

# SARTORIUS

## Responsibility

### Sartorius' Position on Labor and Social Standards

Simplifying Progress

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## Document information

### Applicability

Scope	Sartorius Group
Confidentiality	Public

### Ownership

Policy Owner	Katharina Tillmanns
Board Area	Group Strategy, Human Resources, Corporate Research, Legal & Compliance, Communications

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### Document information

Release	February 2019
Review	Bi-annually

# 1 Labor and social standards in the corporate strategy

Sartorius is growing strongly. We continually acquire employees and build their loyalty to ensure the company's success in the future. HR work therefore has strategic significance as a form of corporate value creation.

We employ people from six continents and various cultures. Creating a common understanding of good and fair working conditions is therefore an important task. Our aspiration to respect internationally recognized labor and social standards as the foundation of our approach is anchored in our global Code of Conduct. We expect our managers to live up to their position as role models and to be open and respectful in their interactions with employees. Every Sartorius employee must complete training on the Code of Conduct.

Sartorius' position on working practices is binding on all the companies and sites of the Sartorius Group. It has been communicated to all our employees via the intranet. The management of Sartorius is accountable for the implementation of the position. The Executive Board sets goals on the basis of the fundamental principles and core topics in the company's position paper.

# 2 Fundamental principles of our position on observing labor and social standards

## **Compliance**

Our standards comply with current laws and regulations, and in many areas go beyond them. Changes to national laws of all the countries in which Sartorius operates are taken into account. If a country's laws prescribe no requirements or less stringent requirements than are expressed in this position paper, we have modeled our approach on our convictions. If conflicts with a country's laws or national customs arise, we strive to act in line with our values and internationally recognized principles without breaching the law of the country in question.

## **Transparency, dialog and ongoing improvement**

We pursue an open dialog with our employees and involve them in the continuous further development of our labor and social standards.

## **Employees / training courses**

The implementation of labor and social standards are managerial responsibilities. We use Sartorius' leadership guidelines as the basis for a management development program in which all managers worldwide participate with the goal of developing a common leadership culture.

## **Inclusion of the value creation chain**

We work in tandem with customers, suppliers, and business partners to arrive at a common understanding of good and fair working conditions. We expect our suppliers to implement these principles, which are also set down in our Code of Conduct for Suppliers.

## **3 Core topics in our position on observing labor and social standards**

Sartorius has defined its core topics with respect to observing labor and social standards. These are topics of particular importance for our daily business and our stakeholders. We have separate internal regulations and procedures for these core topics.

### **Development and training**

Recognizing every individual's potential and deliberately nurturing it is one of the most important tasks of our HR work. Professional and personal development is key to employees' motivation and loyalty – and thus essential for our business success. In the competition for the best employees and managers – in view of demographic trends, among other things – we primarily focus on developing our employees, on diversity, and on internationality. We fill management positions mainly from our own ranks.

Our employees are encouraged to play their own part in shaping their professional development. We provide a structured process and suitable tools for this through our seminar and training options. An annual performance review between the employee and their manager provides a forum for discussing performance, targets, and individual development opportunities. The annual performance review is mandatory and is conducted in accordance with uniform criteria worldwide.

For our employees in production, we offer specific local training programs worldwide, which in addition to training employees, also improve product quality and occupational safety.

### **Diversity**

People from almost 80 countries work together at Sartorius. Our fundamental principles include respecting the dignity of all employees and creating equal opportunities.

We use various measures to promote the appreciation of diversity and its inclusion worldwide. Managers play a key role here. We support them in strengthening diversity and in developing it optimally in their daily work.

## **Social dialog and freedom of association**

Our employees' opinions matter to us. We therefore regularly conduct a global employee survey. Here we discover the extent to which our employees identify with our corporate strategy, how they assess the managerial behavior of their managers, whether they consider the training opportunities offered to be sufficient and what changes they would like to see.

Our employees use workers' committees, works councils, trade unions, or other bodies to represent their interests. If the internationally recognized right to freedom of association and collective bargaining is limited by law at one of our sites, we try to bridge this gap through suitable measures without breaching local laws. For example, systematic internal dialog with employees within the scope of national law can make a positive contribution to the value of the social dialog here.

## **Flexible working**

We believe that a working environment of mutual trust, appreciation and respect brings the best work results and increases our employees' motivation and creativity as well as their loyalty. We therefore accommodate our employees' different needs and life circumstances by providing various options for structuring their employment flexibly.

## **Pay and pensions**

We aim to align our employees' performance-related remuneration with Sartorius' value creation and success. In addition, we support the establishment of a self-financed, supplemental pension. In some countries, remuneration also includes contributions to occupational pension plans and costs of health insurance.

Our remuneration is based on the principle of good pay that is in line with the market for good performance. In light of this, variable remuneration components play an important role not only for senior management.

Middle and upper management throughout the Group participate in the Group's performance through annual variable remuneration.