



LABOUR AND HUMAN RIGHTS Policy



Scope of Application, Responsibility and Review

This policy was developed by the HR Department and the Sustainability Department of Bürkle GmbH and applies to the entire company as well as to all employees of Bürkle GmbH.

Overall responsibility for the implementation of the policy lies with the management. Management ensures that all relevant areas are involved in its implementation and that the necessary resources are made available. The respective departments are responsible for operational implementation within their areas of responsibility.

The effectiveness and up-to-dateness of the policy are reviewed at least once a year. This review particularly covers the relevance of the content, compliance with legal requirements and the implementation within the respective organisational units.

In the event of significant changes to legal, organisational or operational framework conditions, the policy will be revised immediately. The updated version will be communicated promptly to all affected employees.



Living Our Values Together – Achieving Sustainable Success.

Bürkle GmbH is committed to ensuring respect for labour and human rights across all areas of the company. Our actions are guided by respect, fairness and responsibility towards all employees, partners and society. We foster a working environment characterised by equal treatment, equal opportunities and protection of personal dignity. This policy forms the foundation for responsible and sustainable cooperation and supports our corporate values of appreciation, transparency and social responsibility.

Employee Health and Safety



Safety and Health – Embedded in Everyday Life.

Occupational safety and employee health protection are firmly embedded in Bürkle's corporate culture. Our goal is to create and continuously improve a safe and healthy working environment for all employees. To achieve this, we rely on structured occupational safety management that fulfils legal requirements while also taking into account the individual needs of our employees. Within our integrated management system, strategies and measures to prevent health and safety risks are consistently implemented. In this way, we establish a sustainable foundation for employee well-being across all business processes.



Managing Occupational Safety Processes

Processes in occupational safety management are steered by the integrated management system and monitored in cooperation with an external occupational safety specialist and company doctor



Protecting Health – Practising Prevention.

We aim to protect the health of our employees at an early stage through regular occupational health examinations and to identify health risks in good time. Our vaccination services help minimise the risk of occupational infectious diseases. In addition, targeted infection-prevention training increases awareness and ensures practical implementation of hygiene measures in everyday work.



Health Examinations

Regular occupational health examinations are carried out by the company doctor in accordance with statutory requirements in order to identify potential health risks early





Vaccination Services

Employees are offered free vaccinations by the company doctor to protect against work-related infectious diseases



Infection-Prevention Training

In addition to safety training, employees receive instruction on infection prevention delivered by the company doctor or hygiene officer



Acting Proactively – Identifying Hazards Before They Arise.

Through the meetings of the Occupational Safety Committee, we aim to identify work-related risks at an early stage and develop appropriate preventive measures. The committee is interdisciplinary, consisting of internal safety officers, an HR representative, an external occupational safety specialist and, where required, the company doctor. Open dialogue with employees is just as important as the systematic analysis of accident causes, near misses and areas for improvement. The objective is the continuous optimisation of occupational safety and health protection measures.



Occupational Safety Committee

Quarterly meetings address legal requirements as well as employee concerns, leading to the development of measures to improve occupational safety



Knowledge Protects – 100% Training, 100% Responsibility.

Our aim is to strengthen safety awareness and personal responsibility among all employees through comprehensive and regularly updated training. Consistent training coverage provides a shared foundation for safe behaviour in everyday work and makes a decisive contribution to preventing accidents and health risks. Achieving a 100% training quota is not only a measurable standard but also reflects our commitment to living occupational health and safety. This goal was fully achieved in 2024 and remains a binding benchmark for the coming years.



Safety Training

All employees receive annual training on occupational safety topics from the occupational safety specialist



KPI Employee Health and Safety:	Unit	2024	2025 Target
Share of employees with up-to-date safety training	%	100	100



Recognise. Assess. Protect.

A key element of our prevention strategy is the regular performance of risk assessments and workplace inspections. The aim is to systematically identify and evaluate all workplace-related risks and derive concrete protective measures. These are carried out in close cooperation with the external occupational safety specialist and the company doctor. Coordination and monitoring lie within the integrated management system, ensuring uniform, structured implementation.



Risk Assessments

Regular assessments are carried out to systematically identify and evaluate risks in order to safeguard employee health and safety



Workplace Inspections

At least every two years, workplaces are checked by an occupational physician or safety specialist to protect employee health



Safety Thrives on Participation.

