

# MARTELA'S PEOPLE POLICY

Approved by Martela's Group Management Team on December 19<sup>th</sup> 2016

Inspiring  
spaces

**Martela**

**Martela's success and profitability are based on competent, inspired and motivated personnel. Martela's target is to be inspiring workplace, which offers all its' employees good working environment and equal and fair treatment. With responsible People Policy we ensure that the aforementioned people related success factors will take place both on short and long run. Martela aims to provide an open working environment, which supports employees' development and growth and where success is built on continuous collaborative success and genuine wellbeing. Martela promotes work health, safety and wellbeing on the principles of continuous improvement. Our leadership is based on corporate values and good corporate practices. With our People Policy principles we clarify and align leadership and maintain and develop good corporate and employer image. Our leadership practices are responsible, they value our employee and is target oriented.**

## **MAIN PRICIPLES OF THE PEOPLE POLICY**

### **Equal working community**

We maintain work community, which provides equal opportunities for all its employees. We ensure fair treatment for all our employees regardless of age, sex, religion, opinion, nationality, social and ethnical background, sexual orientation or based on other similar issues.

### **Wellbeing and safety**

We are committed to support our employees' development by paying special attention to wellbeing and work safety. We monitor the continuous improvement of the safety with various indicators. We openly communicate improvement actions and their status, as well as encourage employees to raise observations and shortcomings without delay. Our goal is an accident-free and fluent working. Every employee has a role in reaching Martela's business targets and every Martela employee has a role in developing our work community. We aim to offer our employees a good work place and working environment. We believe that together we'll create an encouraging, developing and open working environment.

### **Learning and development**

We support our employees' personal growth and learning. We aim to offer all Martela employees opportunities for learning and development of business related personal skills and competencies through training, as well as through career and job rotation. We support good line management practices. We ensure that all line managers are aware of the expectations set for line manager work. We carry out annual performance appraisals to understand our employees' competence development needs and career aspirations. We communicate clearly about career opportunities within Martela.

### **Open dialogue, rewarding and recognition**

We are a fair and reliable employer, who treats with respect its employees and rewards with justice. The grounds for compensation are clear and rewarding. Our employees will receive openly and equally information about the company practices, valid guidelines and their implementation. We encourage our employees to participate in open, proactive and responsible dialogue within our organization. Our employees have full right to organize and right for collective negotiation. Compliance with local law, legislation and agreements is natural way of working for us.

#### **Martela Group**

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