

HumanResources POLICY

At Bufab, we recognize that our employees are the key to our success, and that nothing can be achieved without their engagement. Our long-term success depends on our capability to attract, retain and develop employees able to ensure ongoing and sustainable growth.

This policy applies to all Bufab subsidiaries. Each subsidiary should either implement this policy, or a similar policy at least as strict.

- We aim to hire employees with professional skills and personalities enabling them to develop a long-term relationship with the company`
- We treat people fairly, do not accept discrimination, promote diversity, conduct our business in an ethical manner and support our employees' right of free association. We abide by legislation, regulations and guidelines
- All employees need to understand our overall goals and how to contribute to reach them. It is the responsibility of our managers to set clear targets and expectations, as well as to give feedback on performance. The feedback shall stimulate development and be given in a dialogue based on mutual trust and respect
- Personal development is a responsibility shared between the employee and the company.
- We strive to jointly develop competences to match the challenges we are facing
- Our remuneration is fair and competitive, rewarding initiative and responsibility, we have a commitment and intent to extend living wage to all employees.
- A workweek should not be more than 60 hours including overtime. Employees shall be allowed at least one day off every seven days.
- We have an open, direct two-way communication and expect our employees to actively seek and ask for information
- We expect our managers to take responsibility and to act in a respectful, honest and fair way
- We strive for a safe and enjoyable working environment with balance between professional and private life

Goals to the policy & sustainability targets

- 100% of all employees to have at least one development talk each year
- No work-related injuries or illness
- Gender balance of managers by 2030
- Code of Conduct training every 3 years
- Anti-Corruption training every 3 years

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