All employees should have access to up-to-date and relevant information on occupational health and safety at all times. We ensure this via our central SharePoint platform, which provides statutory notices, safety data sheets, protocols, operating instructions and a directory of all responsible officers. In addition, information screens in production and break rooms display safety-related topics on a regular basis.

We also promote active employee participation via our ideas forum as part of the continuous improvement process (CIP). Employees can submit suggestions at any time to improve safety and health. Our goal is to actively involve staff in the further development of the management system.



Access to Information

Ensuring access to relevant occupational health and safety information at all times via the central SharePoint portal and information screens in work areas



Employee Participation

Promoting active involvement through an ideas forum, allowing suggestions for improving safety and health that are integrated into the further development of the management system



Preserving Health – Reducing Absences.

We aim to minimise sickness-related absences to avoid risks such as productivity losses and increased costs for the company. By means of the targeted preventive and health-promoting measures described in this policy, firmly embedded in our occupational safety management system, we actively promote employee health. The effectiveness of these measures is regularly reviewed and continuously improved to ensure a healthy and safe workplace in the long term.

2025 Target: Reduce annual sick days per employee to Under 10 Days

Working Conditions



Living Appreciation – Unleashing Potential.

At Bürkle, our goal is not only to create attractive jobs but also to foster an environment that encourages social cohesion, cooperation and open dialogue. We want to provide space for genuine interpersonal encounters, as a respectful and positive working atmosphere is the foundation for motivation, willingness to perform and sustainable growth.

Guided by our principle “Only in a healthy company is development possible”, we design work in such a way that employees experience a high degree of personal responsibility and co-determination. We promote independence and build on individual strengths, giving everyone the opportunity to contribute and develop according to their skills, qualifications and commitment.

This not only creates a stable foundation for personal success but also ensures that, together, we contribute significantly to Bürkle GmbH’s future viability and sustainable development.



Fair Remuneration – Making Appreciation Visible.

At Bürkle, our goal is to establish a fair, transparent and future-oriented remuneration system that recognises individual performance and competence – regardless of gender, origin or personal background. Our pay structures are based on clearly defined requirements and qualifications, thereby contributing to employee satisfaction, motivation and long-term retention. A fair salary structure across departments and all hierarchy levels is just as important to us as an economically viable framework.

With a tailor-made, non-tariff remuneration system, we create room for differentiated pay that rewards performance, enables development and respects the diversity of our employees. In this way, we actively contribute to pay equity and social justice within our company.

A binding target is to ensure 100% coverage of employees with secured health care: all employees

receive supplementary health insurance or – if they already have private insurance – an equivalent allowance.



Individual Remuneration System

Development of a company-specific pay system based on a requirements and competence framework for fair and transparent salary structures



Annual Review

Regular, criteria-based review and adjustment of salaries by management and HR



Pay Equality

Equal pay for equal qualifications and positions – irrespective of gender, origin or other personal characteristics



Capital-Forming Benefits & Pension Scheme

Entitlement to capital-forming benefits and a company pension scheme from the end of the probationary period, incl. 20% employer contribution



Supplementary Health Insurance

Company-financed dental and health insurance for all employees, covering chief physician treatment and single-room accommodation for hospital stays



Non-Cash Benefit Card

Monthly credit of €50 on a prepaid card, freely usable by employees



Anniversary Benefits

Gold gift for special company anniversaries (every 5 years)



Bonus Programmes

Additional bonuses for improvement suggestions and employee referrals

2025 and Beyond Target: Ensure 100% of employees have supplementary health insurance or equivalent allowances



Working Time with Value – Respectful, Flexible, Fair.

At Bürkle, we understand working time not only as a framework for performance but also as an expression of appreciation towards our employees. Our goal is to consider individual life circumstances through flexible and fair working time models, to promote health and motivation, and at the same time to create space for rest and personal development.

We rely on trust and personal responsibility – and with well-thought-out working time regulations we create the basis for a healthy working environment that recognises performance, respects private time and strengthens long-term employee retention.



Flexible Working Time Models

Flexitime and part-time options to better reconcile work and private life



Mobile Working

Possibility for mobile working in the administrative area



Regular Single-Shift Operation

Clear structures without shift changes – ensuring predictable and family-friendly working hours



35 Days of Annual Holiday

Above-average holiday entitlement for more rest and recovery



Special Leave

Additional days off in recognition of exceptional performance



Time Credits for Doctor's Appointments and Illness

Flexible handling of working hours for medical necessities



Overtime Avoidance

Principle of avoiding excessive overtime – with compensatory time off or payment in exceptional cases



Above-Average Holiday Entitlement

35 days of annual holiday, plus special leave for particular occasions



Time Credits for Doctor's Appointments or Short-Term Absences

No disadvantages in working hours for family-related necessities



Financial Support in Case of Care Gaps

Up to 10 days (20 days for single parents) of paid leave for childcare or caring for dependent relatives



Return After Parental Leave

Active support during reintegration into work – also for early return if desired



Strengthening Satisfaction – Shaping the Future Together.

