



Performance and Career Development Policy

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Introduction

IPL Packaging believes in the development of our workforce both to enhance employee engagement and commitment to IPL Packaging as an employer and ensure the continued excellence of our organisation. The development of our staff is an essential business investment that enables us to maintain and extend our employees knowledge and skills as our business environment evolves. One of our main visions of 2025 is to have 80% of our employees be satisfied with the internal development opportunities provided by IPL packaging

This policy seeks to balance the needs of staff for professional development. and the needs of the organisation for properly qualified staff. The purpose of this policy is to encourage and support employees in the professional and career development as part of their employment with the organisation.

The contents of this policy are intended for all employees, part time workers, interns, contractors of IPL packaging its affiliates, production sites.

Policy objectives

- Comply with the relevant local laws and regulations concerning career management.
- Have 80% of its employees to be satisfied with the internal development opportunities provided by IPL packaging by 2025.
- Have created at least 50 additional high-quality full-time jobs in developing countries by 2025.
- Have 100% of its employees to receive regular performance and career development by 2025
- Have 100% of its employees to receive career and/or skills development related trainings
- Encourage its employees to follow relevant courses and trainings
- Attract and retain effective talent in the organisation
- Utilise human resource optimally
- Utilise efficient tools to optimally manage career and skills development'
- Improve morale and motivation level of employees.
- Undertake regular training programs to educate employees thus allowing each employee to recognise their responsibility for ensuring quality.
- Reduce employee turnover
- Provide equal career progression opportunities to all employees without any form of discrimination
- Has conducted internal research to identify exact personal development needs
- Has launched an internal development programme based on the outcomes of the research

- Has implemented an online training tool for all employees and offer general job-related training sessions and custom-made training related sessions
- Further roll outs its talent programme tools to encourage personal development.
- Measures results by conducting surveys
- Audits its current jobs in developing countries using ILO and OCED frameworks and makes adjustments in order to increase job quality when required.
- Expands all operations by investing profit back into the company
- Provides every new employee with an extensive job profile which is to be signed by the employee and the direct manager
- Keeps track of trainings followed by its employees
- Evaluates training by requesting feedback
- Creates development goals for effective career management and progression
- Has a promote first policy before seeking to fulfil senior positions through external recruitment
- Has a leadership programme to prepare talent for future positions
- Conducts annual staff appraisals to provide feedback on work and highlight improvement areas and provides opportunity for employees to provide feedback
- Provides continuous support in order to avoid the need for employee layoffs
- Promotes career management and development on its social media by highlighting employee success stories.

Aims to comply with:

- The universal declaration of human rights
- The United Nations convention of the elimination of all forms of discrimination against women
- The United Nations convention on the elimination of all forms of forms of racial discrimination
- The United Nations women's empowerment principles (WEPS)
- ILO Conventions 100 (Equal remuneration)
- ILO Conventions 111 (Discrimination – Employment and Occupational)
- The International Covenant on social, economic and cultural rights.
- The international covenant on civil and political rights
- Aims to comply with all other relevant local laws and regulations
- Does not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, national, territorial or social origin, birth, religion disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.
- Does not allow any behaviour that is threatening, abusive, exploitative or sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.
- Does not subject personnel to pregnancy or virginity tests under any circumstances
- Supports discrimination monitoring and preventative initiatives
- Ensures employees are educated with regards to the contents of this policy and the topics in general
- Aims to have an 80% rate of employees who have received trainings on preventing discrimination harassment and human rights violations
- By 2030 to have 20% of women in management positions.

Policy Measures

- With the following measures IPL Packaging strives to achieve its objectives with the following measures:
- Maintain high standards with regards to zero tolerance towards discrimination and harassment within the organisation.
- Discrimination and harassment prevention by performing self-audits on discrimination
- Protects its employees by having extensive whistleblowing procedure and grievance procedure. Employees can report the misconduct related to discrimination and harassment with the use of the guidelines presented within the document.
- Transparency and continuous improvement regarding discrimination and harassment by compiling an annual communications on progress report for IPL packaging in alignment with the UN Global compact principle 6 : elimination of discrimination
- Organisation wide involvement in issues such as discrimination and harassment by assigning a social audit which conducts risk assessment internal audits and evaluations while reporting back to workers.
- Raise employee awareness on discrimination and harassment by conducting an awareness training. It introduces the most common types of discrimination and discusses harassment and sexual abuse
- Transparent reporting at sites on remuneration, disability, ethnic background and gender. By reporting on such elements IPL Packaging is able to set objectives that promote discussion.
- Strive to provide an inclusive environment for people with disabilities by providing them with special equipment upon request
- Gender equality and equal pay monitoring with the use of Risk Assessment Template and Self Audit checklist
- Senior employee integration within the company's operations by providing workers with additional perks such as extra holiday days based on the employee's age
- Provide in confidence, advice and assistance to employees subjected to harassment and/or bullying and assist in the resolution of any problems
- Prevent discrimination in recruitment by having a fair and transparent recruitment procedure.
- Job descriptions are free of discriminatory biases and the requirements for the job are job specific. IPL Packaging refrains from referencing characteristics like age, race or gender.