



Planon CSR Policy

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1 Definitions

“Annual Report” means the most current comprehensive report by the Executive Board on the activities of the Planon Group throughout the preceding year.

“Executive Board” means the management team of the Planon Group as defined in the Annual Report.

“Planon Group” means the group of companies consisting of Planon Beheer B.V. and its subsidiaries. Reference in this CSR Policy to ‘we’, ‘our’, ‘Planon’, refers to the Planon Group unless the context indicates otherwise.

“Planon Legal Entity” means a legal entity which is part of the Planon Group.

“Planon Employee” means an employee of a Planon Legal Entity.

2 Introduction

2.1 Purpose and use of this CSR Policy

The Planon Group wants to build its future on sustainable profit, based on sound business ethics and respect for its stakeholders, and wants to be a good corporate citizen. We believe that by acting in accordance with this base line corporate social responsibility policy (“**CSR Policy**”) and with professionalism and integrity the Planon Group, will be a good corporate citizen and able to retain all its stakeholders’ trust and preserve its good reputation.

As with all Planon policies, this CSR Policy will be:

- reviewed periodically, in light of any changes in legislation, the Planon Group organization and other factors;
- implemented through guidelines to help every Planon Employee to understand and implement the relevant aspects of this CSR Policy in their day-to-day activities through regular communication and training;
- communicated to all Planon Employees and they will be encouraged to work in an environmentally responsible manner. In order to educate and to raise awareness of environmental issues Planon Employees will be given appropriate training.

Per core principle we refer to the global applicable guidelines and documents for further information. At the end of this CSR Policy a list of local applicable guidelines and document is available. Please note that this list is not comprehensive. We recommend that for further and the most up-to-date documents and guidelines you visit the intranet page of the applicable department and reach out to the applicable advisor related to the subject matter.

2.2 Scope of this CSR Policy

This base line CSR Policy describes a set of core values of the Planon Legal Entities as set forth by the Executive Board in the areas of environment, human rights, labour standards, diversity, purchase, and prevention of bribery and corruption.

This CSR Policy is applicable to all Planon Legal Entities throughout all departments and applies to all Planon Employees.

On behalf of the Executive Board,

P.A.J. Guelen
CEO

3 Core principles

The Planon business principles prescribe the corporate values of the Planon Group and the responsibilities we have towards society and the environment worldwide: we act with integrity, we are open and clear, we respect each other and we are socially and environmentally responsible. In all our activities, we pursue to adhere to local laws, regulations, customs and cultures and we carefully weigh the interests of our various stakeholders: employees, customers, business relations and suppliers, society at large and shareholders.

Planon aims to inspire and empower. This ambition is expressed in our mission statement:

“We believe that we can INSPIRE and EMPOWER organizations to: adapt to the changing world of workplaces, become more sustainable, step up efficiency by delivering INNOVATIVE solutions making users EXCITED and ourselves PROUD to sell and implement these.”

Our mission statement reflects the corporate values and core principles described below. The Planon Group reports on an annual basis in its Annual Report the way in which our core principles are implemented by the Planon Group.

3.1 Environment and Sustainability

We:

- Encourage resource reduction;
- Endorse sustainable processing of waste;
- Stimulate improvement of ‘green growth’ development;
- Aim to deliver products and services with the least environmental burden as possible;
- Pursue transportation of goods and employees with the least environmental burden as possible and to reach the lowest air emission burden as possible;

If you are a Planon employee, you can find more guidance on this topic by consulting the Corporate Policies Page of the internal portal.

3.2 HR and Workplace environment

We:

- Respect (international) treaties regarding child labour, contribute to the effective abolition of child labour, take adequate steps to ensure that forced or compulsory labour does not exist in Planon’s and its suppliers’ activities;
- Promote anti-harassment, non-discrimination and act respectful to all Planon
- Employees, applicants and external hires;
- Agree to free participation in labour unions, free participation and access for all regarding staff representation and workers councils;

- Provide working conditions and employee benefits according and following international laws and/or local law, in each case those regulations which provided the best standards;
- Aim to be in compliance with all mandatory employee regulations. We invest in a healthy and safe working environment where we stimulate the well-being of our employees.
- With respect to diversity, we are committed that our business activities such as hiring, training, compensation, promotions, transfers, terminations and
- Planon-sponsored social and recreational activities are conducted without discrimination based on race, color, genetics, religion, gender, sexual
- orientation, national origin, disability or age.

If you are a Planon employee, you can find more guidance on this topic by consulting the Corporate Policies Page of the internal portal.

3.3 Management

We:

- Believe that from 'executive' to 'hands on' management decisions, sustainability is a solid base of the company's managements decisions and actions;
- Expect from all Planon Employees dedication and motivation to be in compliance with sustainability and to develop initiatives regarding this topic.

3.4 Competition & Anti-bribery, Fair and International Business Practices

We:

- Pursue to adhere to local and international laws, regulations, customs and cultures and we carefully weigh the interests of our various stakeholders;
- Expect from all Planon Employees integrity and open rules of engagement regarding internal and external business relations and to comply with applicable laws and regulatory requirements;
- Expect from all Planon Employees strict separation of private and business interests;
- Respects competition regulations, will not participate in corruption, price agreements and other competition-disturbing activities and shall compete fairly in the market place;
- Incorporate these core principles in competition & anti-bribery guidelines to our policies and ensure that violation of such guidelines shall have consequences to those persons involved in the violation(s);
- Are open for reasonable audits and other inquiries to check the company's compliance;
- Avoid conflicts of interests.

If you are a Planon employee, you can find more guidance on this topic by consulting the Corporate Policies Page of the internal portal.

3.5 Company Assets and Intellectual Property; Data Safeguarding

We:

- Make all Planon Employees responsible for protecting the company's assets including company information and ensuring that they are used for internal business purposes only and in accordance with company policies;
- Strive to handle customer information responsibly and take reasonable and appropriate measures to protect customer information from misuse
- Consider the company's various types of intellectual property as highly valuable assets. It is therefore policy of the Planon Group to secure and protect its intellectual property rights and to take appropriate action against unauthorized use. Just as we expect others to respect intellectual property rights of the Planon Group, we are committed to respecting the intellectual property rights of others.

If you are a Planon employee, you can find more guidance on this topic by consulting the Corporate Policies Page of the internal portal.

3.6 Purchase

We:

- Implement and maintain a Purchase Policy respecting this CSR Policy;
- Aim to contract with suppliers that have agreed to the Purchase Policy;
- Stimulate and are involved with suppliers who implement (elements) of the Purchase Policy in their business;
- Prefer to purchase non-environmentally burdensome products and goods.

If you are a Planon employee, you can find more guidance on this topic by consulting the Corporate Policies Page of the internal portal.