

### Purpose

To be commercially successful, we require a consistent yet diverse workforce. Using a variety of human resource development methods, we assemble appropriate teams to draw from their internal talent pool over the long term. This enables us, among other things, to reduce recruitment costs.

### Policy

> Professional and methodological training:

In the course of staff development, our employees receive the best possible training in both technical and methodological aspects. This enables them, if necessary, to fill positions that deviate from their previous area of tasks or responsibility.

> Personal development:

In addition to technical training (Brucha Academy, e.g. installation guidelines, uniform installation designs, external product application training), training in personal skills, such as German courses for foreigners, is also offered.

> Securing junior management staff:

By forming a youth group (next generation) from all divisions, the ideas of the young (up to the age of 30) are presented to the management and implemented.

This serves as a strategic human resources development measure to identify and promote future talents and leaders within the company's own ranks.

> Increasing and maintaining motivation:

In order to convey a motivating effect or appreciation, employees are provided with opportunities to develop themselves in the workplace. Mailboxes for submitting ideas, suggestions and complaints have been installed in the company.

### Compliance and enforcement

We are all responsible for complying with this directive and for following supporting company standards, procedures and processes. We consider violation and non-compliance with this directive to be serious issues. Depending on the circumstances, a breach of the directive may result in local disciplinary action.

### Exception handling

Exceptions to this directive require prior written approval from their directive approver. Unless exception conditions exist, exceptions will not be granted.

### Related policies, standards and processes

Human Resources (HR)

Training needs assessment

Training folder