

## Personnel Policy

Personnel Policy of Latvijas Finieris determines the basic principles of sustainable personnel management in the companies of the Group, based on the international legal norms and those of the represented countries, as well as a dialogue and constructive cooperation with trade unions representing employees.

At the same time, we always consider personnel management in accordance with the principles of the Declaration of Ethics, Communication Policy and communicative competence, other internal policies, and the approach that promotes the implementation of the Group's strategy, as well as our values - **Security, Respect, Development and Leadership**.

### Resourcing and career

Our objective is to build a team of professional and ambitious employees based on mutual respect, equality and an inclusive attitude.

The main criteria for the selection and career development are professionalism and the ability to cooperate, as well as an honest attitude towards work and the values of Latvijas Finieris.

We support diversity and do not permit discrimination based on ethnicity, age, gender, disability, sexual orientation, religion, political opinion, family status, social origin or other similar characteristics.

At the same time, our goal is long-term cooperation with the employees of the Group's companies;

therefore, in the recruitment and career development, the principle of internal succession planning is the priority.

In order to attract future specialists, internships are regularly provided in the Group's companies for students of vocational schools and students of higher education institutions.

### Learning and professional development

Our objective is to promote a culture of learning and exchange of knowledge within the Group, focused on employee growth, engagement and collaboration, which ensures higher performance.

Internal and external training is regularly provided individually as well as for teams, the main directions of which are the acquisition of versatile competencies and skills as well as qualification growth.

While being aware of the importance of respectful dialogue in team building and, thus, in achieving the goals of the Group's strategy, we pay special attention to the development of communication and leadership skills of managers at all levels.

## **Reward and benefits**

Our goal is to provide each employee of the Group with a recognition and reward corresponding to the labour market and performance.

The reward system of Latvijas Finieris consists of the remuneration and various additional benefits.

In companies, whose employees are members of trade unions, the package of additional benefits is determined under a collective agreement.

The Group's reward system is based on the following principles:

- Equity - equal pay for work of equal value.
- Competitiveness - when determining the level of reward, the tendencies of the labour market of the relevant country are taken into account in accordance with the financial capacity of the company.
- Performance alignment - there is a link between an employee's or team's performance and remuneration.
- Transparency - the procedure and criteria for granting and its elements are set forth in the internal regulatory documents of the company, in accordance with the legal acts governing the employment relations.

## **Work environment and wellbeing**

Our objective is to provide working environment that promotes safety, wellbeing, and a positive experience for every employee of the Group. We respect our employees and strongly oppose any form of personal abuse, including physical or emotional abuse. We do not permit unauthorised forms of employment. We regularly measure the engagement of the employees of the Group in accordance with an internationally recognised and comparable methodology. To the extent possible, we also value and promote the initiative and individual development of the Group's employees in out-of-work activities.