

MASTERPRESS S.A. HUMAN RESOURCES POLICY



Introduction

Since its inception, Masterpress S.A. has been guided by the belief that developing products and processes is impossible without developing people. This is why the company is committed to the growth of both the organization and the individuals who help build it.

Masterpress S.A. bases its operations on core Values such as Respect, Integrity, and Responsibility. These are aligned with the Company's mission, support its culture, and serve as a declaration of how we treat one another, our customers, and our partners.

Respect

We recognize that the thoughts and feelings of others are just as important as our own.

Honesty

We are honest, ethical, and trustworthy

Responsibility

We take full ownership of our decisions, actions, and results.

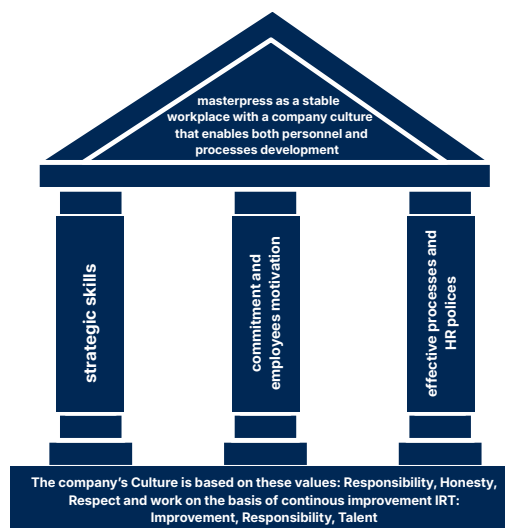
Masterpress S.A. is strongly rooted in these Values. The Company expects the behavior of all employees to reflect them, and those responsible for leading teams are committed to promoting these Values in their daily activities.

The purpose of this Policy is to effectively support the Company in implementing its strategy and to ensure the proper treatment of employees by setting standards and principles that are continuously improved.

Masterpress S.A. believes that remaining open to change while staying true to its Values will allow the Company to remain a friendly, open, and diverse workplace — a place that fosters employee growth and attracts the best talent, making it possible to achieve our strategic goals.

All activities in the employee sector stem from this Policy and the HR Strategy that supports the overall Corporate Strategy.

Masterpress' strategy:	10 - 15 - 20
HR supportive strategy:	Excellence attracts excellence.



MASTERPRESS S.A.

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REGISTERED UNDER KRS NUMBER 0000297195 SHARE CAPITAL PLN 620,000.00, FULLY PAID

Occupational Safety

Employee safety, as a fundamental human right, is a priority for Masterpress. Commitments regarding the Company's safety culture are described in a separate Occupational Health and Safety (OHS) Policy.

Recruitment

In its recruitment processes, Masterpress S.A. follows the principle that every candidate is important. The Company strives to use recruitment best practices and continuously improves in this area by drawing conclusions from Candidate Experience surveys. The Company does not accept recruitment fees from candidates.

Within its recruitment activities, it complies with relevant regulations regarding the storage and processing of candidate data.

A fundamental principle at Masterpress S.A. is that people from all backgrounds are treated equally, regardless of gender identity, age, sexual orientation, nationality, origin, or political views. We strictly adhere to health and safety standards, ensuring that positions classified by national regulations as prohibited for women are held only by men.

Integrity is also essential; the Company prioritizes the quality of the process over the time spent closing a vacancy.

Selection criteria are tailored to the specific position and are listed in the "Candidate Requirements" section of job advertisements. These include professional competencies (experience, education, knowledge of tools/systems) as well as soft skills. Candidates are also evaluated for organizational fit, including development potential and openness to change. Selection depends on the degree to which recruitment criteria are met.

Onboarding

When beginning cooperation with new employees, Masterpress S.A. aims to help them acclimatize as quickly as possible. We focus on sharing knowledge and skills in a friendly manner to facilitate integration. All employees, supervisors, internal trainers, and colleagues are expected to be fully committed to onboarding new team members and to share their knowledge and experience openly.

Key elements of onboarding include a well-planned schedule, designated mentors for specific processes or systems, and timely feedback provided to the new employee.

Remuneration strategy

In its remuneration strategy—applying to both direct employees and temporary agency workers—Masterpress S.A. follows these principles:

- 100% of positions have a job description (OSP), which serves as a tool for job evaluation.
- 100% of positions are evaluated according to non-discriminatory, objective, and gender-neutral criteria.
- Ensuring equal pay for work of equal value (relative to the grading category resulting from job evaluation).
- Maintaining median salaries relative to the market.
- Zero pay gap within grading categories.
- No employees earn less than the national minimum wage (regarding the base rate in the contract).
- Monitoring living wage levels.
- Objective criteria for salary levels and progression based on competencies, experience, and performance.

