

Taaleri Personnel Policy

TAALERI

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Basic information of the document

Purpose	This policy describes the objectives, guidelines, responsibilities and organisation of the personnel policy of Taaleri Group ("Taaleri").
Update frequency	According to need
Approved by and date (original date)	Group Executive Management Team
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Responsible organisation	HR
Contact person	Merja Kouznetsov

Introduction

This policy describes the objectives, guidelines, responsibilities and organisation of the personnel policy of Taaleri Group ("Taaleri").

The personnel policy of Taaleri is based on Taaleri's mission, vision, strategy, values and responsible operating and management principles. We believe that, by adhering to these principles, we will achieve the excellent employee experience Taaleri strives for.

The personnel policy covers all operations of all companies in Taaleri Group in all operating countries and all Taaleri employees. The businesses of Taaleri ensure the implementation of the policy and the necessary resources in their own operations. In addition, supervisors are in charge of implementing the personnel policy. Nonetheless, all personnel are responsible for ensuring operations in accordance with the personnel policy.

Our Code of Conduct defines the way all Taaleri employees act and do things together. Our values lay the foundation for everything we do: we Taaleri employees have the knowledge, skills, will and courage to be successful and we are not afraid to say it out loud, and we also care for one another – we leave no colleague behind.

Objective of the personnel policy

The objective of this policy is to ensure that Taaleri has committed, competent and thriving personnel, which is a prerequisite for achieving Taaleri's goals and implementing its strategy. We want to make sure that the management, remuneration and development of the personnel support the achievement of the company's goals in both the short and the long term.

Leadership at Taaleri

The leadership cornerstones of the Taaleri employees are strategy-based management, enabling successes as well as trust and respect. Leadership is based on the clear objectives and decision-making models of the organisation.

Good leadership requires motivation from supervisors to succeed in their role. Success requires willingness to invest in the task at hand, hunger to improve and passion to succeed by coaching your team towards your goals. According to the supervisor qualifications defined by Taaleri, a successful supervisor is good at combining the hard-core skills of their team members with the courage to act as a pioneer. In addition, they recognise diversity, individuality and situations where humanity takes precedence. Skilful supervisors also inspire their team members and support collaboration both within their team and across team boundaries. Taaleri supervisors construct the corporate culture and rely heavily on Taaleri's values in their managerial work.

Managing the performance of employees supports the implementation of the strategy and business objectives of Taaleri. Setting personal goals that support our business goals, monitoring them, giving regular feedback and performance appraisals motivate and commit employees and set a clear course for the work done by the Taaleri employees. However, all Taaleri employees are responsible for their own performance and for the achievement of the goals with the support of their supervisor. An example of the

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supervisors' support is having regular discussions with each team member. Continuous performance management and discussions play a key role in ensuring the implementation of Taaleri's strategy.

Remuneration and incentives at Taaleri

Taaleri adheres to a fair and competitive remuneration policy based on the complexity and performance of tasks. We comply with the legislation and local agreements applicable to remuneration and incentives.

Our incentive schemes aim to reward good performance, support commitment and attract the best people in our industry to Taaleri.

At Taaleri, remuneration primarily comprises a fixed total salary and variable short- and long-term remuneration, which are defined in a separate description of the remuneration system. Taaleri also strives to acknowledge and reward its personnel with recognitions and rewards other than the monetary kind. In addition to these, Taaleri also offers extensive employee benefits throughout the entire Group.

Taaleri Plc's Board of Directors approves the incentive scheme principles on an annual basis. There are separate operating instructions for remuneration in Taaleri Group.

Competences at Taaleri

At Taaleri, operation-level action plans based on the strategy are prepared annually. These action plans are used to assess the personnel and competence development needs of the different businesses. In addition, a personnel plan and training objectives for maintaining and promoting the professional competence of the personnel at the group level are drawn up by the Group's Cooperation Group.

At Taaleri, competence development solutions are based on the strategy and business-specific goals. In addition to these, the aim is to guide personal learning paths and needs-based learning. We also take care of our personnel's competence by organising training in a continuous manner, and the aim is to organise some of these training sessions as efficiently as possible by utilising online training, among other things. Developing the competence of the personnel creates the basis for success at work and the well-being of the employees.

We provide thorough induction training to our employees at both the business and group level, and we have a clear induction plan that we apply and modify at the individual level, if necessary.

Career development discussions play a central role in the development of competence at Taaleri. The aim is for all our supervisors to have a career development discussion with our employees twice a year, but at least once a year. In addition to this, supervisors must provide regular feedback to team members on their performance at work. We develop the competence of our supervisors through various training sessions and joint forums to ensure high-quality leadership and managerial work.

Equality and non-discrimination at Taaleri

Taaleri is committed to promoting equality and non-discrimination in all its operations, and this commitment is an integral part of the normal operations and management style of the workplace. Equality and non-discrimination are key factors for the effective functioning of the work community and the well-being of the members of the work community. At Taaleri, equality is seen as fair treatment regardless of gender, sexual orientation, age, ethnicity or disability, and more broadly as accepting and respecting the differences

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in people and as a factor enriching the work community. We strive to be a forward-looking and developing work community where each employee is accepted for who they are.

The responsibility for the realisation of equality lies with Taaleri's management and supervisors. Selected staff representatives participate in the planning of measures promoting equality, and national and international laws and recommendations related to gender equality and the promotion of diversity and their reporting are taken into account in the work. However, every employee has a duty to promote the realisation of equality, non-discrimination and inclusiveness through their own activity and behaviour. Every Taaleri employee has the obligation to report any unpleasant behaviour anonymously via the whistleblowing channel.

Safety and well-being at Taaleri

At Taaleri, we promote the health, well-being at work, safety of our employees and also well-being management through information, training and proactive work.

Together with our personnel, we want to ensure a safe, healthy and productive working environment and the possibility for uninterrupted work for everyone. Our goal is to promote the overall physical, mental and social well-being of our personnel.

We also take care of the working capacity of our personnel throughout their career at Taaleri and provide support in various situations, for example in cooperation with occupational healthcare.

Recruitment at Taaleri

We are continuously developing our recruitment methods, the recruitment competence of our supervisors and the applicants' experience of Taaleri as an employer. We strive to be a fair, good and appealing employer.

The recruitment principles of Taaleri highlight equality, accessibility and non-discrimination. Our goal is to promote the above principles as our recruitment processes evolve. Our personnel choices emphasise competence, education, motivation and ability to cooperate.

We want to support in-house career paths and enable diverse and long employment relationships, during which our employees can grow and develop. Therefore, we encourage our employees to apply for vacancies at our companies, and we always primarily try to hire a suitable person already employed by our company, if the necessary requirements are met.

Work community and corporate culture at Taaleri

A well-functioning work community and corporate culture are the foundation of our success. Employee satisfaction and corporate culture have always been important to people at Taaleri, and we have been able to create a culture based on trust, low hierarchy and commitment. However, the promotion of a functional work community and a good working atmosphere is the responsibility of every Taaleri employee, and we work daily to improve these.

Responsibilities and organisation

Human resource management is in charge of the contents and updating of the personnel policy. Taaleri Group Executive Management Team reviews and approves the personnel policy.