

# Global Human Resources Policy

07.07.2025

The family-owned company Scheidt & Bachmann is particularly committed to its employees. The knowledge and skills of our employees form the basis for our company's success. This policy defines the principles, responsibilities, and standards of conduct for professional, respectful and goal-oriented employee management. The aim is to create a motivating working environment in which employees can develop their full potential. This policy covers the areas of personnel recruitment, personnel development, remuneration regulations, and work-life balance.

The personnel policy applies to the entire Scheidt & Bachmann group of companies and thus to all managers and employees worldwide, regardless of their employing company, function, position or geographical location.

We are committed to respecting the following established basic principles and to pursuing the goals we have set.

## Responsible leadership

- We treat all employees with respect, promote diversity, equality, and inclusion, and recognise individual performance.
- Decisions, goals and expectations are communicated openly. Regular feedback meetings are part of the management culture.
- Managers delegate tasks responsibly, promote personal responsibility and trust in the skills of their employees.
- Managers act with integrity, reliability and reflection, and take responsibility for their actions.
- We promote professional and personal development through targeted training, coaching and feedback.
- Conflicts are identified and addressed at an early stage. Managers are obliged to resolve conflicts fairly, objectively and in a solution-oriented manner.

## Ethical recruitment

- All applicants are treated equally, regardless of gender, origin, religion, disability, age, sexual orientation, or other characteristics protected by law.
- The recruitment process is clearly structured and transparent.
- We are committed to promoting a diverse workforce. Our recruitment aims to incorporate different perspectives, experiences and cultural backgrounds.

## Personnel development & training

- All employees have access to development and training measures based on individual development needs and company goals.
- Learning is understood as an ongoing process that contributes to performance improvement and personal development.
- Managers are responsible for promoting the development of their employees. Employees are encouraged to actively work on their own development.

- Training measures are coordinated globally but adapted locally to take cultural and legal differences into account.

#### **Appropriate remuneration**

- Remuneration is based on individual performance, team and company results.
- We pay fair salaries. We are guided by market standards and conduct regular benchmarking.
- Our remuneration systems are transparent and non-discriminatory.
- We are committed to equal pay for equal work, regardless of gender, origin, age, or other personal characteristics, taking into account country-specific or local conditions.
- We comply with applicable minimum wages.
- While the basic principles apply globally, implementation is adapted to local legal and cultural conditions.

#### **Working hours and work-life balance**

- We recognise that a good work-life balance is an important factor in health, motivation, and performance.
- Working conditions should be designed to enable employees to balance their professional responsibilities with their family and private commitments.
- Working hours, public holidays and vacation periods, are determined in accordance with local laws and agreements.

#### **Freedom of association and co-determination**

- We respect applicable rights to freedom of assembly and association, as well as co-determination rights.
- We work constructively with established works councils and employee representatives.

The executive management and managers are responsible for ensuring that their management decisions comply with the basic principles and achieve the objectives, and for acting accordingly. We expect all managers and employees to comply with the basic principles described above.

The head of central human resources is the policy-making authority for the entire Scheidt & Bachmann group of companies. Under their leadership, central human resources and the local human resources managers are responsible for creating the appropriate framework conditions within human resources.

This policy is an integral part of the company policy. Local additions are permitted provided they meet global requirements. The policy is reviewed regularly and amended as necessary.

Mönchengladbach, 07.07.2025

Scheidt & Bachmann GmbH Management Board