

# MARTELA'S PEOPLE POLICY

Approved by Martela Group Management Team on 12 January 2024

The Martela logo consists of a solid black square with the word "Martela" written in white, sans-serif font in the center.

**Martela's success and profitability is based on skilled, enthusiastic and motivated personnel. Martela's target is to be an attractive and inspiring workplace, which offers all its employees a good working environment and equal and fair treatment. Through responsible HR management we ensure that these success factors related to personnel are achieved over both the short and the long term. Martela aims to create an open work atmosphere that supports the growth and development of its personnel and in which successful operations are built together for accomplishments, genuine dialogue and wellbeing at work.**

**Martela maintains and improves the wellbeing of its personnel based on the principle of continuous improvement. Martela's people leadership is based on the company's values: Together, Boldly, Listening and Caring. Our People Policy's principles clarify and harmonise leadership and maintain and develop a good corporate and employer image. Our leadership style is responsible, appreciative and target-oriented.**

## MAIN PRINCIPLES OF OUR OPERATIONS

### **An equal working community**

We maintain a working community that offers equal working conditions and equal opportunities for success at work for our entire personnel. In developing our work community, we want to find the best people for each task and we treat everyone fairly regardless of age, gender, religion, opinions, nationality, social or ethnic background, sexual orientation or other similar factors. We strive to enable people with special needs to work in our community.

### **Working community and atmosphere**

Maintaining and developing a good working community and atmosphere is the responsibility of each Martela employee. Together we create an encouraging, open working community that promotes improvement, in which we can perform work that is appreciated and meaningful.

### **Wellbeing and safety at work**

We are committed to ensuring our employees' wellbeing at work by offering services and benefits that maintain and develop wellbeing at work and working capacity. Occupational health care focuses on preventive measures. We also encourage our employees to look after themselves by using physical exercise and wellbeing services.

We pay particular attention to safety at work. Our goal is to have zero accidents and fluent processes in our work. We monitor the continuous development of safety with various indicators. We openly inform the employees about improvement measures and their status, and we encourage the employees to use appropriate protective equipment in their work and to immediately highlight any observed occupational safety findings and deficiencies in order to reduce the health risks arising from their work.

We support the well-being of the personnel with good management and enabling the reconciliation of work and family life. We agree on different working time arrangements according to the needs of the employee and the possibilities offered by the employer.

#### **Martela Group**

telephone	+358 10 345 50
address	Miestentie 1, FI-02150 ESPOO
internet	<a href="http://www.martela.com">www.martela.com</a>

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## Learning and development

We exist for our customers and are committed to offering them the best working and learning environment solutions. In order for us to succeed in this respect we need the ability to change and each Martela employee must assume responsibility for their work and for the development of their skills.

We evaluate the competence, development needs and career wishes of our personnel through annual performance appraisals. We offer our employees opportunities for learning and for developing personal skills and competence that support our business through training, career development and job rotation. We want to offer meaningful tasks that challenge individual competence, which offer the opportunity to improve individual professional expertise and find new career paths. We encourage our personnel to apply for open positions and inform them about the career development opportunities available.

## Leadership

We support good leadership and supervisory work. We ensure that each supervisor is aware of the expectations regarding their supervisory duties and that they function as a role model with their own actions. It is the duty of each supervisor to ensure that leadership is interactive, responsible and in line with Martela's values. Supervisors take responsibility for ensuring the implementation of Martela's strategy and ensure that their team members know the expectations and targets related to their work. The performance of leadership and supervisory work is monitored, for example, with an annual personnel survey.

## Open dialogue

We openly communicate on matters concerning the company, business operations and personnel. We encourage everyone to engage in open, constructive dialogue that challenges opinions but that is also respectful. The communication of information related to work duties is everyone's responsibility, and we enable others to succeed through our own work. It is necessary to always notify the supervisor without delay of any issues related to carrying out work in order to resolve any conflicts of interest. Alternatively, the notification can be made with a free-form letter (also anonymously, if preferred) by mail to Whistleblowing, Martela Corporation, Miestentie 1, 02150 Espoo, Finland, or by email to [whistleblowing@martela.com](mailto:whistleblowing@martela.com) or by replying to the Martela whistleblowing channel available on Martela's website.

## Remuneration and recognition

We are a fair and reliable employer and we treat our employees with respect and provide fair remuneration. Salaries and remuneration are affected by the complexity of the work and the employee's competence and performance. The aim is to provide encouragement for good work performance and to motivate personnel to achieve the targets set for the work over the long term.

## Legislation and guidelines

In all our operations and employment relationships, we comply with local legislation, authority regulations and applicable collective agreements. We also comply with international agreements and commitments on fundamental labour rights, which are listed in our Code of Conduct.

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