

<p>Contact officer: Corina 't Hoen</p> <p>Function: HR Manager</p>	<p>Performance and Career Development Policy</p> <p>GRI 404: 103-1, 103-2, 103-3</p>	<p>Issue date: 01 March 2019</p> <p>Last review date: 5 September 2022 (V4.0)</p> <p>Next review date: 5 September 2024</p>
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Introduction

Royal LC Packaging International B.V. (LC Packaging) believes in the development of its workforce, both to enhance employee engagement and commitment to LC Packaging as an employer, and to ensure the continued excellence of its organisation. The development of its staff is an essential business investment that enables LC Packaging to maintain and extend its employees' knowledge and skills as its business environment evolves. The company's motto when it comes to the development and preservation of its employees is: **Don't waste talent!**

By 2023, LC Packaging wants to be the best employer in the packaging industry, where people love to work in a culture of trust and safety with plenty of development opportunities.

Purpose

This policy seeks to balance the needs of employees for professional development, and the needs of the organisation for properly qualified staff. The purpose of this policy is to encourage and support employees in their professional and career development as part of their employment with the organisation.

Scope

The contents of this policy are intended for all employees, interns, and contractors of LC Packaging International B.V., its affiliates and production facilities Dutch-Bangla Pack Ltd. (DBPL) and LC Shankar (LCSH).

Policy objectives

LC Packaging identifies the following objectives for its performance and career development activities:

- Comply with the relevant local laws and regulations concerning career management.
- Have **80%** of its employees to be satisfied with the career development opportunities provided by LC Packaging by 2023.
- Have **100%** of its employees to receive annual performance and career development reviews.
- Have **100%** of its employees to receive career and/or skills development related trainings.
- Encourage its employees to follow relevant courses and trainings.
- Attract and retain effective talent in the organisation.
- Utilise human resources optimally.
- Utilise efficient tools to optimally manage career and skill development.
- Improve morale and motivation level of employees.
- Undertake regular training programs to educate employees, thus allowing each employee to recognise their responsibility in ensuring quality.
- To attract and retain effective employees in the company by offering a healthy and challenging workplace.
- To increase employees' loyalty and commitment to the company by offering attractive working conditions.
- To practice a balanced 'promotion from within' policy.
- Provide equal career progression opportunities to all employees without any form of discrimination.

Policy measures

LC Packaging strives to achieve its objectives with the following measures:

- Every new employee must be provided with an extensive **job profile** which is to be signed by the employee as well as by its manager. This process is coordinated by the HR department.
- All Managers must provide their team members with at least **bi-annual performance and career development reviews** in the form of a mid-year review and performance appraisal. This is monitored by the HR department and reported to senior management in the event of non-compliance.
- All performance reviews, objectives and appraisal results must be managed and recorded in LC Packaging's **performance management tool** (TalentExcellence).
- LC Packaging encourages personal and career development, effective career management and progression by including '**development objectives**' in its performance management tool (TalentExcellence), annual appraisal, and mid-year reviews. Managers must help team members to set development objectives and touch upon these objectives during mid-year reviews and appraisals.
- Managers must **encourage team members** to pursue relevant business courses and workshops that will further their career advancement and help them to keep up with what's happening in the industry, by e.g., give team members the opportunity to engage in industry events.
- Managers must provide (partial) **reimbursement of time and money** to enable employees to develop and follow courses.
- All LC Packaging employees receive an **annual training budget**, to be used to develop either company related skills or personal skills. This budget is managed and monitored by the HR department or by Affiliate managers.
- The HR department must keep track of all trainings followed by its employees to ensure **equal learning opportunities** and **career progression opportunities**.

- The HR department must evaluate internal and external training sessions and (online) courses, by requesting feedback from participants, in order to determine and improve the quality of the trainings provided.
- A dedicated **Talent & Development (T&D) Manager** is responsible for shaping and developing talent and organising associated T&D programmes within the company.
- All LC Packaging employees must have access to the **LC Academy** platform which offers online and offline job-related training courses, tailored to the company.
- LC Packaging measures its **employee satisfaction** on performance and career development via its biannual Employee Enthusiasm Surveys (Flow) and discusses the topic in dedicated Flow team sessions. The input coming from these themes must be collected by the HR department and used to improve development and career opportunities.
- LC Packaging's HR department must provide **support** to its affiliates in order to avoid the need for employee layoffs, e.g., the provision of intercompany career moves, coordination of regular employee evaluations, and provision of Flow Management Tools.
- LC Packaging's HR department must provide opportunities for employees to progress within the company by internally looking for talent that could fulfil higher qualified roles;
- The HR department must ensure job openings are firstly made available to existing employees within the company (internal recruitment), before public posting (external recruitment), to increase career and mobility opportunities locally and internationally, and provide equal opportunities for promotion within the organisation.
- LC Packaging wants to ensure strong future leadership, by preparing leadership talent for future positions by e.g., the LC Packaging Leadership Programme.
- LC Packaging wants to empower young employees and offer them the opportunity to broaden their horizon, by e.g., the Young LC Programme.
- Employees that have an issue, concern or complaint related to career management and performance, can complete a grievance form and submit to management.

Approval of policy

Name: Lucas Lammers, CEO LC Packaging

Date: 5 September 2022

Signature:

