees ✓ Conduct an Individual Development Plan discussion with your direct reports, emphasizing that employee development is a valuable investment. ✓ Emphasize to your direct reports that development opportunities are available | <ul style="list-style-type: none"> ✗ Consider characteristics unrelated to work in offering development opportunities or making promotion decisions ✗ Act in an inconsistent or unfair manner in developing or promoting an employee ✗ Give less time and attention to the development dialogue than it |
|---|--|

- ✓ Encourage self-initiative and personal accountability
- ✓ Base development decisions on an employee's performance, current job requirements, demonstrated competencies, development potential, the knowledge and competencies required to support the employee's future career development, and the employee's aspirations.
- ✓ Post open positions to the global internal job board

deserves

- ✗ Restrict development resources or access to opportunities that may be needed for satisfactory performance in an employee's current role or to achieve development objectives

3.1.1.b.iv Flexible Work Time Arrangements and Vacation

Envu offers its employees a variety of such opportunities wherever possible and expects that employees will take advantage of these opportunities. In some cases, manager approval is required. Managers may not unreasonably deny such requests. Likewise, managers may not penalize or discriminate against an employee who uses one or more of these options, such as a flexible work schedule.

- ✓ Promote a healthy work-life balance
- ✓ Support flexible work arrangements when possible
- ✓ Respect an employee's right to rest and recharge
- ✓ Make use of modern technologies to avoid unnecessary travel demands

- ✗ Pressure employees to put work above all else
- ✗ Routinely schedule meetings and calls outside of core working hours
- ✗ Unreasonably restrict employee attempts to schedule or use vacation time

3.1.1.b.v Performance Deficiencies

When an employee's performance or behavior is unsatisfactory, it is necessary to institute performance improvement measures. Such measures are most commonly necessary to correct performance or behavior that could result in unfavorable consequences for the employee, such as an unfavorable performance review (or another such review) or discipline.

When discussing performance improvement measures with the employee, it is important to emphasize that their primary purpose is to support the employee by correcting problems that negatively affect performance, not for punishment. It is also important that the measures are designed to improve the employee's performance and put the employee on track to a successful career at Envu. Finally, the reasons for the measures must be legitimate and adequately documented.

- ✓ Act only for sound business reasons

- ✗ Use performance improvement

- ✓ Validate that you are acting in a reasonable, consistent, and lawful manner
- ✓ Be honest and transparent about why performance improvement measures are needed
- ✓ Be sure the employee has been warned and has a reasonable chance to correct the unsatisfactory performance or behavior, except in cases of serious misconduct where this may not be possible
- ✓ Respect the dignity of the person when discussing performance or behavior problems and the related performance improvement measures
- ✓ Appropriately document your decision-making

measures as punishment

- ✗ Be dishonest or publicly demean, embarrass, or humiliate an employee in the process of addressing performance deficiencies
- ✗ Missed to ask for guidance and assistance from HR

3.1.1.b.vi Discipline

In some cases, an employee's performance or behavior may be so unsatisfactory that disciplinary action is necessary.

Employees should only be disciplined for reasons relevant to their job.

In all cases, the actions that led to the discipline and the reasons for the disciplinary measures imposed must be legitimate and adequately documented.

- ✓ Analyze your decision to discipline or terminate an employee carefully
- ✓ Act only for sound business reasons
- ✓ Validate that you are acting in a reasonable, consistent, and lawful manner
- ✓ Be honest and transparent about the reason for the discipline
- ✓ Respect the dignity of the person when communicating throughout the disciplinary process
- ✓ Appropriately document your decision-making

- ✗ Discipline or discharge in anger
- ✗ Make judgments too quickly – make sure you know the facts and relevant history before reaching a conclusion
- ✗ Be dishonest or publicly demean, embarrass, or humiliate an employee in the process of taking disciplinary action
- ✗ Missed to ask for guidance and assistance from HR

3.1.2 Respectful Relations

We expect our employees to be respectful, professional, and fair in their dealings with colleagues and third parties, including customers, suppliers, and officials. Bullying or harassment of any kind is forbidden.

Often, harassment and bullying are things that occur over time through a pattern of behavior that an employee eventually finds intolerable. However, even a single incident, if severe enough, can constitute harassment or bullying.

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| <ul style="list-style-type: none"> ✓ Treat people within the company and beyond it with dignity and respect ✓ Appreciate and respect people with different abilities, cultural backgrounds, and experiences, and derive benefits from those differences ✓ Address any violations of these social interaction principles through appropriate channels | <ul style="list-style-type: none"> ✗ Treat the people you interact with at work in an intimidating, hostile, or abusive manner ✗ Use ambiguous or suggestive comments toward colleagues that might be viewed as discriminatory, offensive, or malicious ✗ Create or allow an atmosphere that tolerates or encourages unwanted touching or the sharing of inappropriate or offensive comments, jokes, or images |
|---|---|

3.1.3 Free and Open Sharing of Concerns

Employees should share their good faith concerns about discrimination, harassment, disrespectful or unprofessional behavior, or any other good faith concern about possible violations of law, legal regulations, Envu values, or company regulations. When you have a concern, you can turn primarily to your manager, your manager's manager (only in case direct manager is involved), your People Business Partner, Legal and Compliance Department, or Envu's Compliance Hotline (see section 2.2 above).

Envu encourages its employees to speak up and will not retaliate or tolerate retaliation against any employee who, in good faith, raises concerns or takes other appropriate action, even if the concerns ultimately prove not to have been justified.

Any action by a manager that might convince a reasonable worker not to express a good faith concern may be viewed as retaliation.

