



# Fair Labour and Employment Conditions Policy

Version	Owner (dept. or function)	Target audience	Approved by	Approval date	Review frequency	Reviewed topics
1.0	HR dept.	Employees, non-Employees	ExCom	April 2025	At least every 3 years	/

## I. Introduction

VPK Group is a family owned business started in 1936 and in 2025 present in 21 Countries and owning +70 plants, mostly plants who were in the past also owned by a family. We aim for a sustainable growth in line with our values: Trust, Ownership, Beyond and Care.

## II. Scope

The definition we gave to the word Care is commitment to people, products and the planet. For us, sustainability isn't just a buzzword, it's part of our DNA. We recycle and reuse everything we can - except outdated ideas. This commitment extends beyond our products to our people. We provide a safe working environment and actively invest in the well-being and development of everyone on our team.

Not only Care in the meaning of being dedicated to our business, but even more in Care for ourselves, our family, our relatives, our coworkers, our suppliers and our planet. There is no Planet B!

This policy outlines our commitment to maintaining fair labour and employment conditions for all employees. We believe in fostering a work environment that promotes reasonable working hours, supports work-life balance, ensures premium payment for overtime, and provides fair remuneration. Our goal is to create a workplace where employees feel valued, respected, and motivated to contribute to the organization's success. VPK = great to work for.

### 1. Reasonable Working Hours



We recognize the importance of maintaining reasonable working hours to ensure the well-being and productivity of our employees. The standard working hours for full-time employees are always in line with the national and regional legislation, relevant Collective Bargaining Agreements (CBAs). Employees are expected to adhere to their designated working hours unless otherwise agreed upon with their supervisor. For part-time workers we strive to organize the shifts so traveling is minimized, working is concentrated with respect to legal requirements.

## 2. Premium Payment for Overtime

We recognize that there may be occasions when employees are required to work beyond their standard working hours. In such cases, employees will be compensated with premium payment for overtime work. The level of the compensation will be determined in CBA's, in respect of the national and regional legislation. Employees must obtain prior approval from their supervisor before working overtime, and all overtime hours must be accurately recorded and reported.

## 3. Fair Remuneration

We are committed to providing fair and competitive remuneration to all employees. Our compensation structure is designed to reflect the skills, experience, and performance of our employees. We also consider the impact of not working standard daily hours (before 6 am and after 8 pm). Extra remuneration in paying this shift work is negotiated together with the unions or the employees themselves always respecting regional & national legislation, existing CBAs and International Human rights standards.

We conduct regular salary reviews to ensure that our pay rates remain competitive within the industry and are aligned with the cost of living. In addition to base salaries, we offer performance-based bonuses, benefits, and other incentives to reward and recognize employee contributions.

## 4. Minimum Wage and Compliancy with Regional, National and International Labour Laws

We are committed to complying with all applicable labour laws and regulations. This includes adhering to minimum wage requirements, providing statutory leave entitlements, and ensuring safe and healthy working conditions. We regularly review our policies and practices to ensure compliance with legal requirements and industry standards.



#### 5. Work-Life Balance

We are committed to supporting our employees in achieving a healthy work-life balance. We understand that employees have personal and family responsibilities that require their attention. To facilitate this balance, we offer flexible working arrangements, such as remote work options, flexible start and end times, and compressed workweeks. Employees are encouraged to discuss their needs with their supervisors to find mutually beneficial solutions.

At VPK we believe that an employer is co-responsible for the happiness of his employees. Not only the home environment but the working environment can have a substantial impact. Scoring the level of happiness is not easy, but for VPK one of the indicators is the percentage of being present of his employees. Indeed people how are more happy are less frequent absent due to illness.

#### 6. Family Time

We value the importance of family time and encourage employees to prioritize their family commitments. Employees are entitled to take leave for family-related events, such as paternity leave, parental leave, and carers' leave that is available under national law or collective agreements.

#### 7. Employee Rights and Responsibilities

Employees have the right to fair treatment, reasonable working hours, and a safe and healthy work environment. Employees also have the responsibility to adhere to company policies, perform their duties to the best of their abilities, and communicate any concerns or issues to their supervisors.

We encourage open and honest communication between employees and management to address any issues promptly and effectively. We foster an environment where we encourage the freedom of association. Most of the time covered by a national framework organized by Employee Representatives organizations. If no Employee Representatives Organization is existing, we encourage participation from our employees by organizing townhalls, taskforces, meetings with management and employees and other initiatives.

### III. Commitments

As VPK, we are committed to maintaining fair labour and employment conditions that promote the well-being and satisfaction of our employees. By fostering a supportive and respectful work environment, we aim to create a workplace where employees can thrive and contribute to the success of the organization. We encourage all employees to familiarize themselves with this policy and to uphold the principles outlined herein.



Our goal is to create a workplace where employees feel valued, respected, and motivated to contribute to the organization's success. VPK = great to work for.

#### IV. Targets

We aim at the following targets:

##### **Work-Life Balance & Family Time:**

- By the end of 2027, 95% of our employees will maintain an attendance rate of at least 90%.

##### **Minimum Wage & Compliance :**

- Each year, 100% of our employees will receive at least the minimum wage applicable in their country or region.

##### **Employee Rights & Responsibilities:**

- By the end of 2027, 100% of our employees will have the opportunity to attend at least one meeting annually with Country, Business Unit, Plant, Senior Management, or ExCom.

#### V. Responsibility and governance

The Board of Directors and the Executive Committee are responsible for the strategy and approach and have set out clear roles and responsibilities within VPK Group in order to achieve coordinated action. The Sustainability Steering Committee is in charge of monitoring the targets.

KPI stewards: HR- and legal department, reporting to the Sustainability Steering Committee and the senior management.