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| <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: 1 October 2024 (V5.0)</p> <p>Next review date: 1 October 2026</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 ensure the continued excellence of its organisation. The development of our 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 our employees is: **Don't waste talent!**

The goal of the **HR strategy** of LC Packaging is to offer the best workplace in the packaging industry. Regarding performance and career development, we aim to create an environment where learning and development is the standard.

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 the administration office of production facilities Dutch-Bangla Pack Ltd. (DBPL) and LC Shankar (LCSH). For employees working in production at DBPL and LCSH, we refer to the local factory policies.

Policy objectives

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

- Enhance employee skills: Provide regular feedback and training to help employees develop their skills and advance their careers.
- Align goals: Ensure employee performance goals are aligned with organisational objectives and growth strategies ([2030 Ambition](#)).
- Increase engagement: Foster a culture of continuous improvement and engagement through structured performance reviews (TalentExcellence).
- Identify high potentials: Recognise and support high-potential employees for leadership and career advancement opportunities (Leadership programme).
- Enhance job satisfaction: Ensure that employees receive constructive feedback and support to increase job satisfaction and retention.
- Promote fairness: Maintain a consistent and transparent process for performance evaluations to ensure fairness across all levels of the organisation.
- Support career planning: Assist employees in setting and achieving their career goals through personalised development plans and resources.
- Foster skill development: Encourage continuous learning by providing access to training programs, workshops, and other professional development opportunities.

Policy measures

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

- 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 have to 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.
- LC Packaging provides (partly) **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 keeps track on 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 Manager/ HR Director** is responsible for shaping and developing talent and organising associated T&D programmes within the company.
- All LC Packaging employees 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 Employee Enthusiasm Surveys (Flow) and discusses the topic in dedicated Flow team sessions. The input coming from these themes is collected by the HR department and used to improve development and career opportunities.
- LC Packaging's HR department provides **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 provides **opportunities** for employees to progress within the company by internally looking for talent that could fulfil higher qualified roles.
- Shape **new job profiles** to meet the needs of new, more sustainable business models – such as the need for multi-skilled workers – through upskilling, reskilling and internal labour mobility.
- 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: 1 October 2024

Signature:

