



## Elmos ESG Policies

Section:	Social
Chapter:	Employees and working conditions
Policy:	Employee communication and feedback process
Coverage:	Elmos Group
Supported UN SDGs:	   
Addressed GRI Standards:	401, 402, 404

**Management – employees (including works council):** Elmos believes that an active dialogue between management and employees is crucial. This is why Elmos engages in frequent and detailed employee communication activities via various channels. The following paragraphs present some examples.

Regular company meetings provide opportunities for open, constructive dialogue. Where necessary, the company also coordinates measures with the Elmos works council. As of December 31, 2024, the works council represents 93.1% of our employees. Management and the works council engage in a lively exchange of ideas in several committees in order to support this positive collaboration. These bodies include the works committee and economic committee, the personnel and social committee, and committees tasked with working on occupational health and safety as well as on data protection.

The Management Board also provides regular updates for employees in the form of video messages and notifications on important current topics. Elmos also regularly publishes an employee magazine in German and English. The Elmos intranet provides key information, assistance, and documents. Current reports and information are also displayed on large monitors at various locations.

Elmos maintains a company suggestion scheme that, at any time, invites employees to submit suggestions, requests for changes, and ideas for optimization. Employee surveys are also conducted regularly to maintain and enhance employee satisfaction. The last extensive survey took place in 2023 with a very good participation rate of 66%. A follow-up employee survey was conducted in 2024. The results are used to identify appropriate actions to be taken. A large portion of the measures recently implemented regards our occupational health management. For example, charges for using our in-house gym were eliminated, and fresh, free daily fruit baskets were introduced. In addition, a Barista Café was opened at our main location in Dortmund in 2024 as a meeting place for breaks and inspiring conversations. Company events are another element of employee communication at Elmos.

**Supervisors – employees:** At least once a year, employee performance appraisals are held between employees and their direct supervisors so employees can receive feedback on their work performance. Supervisor and employee discuss the past year and an outlook for the current year. These meetings provide the opportunity to identify areas where employees have potential and those where they need further training. The right training or continuing education measures to meet these needs are identified. The meetings are also a place for supervisors to get feedback from their employees about their leadership and the spirit within the team. Any suggestions for improvement, requests, or ideas that employees may have for their supervisors are discussed. These annual feedback meetings are conducted according to a company directive that describes and explains the procedure in detail. Last but not least, funding for team events is provided to strengthen the spirit within individual teams.

<b>ESG policies</b>	Additional benefits
	Employee training
<b>ESG KPIs</b>	Average hours of training
<b>Accompanying documents</b>	Code of Conduct for Employees