Employee satisfaction is a key success factor for Bürkle GmbH. Only those who feel comfortable at the workplace can realise their potential, contribute ideas creatively and actively drive the success of the company. That is why our goal is to create a working environment shaped by trust, appreciation, participation and development opportunities.

With the measures described in this policy, we specifically foster motivation and employee retention. The effectiveness of these measures is regularly reviewed and continuously improved in order to ensure a high level of employee satisfaction in the long term.

Our aspiration is to continuously increase employee satisfaction. We are guided by the feedback of our workforce – with the objective of further raising the evaluation score for "Satisfaction with the Company" in our internal surveys.



Regular Feedback Dialogues and Development Discussions

Regular collection and evaluation of employee satisfaction to derive targeted improvement measures and optimise the working environment

2025 Target: Increase employee satisfaction with the company to $\geq 4.3 / 5$ (employee feedback)



Living Work–Life Balance – Strengthening Families, Enabling Work.

At Bürkle, we regard the reconciliation of family and work as an essential element of a modern, employee-oriented corporate culture. Our goal is to create conditions that enable all employees to take on family responsibilities without having to fear professional disadvantages.

We foster a culture of flexibility, trust and support – whether in childcare, caring for relatives or returning to work after parental leave. Our aim is to respect individual life situations and actively contribute to quality of life and professional development through concrete measures.



Flexible Working Time Models

Flexitime, part-time and home office arrangements allow for individual working time organisation – also in a family context

Career Management and Training



Securing the Future – Preserving Knowledge, Promoting Potential.

Bürkle GmbH addresses the challenges of demographic change and skills shortages with a clear commitment to long-term talent retention. Our goal is to maintain and expand internal know-how and secure economic success through an age-appropriate, future-proof personnel structure.

A central element is the qualitative development of our workforce: targeted recruitment, retention and promotion of employees are supported by appropriate training opportunities and individual development perspectives. In this way, Bürkle makes an active contribution to sustainable HR development and healthy, demography-oriented growth.



Attracting Talent – Planning Strategically, Growing Sustainably.

Bürkle GmbH pursues systematic and strategic workforce planning aligned with short-, medium- and long-term corporate objectives. By regularly collecting and analysing key figures on staff levels and requirements, we identify specific needs and define appropriate measures. Clear job profiling and the targeted selection of suitable recruitment channels are designed to attract qualified professionals and strengthen the employer brand. This ensures sustainable growth of the workforce in line with market demands and demographic developments.

A key goal of the HR strategy is the sustainable recruitment and development of young talent through a continuous training quota of at least 5%. To meet its long-term skills needs, Bürkle GmbH relies on targeted vocational training in various technical and commercial professions.





Key Figure Analysis

Systematic collection and evaluation of personnel data for demand planning



Personnel Planning

Development and implementation of measures based on identified personnel requirements



Job Profiling

Preparation and updating of detailed job descriptions



Recruitment Channels

Use of various media (print, social media) for targeted candidate outreach



Strengthening the Employer Brand with a Regional Focus

Targeted advertising campaigns to increase recognition as an attractive employer



Internal Recruitment & Retraining

Promotion of employees through internal placement and qualification



Offering Vocational Training

Structured training in technical and commercial professions



Work Placements & Holiday Jobs

Early engagement of potential candidates through practical insights



Participation in Training Fairs

Presence at regional events for direct engagement with young talent

KPI Training and Development	Unit	2021	2022	2023	2024	2025 Target
Share of apprentices	%	3,08	4,41	5,41	8,33	> 5



Recognising Potential –
Enabling Development.

Bürkle GmbH is committed to the continuous qualification and development of its employees, with the aim of identifying individual potential, fostering it systemati-



cally and creating long-term career prospects within the company. The goal is to establish a learning-oriented corporate culture that strengthens motivation, prevents staff turnover and ensures long-term employability.

The focus is on systematically expanding professional competencies and providing transparent development paths, shaped through structured development discussions, needs-based training offers and binding dialogue between employees and managers.

