

Revision	1.0
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Approved by	Saimaa Group Management Team

This policy is reviewed annually by the Saimaa Group Management Team and updated when necessary.

Personnel policy

Our personnel policy is based on trust and responsible practices.

The personnel policy of Saimaa Group companies is based on trust, our ethical principles, and taking responsibility and a responsible approach. We act responsibly and develop our corporate culture and personnel management in a goal-oriented manner. We comply with laws, applicable collective agreements and occupational health and safety regulations. The principles of our personnel policy are guided by the common values of the Saimaa Group:

On time and Correctly – Safely and Responsibly – Together

Our personnel policy describes the key operating principles of personnel management in different areas. The management of the companies in the Saimaa Group is responsible for compliance with the personnel policy and personnel principles, as well as human resources, in their own area of responsibility. The immediate superior is the employer's representative in human resources matters. Developing a good work community and maintaining a good working atmosphere is the responsibility of everyone working in the Saimaa Group. The personnel policy applies to all permanent and temporary employees, as well as temporary workers, working in the Saimaa Group.

Our operating principles



Values are the foundation of everything we do.

On time and correctly – Safely and responsibly – Together create the foundation for everything we do. Our human resources policy is based on our values, and the values are reflected in our everyday lives; in structures and management, in the work of supervisors, in the activities of personnel and in cooperation with customers and partners. The values are also the guiding principle of our management and supervisors.



Equality and non-discrimination

The cornerstones of our human resources policy are everyone's right to non-discrimination, freedom of association and the right to privacy. We treat all employees equally. We do not allow any kind of discrimination or favoritism based on gender, age, ethnic or national origin, citizenship, language, religion or belief, opinion, disability, health status, sexual orientation, or any other personal reason. We actively work against all kinds of employee discrimination and harassment.



Management and supervisor work implement the principles of responsible human resources management

Our corporate culture is open and interactive, which creates a foundation for trust and a good working atmosphere. A good working atmosphere, open interaction and trust are the basis for management and superior work.

In recruitment, we are committed to equality and non-discrimination. For Saimaa Group, all job applicants are valuable, even when the applicant is not selected. Recruitment decisions are based on business needs. The most suitable and capable person is selected for each position. Saimaa Group companies prepare an annual personnel development plan. Personnel planning helps to ensure the implementation of the strategy, the development of competence, and the necessary and correct recruitment of personnel.

The goal of our personnel management is to improve the employee experience. We conduct an annual work community survey for our personnel, conducted by an independent operator, based on which we find out what kind of personnel experience our employees have. We also monitor, for example, how the personnel perceive the significance of their own work and how our employees assess their well-being and coping at work. Based on employee experiences, we define the necessary development and action plans.

Supervisors listen to the personnel and monitor the performance of their own team and actively seek to identify potential challenges in accordance with the Group's equality principles. Supervisors intervene in high or increased sick leave or other changes and concerns at a low threshold - early intervention model. Personnel are familiar with the company's strategy and strategic priorities as well as their unit and their own personal goals and are committed to implementing them with their own work input.



The way we communicate and interact is important

Communication and interaction are important to us at Saimaa Group. Our communication is active and open. We share information, know our communication channels, raise issues and are actively present, respecting each other, listening, participating and involving. We evaluate the functionality of our common meeting practices and strive to increase interaction in them.



Continuous learning and development

It is important for everyone in Saimaa Group to experience the significance of their work and the fact that work can achieve useful things. Saimaa Group's strategy and key strategic capabilities guide our training and competence development goals. Saimaa Group companies support personnel training and encourage personnel to develop their own professional skills. Every employee in Saimaa Group is responsible for developing their own competence and the competence of the work community. Succession planning and alternate arrangements ensure the preservation of key competence. We utilize the competence of personnel with appropriate task sets and work arrangements. Areas of responsibility serve the whole, and every employee in Saimaa Group knows the content and objectives of their work.



Our remuneration and rewards are encouraging and fair

Group companies comply with applicable legislation and collective agreements regarding remuneration and compensation. Remuneration and compensation are influenced by the demands of the job and personal success at work. The aim is to encourage good performance and motivate our personnel to work long-term to achieve the set goals.



We invest in occupational well-being, health and safety

By investing in well-being at work and coping at work, we aim for a work-life balance, smooth work flow, recognition of the meaning of work and maintenance of work ability. With proactive well-being at work measures, we support work ability and prevent work-related illnesses and injuries.

Taking care of occupational safety is the responsibility of everyone working in Saimaa Group. Together, we create a healthy and safe working environment for everyone. We invest in proactive occupational health care with the aim of supporting work ability and preventing work-related illnesses and injuries. We promote the physical, mental and social well-being of our personnel. We support the combination of different life situations and work to the extent possible. We regularly conduct workplace surveys in cooperation with an occupational health service provider.