Work Culture and Continuous Improvement

From the start, the Company has emphasized developing and integrating the corporate community and providing mutual support. We strive to create a diverse workplace where everyone can fulfill their professional ambitions. Every day, our employees influence the improvement of workstations and processes by submitting "Kaizen" ideas through our "Idea Factory." Masterpress S.A. believes in the power of integration; therefore, team-building events for both employees and their families are key element of our culture.

Work-Life Balance and Well-being

Understanding the need for balance between professional and private life, the Company commits to operating in accordance with legal regulations regarding work systems and hours. We honestly record and settle working time, respecting the right to rest and leave. For roles where the nature of the work allows it, remote work is an option. The company also offers a range of non-wage benefits.

Performance and Development Review

The annual performance and development review is a vital process during which leaders and employees have structured discussions regarding efficiency, the realization of company Values, and individual growth.

Competence Development

Masterpress S.A. is not just a workplace, but a space for personal and professional growth. The Company understands that the success and satisfaction of each employee translate into the success of the firm. We invest in training, provide professional support, and foster an atmosphere of creativity.

Annual training plans are based on organizational needs and competence gaps. We provide training for required legal certifications, and our training policy is governed by the Professional Competence Procedure. OHS training also plays a significant role under our Safety Policy.

Communication and Dialogue

We believe open communication creates a better team. We constantly develop internal communication at both the team and corporate levels. Engagement surveys allow teams to provide feedback on what needs improvement.

All teams are involved in planning improvement actions.

To ensure two-way communication with management, quarterly "Town Hall" meetings are held on every shift, where the Management Board is present to ensure direct contact with employees.

In line with our Human Rights policy, we respect the right to freedom of association and consult on significant employee matters with elected employee representatives.

Human Rights

Masterpress S.A. is committed to respecting internationally recognized Human Rights.

The Company's position and commitments in this area are detailed in a separate Human Rights Policy.

Diversity, Equity, and Inclusion (DEI)

The Company approaches diversity through the lens of its Values. We recognize that our employees vary in age, views, nationality, position, gender, sexual orientation, and interests. Each brings unique talents that help achieve our strategic goals. Guided by Respect, we follow these daily principles:

- Treating others as we would like to be treated.
- Courtesy and politeness.
- Knowledge sharing.
- Creating conditions where others are heard.
- Assuming good intentions.
- Appreciating the work of others.

Guided by Integrity, we guarantee equal opportunities by ensuring equal opportunities in development, promotions, and employment conditions based solely on objective criteria. We do not accept any form of discrimination. Integrity means equal treatment regardless of position, gender, age, etc. We expect everyone to:

- Follow the rules.
- Respect the property of others.
- Admit to mistakes.
- Keep their word.

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Guided by Responsibility, we foster inclusion for all employees in corporate life, including the needs of people with disabilities. We expect a consistent approach to daily duties. Regardless of position, we expect everyone to:

- Perform duties to the best of their ability.
- React to irregularities or hazards, even those outside their immediate area.
- Promote solutions and offer mutual aid.
- Care for the safety of themselves and others.
- Have the courage to admit mistakes and bear the consequences of their actions.
- Remain open to finding solutions.

Anti-Discrimination and Anti-Mobbing

Masterpress S.A. does not tolerate any behavior that violates human dignity, particularly mobbing, discrimination, and all forms of harassment or intimidation. We do not consent to any form of physical or psychological violence. If necessary, the internal Anti-Mobbing Commission will be engaged to objectively investigate reported cases. Disciplinary action will be taken against those who commit acts of discrimination or mobbing.

Final Provisions

All Personnel Policy activities are conducted in accordance with national law.

Furthermore, personnel matters are defined by internal procedures, regulations, and supporting codes. All employees are familiarized with this Policy, and everyone has the right to report violations of its standards.

Misconduct can be reported to a direct supervisor, an HR representative, or via the "Whistleblowing Procedure" at Masterpress S.A. Reports should be made promptly after the incident to ensure a thorough investigation.

A supervisor receiving a report must inform HR within 5 business days. HR will begin the investigation as soon as possible, no later than 5 business days after receiving the information. All reports will be handled with due diligence and guaranteed confidentiality. Retaliation against whistleblowers is not tolerated.

Expectations regarding labor and human rights within our value chain are also included in the Supplier Code of Ethics.

This Personnel Policy is communicated to all Masterpress S.A. employees.