



# Global HR Guideline

The programs and services offered by HR support all business units and central functions and encourage entrepreneurial thinking among employees. HR thus provides the basis for a company that stands out thanks to its diversity and innovative capacity.

The purpose of this Guideline is to define binding rules for all employees and managers and to promote understanding of HR responsibilities.

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## Distribution list

Management Board  
Manager all  
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### 1. HR Organization

HR is a global Corporate Function. The Head of Human Resource Management is responsible for all HR topics and the HR organization. The organizational structure and additional information on HR topics are published on SharePoint.

You can obtain further information on HR topics from the responsible HR person.

### 2. Diversity & INCLUSION

Inventronics is committed to ensuring that all employees can enjoy a positive working environment, based on constructive working relationships. Inventronics welcomes diversity and will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, sexual orientation or pregnancy and maternity. In their working environment Inventronics believes that every employee has the right to enjoy respect and dignity at work, and in turn is responsible for showing this respect and dignity to other employees (whether directly employed or not), customers or other stakeholders

Diversity enables the potential of ideas and innovation and thus contributes to enhancing Inventronics' competitiveness. Since diverse teams address problems from various perspectives, they are more productive and achieve better solutions. Diversity is not only a business advantage for Inventronics, but also part of our social responsibility, and must therefore become an integral part of our corporate culture. To achieve this, Inventronics shall set targets and provide measures that contribute to enhancing Diversity. The management team shall promote Diversity in accordance with country-specific corporate regulations.

### 3. Talent Acquisition / Employer Branding

To win and retain employees for our company, it is essential for Inventronics to present the company as an attractive and authentic employer to both employees and external talents. To ensure this, HR develops employer branding and recruiting strategies, processes and tools.

In order to address talents suitable for Inventronics, HR uses various online and offline marketing measures (e.g. advertising) and enters into direct contact with interested talents e.g. via social media platforms, career fairs, etc. Recruiting and Sourcing Talents.

#### 3.1 Talent Recruitment

For the staffing of vacant positions, a globally consistent recruiting process is in place for both external hires and in-house transfers. This process is subdivided into six binding activities which must be performed:

1. Successful staff request approval
2. Active search for internal and external candidates
3. Selecting and interviewing of candidates by taking diversity aspects into consideration
4. Decide personal selection
5. Hire candidate
6. Onboard new hire

Internal and external candidates proceed through an interview process.

### 3.2 Talent Sourcing

The sourcing strategy is agreed between HR and the respective hiring manager to find the ideal mix of activities to reach relevant candidates. In addition to conventional media, such as external job portals, our company also uses business platforms (e.g. LinkedIn) for active sourcing of candidates. HR can use suitable headhunters and search agencies in cooperation with Procurement. These headhunters/search agencies may be involved in individual cases, and the corresponding order may only be placed by HR in coordination with the hiring manager.

### 3.3 Onboarding of New Employees

The goal of the Inventronics onboarding program is to provide new hires an exceptional onboarding experience and support new hires to integrate into the organization and their role promptly by:

- Providing them with a warm and structured welcome;
- Offering a thorough orientation on company/business/human resource information, processes and systems, and Inventronics's core values;
- Setting up a well-designed first-week work schedule, work instruction and ongoing on-the-job training;
- Feedback and assessment of the probationary period and the upcoming Performance Management Process (PMP) targets for the total year.

## 4. Performance Management Process (PMP)

Inventronics sets a high value on personal development of its employees and is striving to develop a high-performance culture. The objective of the Performance Management Journey is to foster employee development and potential. Inventronics wants to ensure this by providing a process that motivates employees to set goals, encourages an ongoing dialogue between employee and manager, reflects the Core Values of our company and supports the employees along the journey of growth. The Performance Management Process is a global mandatory process that includes in general all indirect employees (except deviations at some locations).

The Performance Management Process (PMP) in Inventronics, respectively, consists of the following elements:

- The Performance Management Process starts with the setting of Individual Goals for the current year.
- PMP should encourage employees to be in a continuous exchange with their manager. This should give guidance regarding priorities and feedback for individual development.
- Goals, Performance and Potential Evaluation: At the end of the period, managers assess their employees' goal achievement as well as their performance and potential based on accomplishments, contributions and efforts throughout the year.
- As part of the final evaluation, Talent Reviews are conducted for a certain group of employees at the beginning of the next year. During these reviews, the performance and potential of employees will be discussed in a collaborative approach (Manager), to ensure transparency and visibility of talents.
- Feedback is the last step within one performance cycle, where managers give their final feedback and communicate the final rating to their employees. This is a review of the past year, with a special focus on the employees' best skills and improvements needs to further support them in their personal and professional growth.

PMP shall be documented in SharePoint.

Managers are responsible to conduct the relevant steps together with their employees in time and quality standards.

Several other HR processes such as Employee Development & Learning as well as Compensation & Benefits are connected to PMP and use it as a starting point and framework.

## 5. Employee Development

Competence and career development at Inventronics are performed in close coordination between the employee and the manager. The employee is responsible for his/her professional development and is supported by his/her manager within the scope of a regular and systematic sharing of information. HR creates the development tools, processes and available and is responsible for their continuous optimization and adaptation to business requirements.

## 5.1 Learning and Training

It is an essential task of every manager to ensure that his/her employees have the relevant competencies and skills. HR works to provide a general learning portfolio for all employees worldwide. Furthermore, the functional areas (e.g. Production, Purchasing) provide special training opportunities. Online or virtual training should be preferred because participants can take part at any time and from any place, and online sessions also provide major cost advantages. Training opportunities offered by external learning providers can be booked with the approval of the manager and HR and be within the annual training budget.

## 6. Compensation & Benefits

The Total Reward Structure basically consists on market and corporate requirements on a regular review in order to meet Company strategy. All compensation elements are intended to promote the strategy, business success, values and corporate culture of Inventronics. The principle of equal pay for work of equal value is consistently upheld across all countries where Inventronics operates.

### About this document

Source  
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