

**POLICY
ON NON-DISCRIMINATION
AND PROMOTING DIVERSITY,
EQUAL OPPORTUNITIES
AND INCLUSION**



**ПОЛИТИКА
ON NON-DISCRIMINATION
AND PROMOTING DIVERSITY,
EQUAL OPPORTUNITIES AND INCLUSION**



**ALKALOID
SKOPJE**

Health above all

Pursuant to Article 119 of the Statute of ALKALOID AD Skopje, upon the proposal of the Supervisory Board of ALKALOID AD Skopje, and in accordance with Articles 203 and 204 of the Statute, the Management Board of ALKALOID AD Skopje, at the session held on 26 April 2024, adopted the following

POLICY ON NON-DISCRIMINATION AND PROMOTING DIVERSITY, EQUAL OPPORTUNITIES AND INCLUSION¹

Introduction

At ALKALOID, we are dedicated to ensuring equal treatment for all our employees, fostering an environment of respect and dignity.

As a company, we strongly believe in the importance of providing equal opportunities to all employees, as it forms the foundation for a thriving, productive, and sustainable work environment. We advocate a policy of non-discrimination on all grounds and, in alignment with our core values, we promote diversity with appreciation and empathy, regardless of origin, nationality/ethnicity, religious affiliation and belief, age, language, race, religion, sex and gender identity, health status, marital and social status, political conviction, sexual orientation, values and interests.

We implement a policy of equal opportunities and treatment for all employees, cultivating an atmosphere where each employee has the opportunity to showcase their values, thereby contributing to the overall success of the company.

Responsibility

Our senior management team bears full responsibility for establishing the conditions necessary for the implementation of this Policy and holds specific accountability for ensuring its equitable application.

All employees are required to adhere to this Policy and ensure that their conduct aligns with its principles.

Our approach

- ▶ We implement this Policy in order to provide equal opportunities and prevent discrimination across all facets of our interactions with current and prospective employees. This includes recruitment and selection processes, talent management, employee development, salaries and bonuses, benefits, disciplinary measures, and termination of employment.
- ▶ As a global entity, ALKALOID operates in multiple countries and is committed to respecting the diversity of each individual. We perceive people's differences as an opportunity to learn something new and approach things differently.
- ▶ In our daily communication, as well as when selecting collaborators, partners, clients and potential employees, we advocate for a policy of non-discrimination on all grounds, in line with our core values.
- ▶ All company employees, regardless of the method of employment, are treated equally and enjoy all fundamental rights, in accordance with legal regulations.

Recruitment and selection

- ▶ Throughout the recruitment and selection process, we adhere to the principles of equal opportunities and non-discrimination on any grounds, based on objective criteria previously established for the job position.
- ▶ We ensure a transparent application process for all interested candidates.
- ▶ During recruitment and selection, we refrain from posing questions to job candidates that could imply discrimination on any grounds.
- ▶ All new employees are required to submit the same set of documents prior to the employment process, in compliance with the applicable legal regulations. These documents may be further processed as per the company's needs.

Employee development

- ▶ We assess training needs and ensure all employees have equitable access to training opportunities, aiming for personal growth and advancement within the organization.
- ▶ The company provides equal opportunities for promotion and career development to all employees, solely based on merit, without discrimination on any grounds.

Equal compensation

We provide equal pay for the same work to all employees without discrimination on any grounds.

Benefits

All employees receive equal opportunities to access benefits provided by the company, in accordance with the eligibility criteria outlined for each benefit.

Termination of employment and retirement

All policies regarding termination of employment and retirement are implemented in accordance with the applicable legal regulations and internal policies, without discrimination on any grounds.

Work disability

We encourage all employees with health disabilities that affect their ability to perform certain work activities to report their condition to their immediate supervisor. As a company, we will work closely with our occupational medicine specialists to thoroughly assess the situation and implement adjustments to help minimize or fully address the condition.

Reporting mechanisms

ALKALOID encourages its employees and all concerned individuals to report any questions about the application of this Policy or any known violations to:

1. Their line manager;
2. The second line management;
3. The AlkaSpeakUp platform, available on ALKALOID's website (www.alkaloid.com.mk), which allows anonymous reporting;
4. The Corporate Compliance Officer (complianceofficer@alkaloid.com.mk or phone number +38972918245).

The procedure for addressing violations of the principles of non-discrimination and promoting diversity, equal opportunities and inclusion is conducted according to pre-established rules and upon an investigation by the competent bodies at the company. Any confirmed violations of the principles of non-discrimination and promoting diversity, equal opportunities and inclusion shall be sanctioned by ALKALOID in accordance with the Code of Ethics and Business Conduct and the relevant company internal acts.

ALKALOID strongly advocates and upholds the principle of non-retribution and non-retaliation, as provided by the Code of Ethics and Business Conduct and other internal acts. Namely, anyone who reports a policy violation will not face any negative consequences regarding their employment status or other guaranteed rights and privileges as long as they reported the violation in good faith.

Policy application

This Policy applies to all capitally related companies of ALKALOID, both domestically and internationally.

¹ This version of the Policy on non-discrimination and promoting diversity, equal opportunities and inclusion of ALKALOID AD Skopje is formatted and designed to inform the public about it. The official version of the Policy is kept at the Company headquarters.

ALKALOID AD Skopje

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