

SONION PEOPLE AND LABOR POLICY

1 Scope and Objectives

At Sonion, we believe that respecting labor and employment rights is the foundation for protecting our employees' human rights. This Policy formalizes and specifies Sonion's commitment to respecting human rights in everything we do. This commitment means actively ensuring fair labor and employment standards for all our employees. Our culture and values, how we conduct our business, and how we treat our employees form the basis of everything we do at Sonion.

Our Sonion culture

Our behavior:

We stand for a culture of being respectful, embracing hunger for growth and drive for continuous development.

Our approach:

We foster the Sonion mindset, which is demonstrating pro-active attitude, concise communication, while setting high standards and being demanding to ourselves and colleagues.

Our execution:

We conduct our business in an inclusive, professional, and ethical manner in line with our Sonion values, delivering exceptional solutions to our customers.

Our Sonion Values

Future-focused: We are visionary and ambitious.

Supportive: We are open-minded and supportive of our stakeholders.

Responsible: We are uncompromising in our ethics.

Driven: We are passionate and dedicated about our work.

Responsive: We are agile and flexible.

We continually aim to create a respectful working culture that is genuinely open and inclusive in our communication, internal collaborations, and general approach to people and our daily work. We invest in developing our workplace to attract, develop, and retain engaged employees.

This Policy applies to all employees working in all Sonion entities worldwide. It extends to all business activities, operations, and relationships within and outside our organization.

This Policy supplements the Sonion Code of Conduct, Human Rights Policy, Diversity, Equity and Inclusion Policy, Health and Safety Policy and General Privacy Policy.

This Policy may be supplemented by country-specific guidelines and procedures, such as country policies or guidelines or local employee handbooks, to ensure local implementation and compliance.

2 Our Approach and Commitments

This Policy describes how we respect labor, employment, and human rights standards as described in relevant legislation as well as international standards and conventions, including our commitment to:

Sustainable working hours

Working hours shall not exceed the maximum set by local law. Further, a workweek shall not be more than 60 hours per week, including overtime, except in emergency or unusual situations. All overtime shall be voluntary. Employees shall be allowed at least one day off every seven days.

Adequate, fair and equal pay

Compensation paid to employees shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits and be in line with collective bargaining agreements. All employees shall receive equal pay for equal work and qualifications.

Leave and entitlements to support work-life balance

Sonion strives to be a healthy and safe workplace for all employees. As part of our culture and values, we strive to support a healthy work-life balance with leave entitlements to ensure that employees can take time off for both their mental and physical well-being. We provide rest periods, breaks, and competitive leave entitlements for all our employees. Leave entitlements may include annual leave, public holidays, dependents' leave, sickness leave, maternity and parental or other types of leave, as per local legislation and market practice.

Prohibition of child labor and protection of young workers

We see human rights as fundamental principles for protecting people's dignity and ensuring freedom and respect for people. In connection with this, we believe that children have a right to healthy, physical, emotional, and mental development throughout their childhood. This includes a commitment to ensuring compliance with child labor regulations and not employing people under the legal minimum working age.

Modern slavery

We believe in everyone's inherent dignity and freedom at work. This includes a commitment to eliminating all forms of forced or compulsory labor for our employees in line with internationally recognized human rights standards. We ensure that all our employees work for Sonion on a voluntary basis and are not threatened with any penalty or sanction.

Safe and inclusive working environment

Sonion is a global organization, and we are present in many parts of the world. We recognize the value of a diverse workforce that brings varied experiences, ideas, and innovation to the workplace. We employ people with different ethnic backgrounds, nationalities, ages, genders, and levels of education. We encourage respect for diversity and strive to treat all employees fairly.

Occupational health and safety

Health and safety are an integral part of all our activities, and we strive to identify and mitigate health and safety risks in all our operations and on all our sites. We provide our employees with various benefits plans that include health insurance. We have established on-site health clinics at our factories. At our manufacturing facilities and offices worldwide, we have implemented various health and safety procedures, and all employees undergo annual health check-ups and receive safety, health, and environmental (SHE) training.

Development & training

Sonion remains committed to fostering a culture of continuous learning and development, recognizing the crucial role employees play in the company's sustainable growth. To support this ambition, we have several development courses designed to attract, develop, and maintain talent and drive for a diverse and inclusive global organization. We create opportunities for training, development and progress, helping and encouraging our employees to develop their full potential and continue to have the right competencies.

