

## Personnel Policy

Latvijas Finieris Group, a world leader in modern, customer-oriented birch wood solutions, is based on the values of safety, respect, development, and leadership. We build and foster long-term relationships with our employees, striving to deliver an excellent employee experience and promote loyalty and engagement.

The aim of Latvijas Finieris Personnel Policy is to determine the basic principles of sustainable personnel management in the Group's companies based on the company's internal normative documentation, international and national legal norms, including the UN Guiding Principles on Business and Human Rights, as well as dialogue and constructive cooperation with organisations representing employees.

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

The Personnel Policy is binding for all companies of Latvijas Finieris Group.

### **Basic principles of the Personnel Policy of Latvijas Finieris Group**

- **Recruitment and career**
  - We build a team of professional and enterprising employees based on mutual respect, equality and an inclusive attitude.
  - The main criteria for selecting employees and developing their careers are professionalism, capacity for cooperation, entrepreneurship and initiative, as well as an honest attitude towards work and the values of Latvijas Finieris.
  - In recruitment and career development, the principle of internal succession planning is the priority.
  - To attract future specialists to the company and the industry, we develop cooperation with educational and scientific institutions and their students, offering informative, educational and engaging activities, internships and job opportunities.
- **Learning and professional development**
  - We promote a culture of learning and the exchange of knowledge and experience, focused on employee growth, engagement, and collaboration, ensuring higher performance and achieving the company's strategic goals.

- We expect employees to continuously develop the skills and knowledge they need for the company and for themselves. We provide regular growth and development activities - training, exchange of experience, participation in projects, and innovation initiatives - accessible to all employees. Their main focus is on acquiring multiple competencies and skills at all stages of career development.
- Recognising the key role of managers in good corporate governance and goal achievement, as well as in managing performance and building a respectful dialogue with employees, we are committed to developing managers' communication and leadership skills at all levels.

- **Remuneration and benefits**

We provide each Group's employee with an assessment and remuneration corresponding to the labour market, the job to be done/job position/content, and individual performance. The remuneration system of Latvijas Finieris consists of remuneration for work and various additional benefits.

The Group's remuneration system is based on:

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

- **Work environment and wellbeing**

- We provide a safe and inclusive working environment that encourages wellbeing and a positive experience for every employee of the Group.
- We promote modern work organisation and comply with the regulatory framework for labour relations. We do not tolerate unauthorised forms of employment, inappropriate working time, or forced overtime. In countries where legislation allows child labour (e.g., during school holidays), we organise it in strict compliance with the requirements.
- We respect our employees and oppose any form of personal abuse, including physical or emotional violence.
- We support social dialogue and respect employees' fundamental rights to freedom of association, membership in trade unions, and the right to a collective bargaining agreement.

- We encourage the regular exchange of views and communication on issues important to employees and the company.

*Approved by AS Latvijas Finieris  
Executive Board on 20.03.2025.  
Supervisory Board on 24.03.2025.*