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| <ul style="list-style-type: none"> ✓ Report any concerns you may have about violations of law or company regulations ✓ Report suspected retaliation ✓ Make decisions for legitimate, non-retaliatory reasons ✓ Ensure that employees who raise concerns are treated fairly and are not | <ul style="list-style-type: none"> ✗ Be afraid to speak up if you have a concern ✗ Make comments suggesting a retaliatory motive (for example, complaint would "come back to haunt" employee; supervisor threatened to make potential complainant's life "a living nightmare") |
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retaliated against

- ✓ Scrutinize any decision impacting an employee who raised a concern
- ✓ Take steps to prevent retaliation, such as reminding an employee who is the subject of a complaint of Envu's non retaliation policy
- ✓ Handle retaliation complaints as seriously as the original concern
- ✓ Let the employee know the outcome of his or her complaint, to the extent possible
- ✓ Discipline any retaliator – zero tolerance for retaliation is the standard

- ✗ Take a legitimate, justified action against a complainant without adequate review and documentation, especially when that action is to be taken close in time to the complaint
- ✗ Take an unjustified, non-legitimate negative action against a complainant (or anyone else)

3.1.4 Social Dialogue

Envu promotes global equity and respect by fostering robust social dialogue. Empowering employees to participate actively in negotiations ensures that varied perspectives contribute to balanced outcomes. Constructive disagreements facilitate a collaborative environment where every voice is valued.

Envu is dedicated to enhancing its social dialogue through focused and strategic initiatives. Central to our approach is strengthening collective bargaining, where employee representatives are empowered to engage effectively in negotiations, ensuring their voices are robustly represented and heard. Envu is committed to promoting equitable dialogue, creating an environment where parties of all sizes and influences can participate equally, contributing to balanced and fair outcomes.

Envu is committed to cultivating a culture of mutual respect where different perspectives are tolerated and actively valued. This commitment manifests in creating an atmosphere conducive to embracing various viewpoints, ensuring that disagreements are approached with constructive and solution-oriented discussions. By doing so, Envu fosters a collaborative environment where every voice is heard and respected, contributing to more inclusive and effective decision-making processes.

- ✓ Establish regular dialogue channels with employee representatives, ensuring their active participation in collective bargaining negotiations and other key decision-making processes. Allocate dedicated resources to empower effective representation
- ✓ Create a platform where different voices are heard and actively sought. Encourage contributions from all levels and backgrounds to foster balanced outcomes and enrich strategic decision-

- ✗ Recognize the crucial role of employee representatives in ensuring fair decision-making. Avoid excluding them from key discussions or neglecting their input
- ✗ Cultivate an open and honest dialogue environment, even when confronted with challenging viewpoints. Suppressing different source of voices hinders innovation and

making.

- ✓ Nurture a culture of mutual respect where constructive disagreements are embraced as opportunities for growth. Equip managers with conflict resolution skills to facilitate solution-oriented discussions that value different perspectives
- ✓ Continuously invest in programs that enhance social dialogue skills for both employees and representatives
- ✓ Regularly assess and refine the social dialogue framework to ensure its relevance. Be responsive to evolving needs and adapt processes to optimize participation and effectiveness

undermines balanced outcomes

- ✗ Approach disagreements as opportunities for constructive collaboration and problem-solving. Avoid escalating tensions or dismissing concerns, as solutions often lie within respectful exchange
- ✗ Remain flexible and adaptable in approaching social dialogue processes. Regularly evaluate their effectiveness and be willing to update them to address evolving needs and ensure continued relevance

3.1.5 Career Management & Training

At Envu, we believe in fostering a dynamic and thriving workforce where individual growth unlocks collective success. Our career management and training practice nurtures potential, empowers internal mobility, and navigates dignified transitions. It ensures that every employee has the tools and opportunities to carve their unique path to fulfillment.

Envu commits to supporting its employees at every stage of their careers, prioritizing their development and well-being. Professional development and training at Envu are structured to comprehensively address the key stages of an employee's career journey. This includes the recruitment process, which focuses on attracting and selecting individuals who align with Envu's values and objectives. Training is a continuous and dynamic aspect tailored to equip employees with the necessary skills and knowledge for current and future roles. Also, layoffs are handled with utmost sensitivity and respect when required, ensuring that transitions are as smooth and dignified as possible for all involved.

Envu strongly emphasizes supporting and prioritizing internal mobility as a key aspect of its career management and training strategy. This approach ensures that employees are provided with opportunities to explore different roles and responsibilities within the organization, fostering a dynamic and adaptable workforce.

- ✓ Seek individuals whose goals and values align with Envu's, building a foundation for shared success
- ✓ Provide training and development programs that equip employees with the skills and knowledge needed for current and future roles
- ✓ Promote internal opportunities, allowing employees to explore diverse paths and unlock their full potential within Envu

- ✗ Overlook the importance of shared values and aspirations, potentially hindering long-term engagement and success
- ✗ Overlook internal candidates for suitable roles
- ✗ Missed the opportunity to support employee aspiration and career progression
- ✗ Approach layoffs with disregard

- ✔ Implement dedicated programs and mentoring initiatives to facilitate skill development and career progression
- ✔ When necessary, handle layoffs with utmost sensitivity and compassion, ensuring a dignified and supportive process for all involved

or insensitivity, damaging employee morale and impacting company culture

3.2 Roles and Responsibilities

An understanding of the roles and responsibilities of the parties involved is imperative. It is expected that all involved stakeholders support compliance with this Policy as well as external, legal requirements.

3.3 Implementation, Training, and Control

This Policy is reviewed annually, and the Head of People, Culture & Communication approves any new version.

All Envu employees must complete the mandatory Fairness & Respect at Work web-based training.