

# Clariant's Employment Policy

Same standards for everyone!

# People matter!



We want to create a motivating and fulfilling working culture for all our employees as this will lead us to strong and sustainable results.

The skills, talent, performance and dedication of our employees are what enables us to succeed. To maintain our global employer footprint, we promise a **fair, transparent and discrimination-free working environment** and working conditions.

It is our ambition to demonstrate on, a daily basis, our value-driven culture to earn the trust and high performance of our employees. We firmly believe that **trust, integrity, appreciation and respect** make Clariant and all of its employees stronger. That is why the Employment Policy establishes and reinforces global minimum standards for working conditions, collaboration and sustainable employee relations.

Our global employment principles equally apply to all forms of permanent and temporary labor and have to be applied by employment agencies and contractors within their own practices and regulations when collaborating with or engaging on behalf of Clariant. These standards are upheld by compliance processes and internal audits.

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# Fair working conditions

Clariant is only as good as its workforce. Our success depends on our commitment, and this drives us to offer and maintain fair working conditions wherever we have a presence around the world.

Clariant works hard to maintain a diverse, dynamic environment and an **open and respectful culture**. We provide the flexibility, freedom and experiences needed to succeed, in the belief that all individuals can – and want – to contribute to their fullest potential if the environment is thriving.

We strive to ensure

- An appropriate limit to the maximum number of working hours in order to ensure a good **work life balance, health and well-being** as well as parental leave and flexible working where feasible
- A performance-related fair and favorable remuneration system including wages, salaries, fringe benefits and social security contributions, as mandated by local legislation and good corporate practices
- Support for our employees in building financial provisions for their retirement



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# Collaboration is key!



Together we are stronger: We can only build an effective and successful company with collaboration.

Clariant is committed to providing a state-of-the-art technological infrastructure to support an innovative and successful collaboration environment.

Our employees are asked to embrace **constructive dialog, open-mindedness and flexibility**, and to work together with confidence and trust – across all levels, functions and regions. We believe that the following rules of interactive collaboration are crucial to our success. We ask every employee to adhere by them.

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# Our pathway for successful employee collaboration

1. Each individual is respected and appreciated
2. Employees are entrusted with the **freedom** to act and contribute to sustainable value creation
3. Employees are provided the **flexibility** and freedom to succeed
4. Collaboration and continuous learning is a pre-requisite for development and success
5. Cooperation and **transparent sharing of ideas** across all units and organizational levels
6. Constructive discussions, **candid feedback** and curiosity for new challenges are encouraged
7. A diverse staff is recognized as important to encourage **diversity in thinking and acting**



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# Leading performance and engagement



Clariant is committed to ensuring fair and transparent hiring and promotion processes that support **equal opportunity** and disregard age, race, gender, sexual orientation, disability and religion.

No matter what job level, background or previous job record a person has, we aim to give all employees equal opportunities with respect to training and learning.

Regular feedback on performance, based on **appreciation, respect and trust**, are part of our constant drive for high performance.

Clariant is committed to regularly assessing employee engagement to continuously seek a better understanding of how employees experience their working environment. Clariant uses employee engagement assessments as a basis for appropriate and necessary activities and initiatives to enhance and drive future engagement.

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# No discrimination and no harassment!

Our stance on discrimination and harassment is clear: Not at Clariant!

All employees have a right to **fair, courteous and respectful treatment**.

Clariant acknowledges that it will not tolerate any sexual, physical or mental discrimination or harassment of its employees on the basis of race, religion, origin, gender, disability, age, civil status, sexual orientation or membership in a union or political party, whether in direct contact, written, electronic, verbal communication or in any other form.

Clariant is committed to taking all reasonable steps to prevent such behavior and take action. We ask any employee who suffers or witnesses discrimination or harassment to **speak up and report** it using the appropriate channels – e.g. the line manager, HR representative or Clariant's **Integrity Line**.

Violations of this principle will be strictly penalized.



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# Social dialog and freedom of association

Clariant is committed to fostering **open social dialog** and close cooperation at all levels of the company between employees, workers' representative bodies, unions and management characterized by constructive working relationships based on mutual trust and respect.

Each country acts differently depending on their own cultural, historical, economic and political context.

Clariant recognizes the freedom of each employee to join or form trade associations, unions or works councils.



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# No child labor, no compulsory labor and no human trafficking!



Clariant **condemns any form of child labor** and works actively against it. The company uses all appropriate processes to ensure ages are verifiable and that legal working ages requirements are fulfilled also for workers contracted from agencies.

We expect our business partners to have and uphold similar standards and principles. Any form of violation of these principles leads to serious consequences for the relevant business relationship.

**Working for Clariant is a matter of choice.** Forced labor as well as any form of human trafficking will be strictly rejected.

Clariant imposes the same requirements on its employee agencies and contractors. These standards are upheld by compliance processes and audits.

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# Occupational health and safety

The correct protective gear for the job, the correct posture for the work, awareness of exposure to hazardous materials, enough rest breaks during intensive shifts: **Protecting the health** and wellbeing of our employees and visitors is a core obligation.

We are committed to doing as much as we can to help **prevent occupation-related illnesses** and improve health and safety in working areas. In return, we expect everyone to strictly adhere to all our health and safety regulations.



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These principles constitute our working culture philosophy at Clariant.

**WE ASK ALL EMPLOYEES TO LIVE UP TO THESE STANDARDS WITHIN EVERYTHING WE DO.**

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