Freedom of association

We respect our employees' rights to freedom of association and to join or refrain from joining labor unions and workers' councils without fear of discrimination, harassment, intimidation, retaliation, or violence in accordance with national laws.

Engagement with employees or representatives

We are committed to cultivating a workplace where our employees are motivated and genuinely care about the company's success. We regularly conduct an Employee Engagement Survey (EES). The EES is a key component of our efforts to ensure the well-being of our employees and identify areas for improvement. We engage with local employee representatives and labor unions, and we believe that open and ongoing communication contributes to and develops the relationship with our employees.

Employee Privacy

We secure the right to privacy of our employees whenever personal employee data is gathered or the workplace is monitored. Personal employee data will be processed lawfully and fairly and only for reasons directly relevant to their employment.

Grievances and complaints

At Sonion, we support, value, and encourage open and honest communication. We have various grievance and complaint mechanisms in place that our employees can use to raise their concerns or complaints.

Employees are encouraged to contact their immediate manager or another manager to discuss a work-related issue or concern. If the employee does not think a concern will not be properly addressed within the hierarchy, the employee can approach the local HR department or the Compliance Officer. Our local sites also offer various other grievances and complaint-handling options.

If the employee is not comfortable with this, or if the employee has already taken action as described above and believes that the issue has not been handled correctly, they can report the issue to the Sonion Whistleblower Line in accordance with the Sonion Whistleblower Policy.

All employees have the right to make a complaint or raise a grievance without fear of retaliation.

The Sonion Whistleblower Line can be used by employees, business partners and their employees, suppliers, customers, community stakeholders, and other stakeholder groups. Through the Sonion Whistleblower Line, whistleblowers can file a confidential report – including an anonymous option - on inappropriate and illegal conduct in the company.

Sonion will set up specific targets on the following focus areas:

- **Employee Engagement:** conducting regular surveys (**EES**) and setting targets
- **Gender & diversity:** setting targets for diversity in the management and leadership teams
- **Training:** conducting regular training and monitoring attendance
- **Employee turnover:** monitoring employee turnover
- **Compliance:** Ensuring compliance with all applicable local laws and regulations in all locations and countries in which Sonion operates.

Our annual ESG Report will publicly disclose all information regarding Sonion's health and safety performance, targets, and progress. It is available to all interested parties on our website.

3 Responsibilities

Board of Directors:

The Board of Directors oversees that this Policy complies with Sonion's legal and ethical responsibilities and obligations by reviewing regularly provided reports on the performance and targets. It also annually approves targets and initiatives as part of the review and approval of the Sonion ESG Report.

Sonion ESG Committee:

In Sonion, the ESG Committee ensures that the people and labor initiatives are consistent with and support the Sonion ESG agenda and supports the Management Team. It monitors the implementation of labor and employment targets and ongoing initiatives.

The Management Team:

The Management Team sets and approves the Policy, monitors performance, and is the most senior level accountable for implementation.

Managers:

Managers at all levels must ensure that the policy is made available to their employees and lead by example. They must set the tone from the top, establish a culture of integrity and respect and actively support our commitment to upholding and respecting labor and human rights throughout the organization.

Responsible function/department(s):

The local HR Departments ensure compliance with this Policy by identifying relevant requirements and initiatives and proactively addressing employee issues.

Employees:

All Sonion employees must familiarize themselves with this Policy, know how it applies to their role, and support implementation and achieving our targets in their daily activities and decisions, including following global and local policies.

Third Parties:

Sonion expects all agents, contractors, suppliers, consultants, and business partners to support and respect the commitments outlined in this Policy.

4 Regulations, Frameworks and Resources

- Occupational Health and Safety Management System ISO45001
- International Labor Organization (ILO) - Core Labor Conventions
- United Nations Guiding Principles on Business and Human Rights (UNGPs)
- RESPONSIBLE BUSINESS ALLIANCE (RBA) CODE OF CONDUCT Version 8.0 (2024).
- Local Laws and Regulations

Sonion is a signatory to the UN Global Compact and its Ten Principles.

5 Responsible and Information

The Head of Compliance is responsible for this Policy and is the policy owner. If you have any questions with respect to this Policy, contact the Head of Compliance or the local HR Manager.

6 Policy Review

This Policy will undergo regular reviews to ensure it meets our commitments and aspirations regarding our health and safety impact. Updates will be made as necessary to align with changes in laws, regulations, or industry best practices. The most recent version of this Policy will always apply.