The average training time per employee serves as a strategic indicator of the quality and effectiveness of HR development. Training activities are not only tracked but also actively managed – with the aim of promoting individual learning processes, identifying qualification needs at an early stage and maintaining the workforce's skills at a high level in the long term.



Annual Employee Reviews

Structured dialogues to identify development needs



Training Cost Coverage

Full financing of company training programmes by Bürkle



Monitoring "Training Hours per Employee"

Key figure for evaluating and managing learning activities

2026 Target: 10% Increase in average training time per employee compared to 2024

Child Labour, Forced Labour and Human Trafficking



**Preventing Exploitation –
Protecting People.**

Bürkle GmbH is fully committed to respecting internationally recognised human rights and upholding fundamental labour standards. Protection against child labour, forced labour and human trafficking is of the highest priority – both within our own company and across all business relationships throughout the supply



chain.

As a responsible, family-owned company shaped by Christian values, we strictly reject any form of exploitative employment. The physical, psychological and economic integrity of all people is non-negotiable for us.

Our goal is to ensure, through binding standards and the consistent implementation of human rights due diligence obligations, that child labour, forced labour and any form of human trafficking are excluded within our sphere of influence.



Code of Conduct for Employees

Mandatory acceptance upon joining the company, firmly regulated in internal guidelines



Monitoring by HR & Sustainability

Regular review of compliance with employee rights by the relevant internal departments

Discrimination and Harassment



Valuing Diversity –
Creating Opportunities.

Bürkle GmbH is committed to a corporate culture free from discrimination, where diversity is respected and equal opportunities are actively promoted. Shaped by Christian values, we see the diversity of our employees as a central asset and a driver of innovation, growth and cultural development.

For us, diversity is not just a characteristic but an expression of a modern, appreciative working culture – regardless of origin, gender, age, religion, beliefs, sexual orientation or disability. Already during the recruitment process, we commit ourselves to equal treatment. Employment opportunities, professional development and remuneration are based on qualification and suitability – not on personal characteristics.

Our goal is to create an environment in which all employees feel respected, protected and acknowledged in their individuality – in everyday working life as well as

in leadership and communication.

To ensure a workplace free from discrimination, the number of reported incidents of discrimination and harassment is systematically recorded and regularly evaluated. This KPI serves to transparently assess whether our principles of equal treatment and fairness are effectively lived in everyday company practice. The aim is to identify incidents at an early stage, respond appropriately and derive targeted prevention measures. Reporting channels, whistleblowing systems and feedback formats provide the basis for documentation. The results feed into the continuous development of our anti-discrimination strategy.

KPI Discrimination	Unit	2024	2025 Target
Reported incidents of discrimination and harassment	Number	0	0



Code of Conduct on Equal Opportunities
Part of the employment contract, setting out clear rules on equality and non-discrimination





Complaints and Whistleblowing System

Anonymous and open channels for reporting violations



Legal Consequences

Consistent responses (from warnings to dismissal) to ensure zero tolerance



Monitoring "Discrimination Incidents"

Systematic collection, evaluation and use of reported cases to further develop the anti-discrimination strategy



**Freedom of Expression –
Strengthening Cooperation.**

Bürkle GmbH promotes a corporate culture based on mutual respect and open communication. Every employee has the right to express personal convictions freely – within the framework of respectful, objective and constructive interaction.

We understand freedom of expression not only as a fundamental right but also as an opportunity for development: diverse perspectives foster innovation, strengthen teamwork and support collective learning. Our goal is to create an environment where criticism, ideas and feedback are actively encouraged, heard and utilised – at all levels of the organisation.



Confidential Feedback Management

Contact points for concerns or conflicts



Inclusion – Shaping Diversity.

Bürkle GmbH is actively committed to the inclusion and participation of people with disabilities – both internally through direct employment and externally through cooperation with social institutions in the region. For us, integration means making individual strengths visible and removing structural barriers.

Our goal is to create a sustainable corporate culture in which employees with physical, mental or psychological impairments can participate on an equal footing and with self-determination. This also includes designing suitable working conditions as well as long-term cooperation with social workshops.



Cooperation with Social Workshops

Integration through practical collaboration with regional institutions



Monitoring the Inclusion Rate

Setting targets for employees with severe disabilities, monitoring within HR, and evaluating/adapting the KPI to ensure compliance with statutory requirements

2025 Target: Achieve 5% employee disability quota through cooperation with social institutions

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