

HUMAN RESOURCES POLICY



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1. Introduction

PORR's HR policy is aligned with our corporate strategy and makes a key contribution to achieving our corporate goals. It is guided by our PORR principles (reliability, shoulder to shoulder, appreciation, passion and pioneering spirit) and our Code of Conduct for employees and business partners. PORR is committed to the principles of the UN Global Compact and the Sustainable Development Goals (SDGs). In addition, within its business activities it adheres to the principles and rights set out in the "International Labor Organization (ILO) Declaration on Fundamental Principles and Rights at Work and its Follow-up" and aligns due diligence processes with the requirements of the "Guiding Principles on Business and Human Rights" of the United Nations.

This HR policy is valid for all employees in the PORR markets. It applies to all companies that are part of PORR AG, their branches, construction sites, as well as to environments that employees visit in the course of their work (e.g., fairs).

2. Our governance

The central management of Recruiting, Employer Branding, People Development, PORR Campus, HR Business Partner, Compensation & Controlling, Diversity & Inclusion, HR Services, Labor Law, Mobility Management, Payroll, Apprentice Management and HR Systems is carried out by the Group Human Resources department in close coordination with the Executive Board. The Head of Group Human Resources reports to the Chief Executive Officer of PORR and is in regular contact with him.

The Group Human Resources department is responsible for and manages the above-mentioned topics for the entire Group. The local Human Resources teams are responsible for local implementation in the countries, taking into account their legal and contractual frameworks. The local Human Resources teams deal with country-specific issues on a decentralized basis and coordinate with the local management teams to which they report. Regular meetings are held with the Group Human Resources department to ensure alignment. The key HR figures are recorded on the basis of a group-wide standard.

Human Resources plays a key role in implementing the ESG strategy within PORR. The initiatives it undertakes actively contribute to achieving the company's strategic goals in the "Social" pillar of ESG. Further information on the sustainability goals that are actively managed and championed by Human Resources can be found in PORR's Annual and Sustainability Report or in the Social Policy.

To ensure a trusting, transparent cooperation throughout the Group, the interests of employees in Austria and Germany are represented by work councils. In some countries, local labour law requires specific actions or committees, which are taken in the concerned country. At European level, our social partner is the European Work Council. Our employees are free to join organizations of their choice that represent them, in accordance with local laws. These employees are not disadvantaged or favoured in any way. We respect the right of all our employees to freedom of association. Communication with our employees is maintained on an ongoing basis, information relevant to the company is shared regularly and PORR always supports them as a partner.

Organizational changes are published on the internal employee platform PORRtal as required, but at least four weeks before they take effect. These notices are written and published by the Executive Board of PORR. Employees, who have

an active user account, must read these notices in the PORRtal. Furthermore, an appreciative, open approach with our stakeholders guides our actions.

3. Labow law

As a supporter of the UN Global Compact, PORR fully recognizes international human rights and expects the same from its business partners. It also ensures that fair labour practices are guaranteed. Respect for human rights is a cornerstone for all of PORR's activities and is ensured through adherence to a set of principles, comprehensive procurement management and an ongoing due diligence process. We consider a safe and healthy working environment to be a basic prerequisite for all activities of our employees. Forced labour and child labour are prohibited throughout the group. Furthermore, the promotion of equal opportunities and equal treatment regardless of personal characteristics is a requirement. Further information on the guidelines, reporting channels, and processes within PORR can be found in the Anti-Harassment and Anti-Discrimination Policy.

PORR primarily employs permanent staff. In some cases of short-term work peaks, it collaborates with selected, local personnel leasing companies depending on local needs and labour laws. These companies commit to comply with our Code of Conduct, registration via our ISHAP personnel documentation system, as well as other socio-legal standards.

The types of contracts within PORR mainly include permanent employment contracts and training contracts. In some cases, there are also project-related employment contracts. Within PORR, collective and wage agreements serve almost exclusively as the basis for employment contracts. Only a marginal proportion of employees have standardized service contracts as a substitute, should no local collective or wage agreement exist. Exact figures are given in the Annual and Sustainability Report. The local, legal notice period applies to all employees and is adhered to accordingly. Depending on the local laws, we as a company guarantee a pension plan.

In case of illness, the local legal framework is applied. We support our employees with additional care offers, such as our own PORR care leave. In many markets, PORR offers immediate financial assistance as part of the company specific "PORR Care+" insurance in the event of serious illness or death. PORR supports its employees and jointly seeks a solution in cases of accidents or serious illness.

PORR complies with all local applicable laws and agreements on working hours and vacation claims. It respects the right to rest and leisure and the right to family life. Parental leave options, in accordance with the local legal framework, are available to all employees. PORR is firmly in favour of paternity leave and actively supports it. Offers such as home office, educational leave, flexitime models and sabbaticals are constantly evaluated and expanded, taking local conditions into account. Various working time and sabbatical models are available to employees, depending on the country and job profile. More detailed information on the goals and individual activities to promote the health of PORR employees can be found in the [strategy for workplace health promotion](#), in our [social policy](#) and in the Annual and Sustainability Report.

4. Job security

PORR aims to promote long-term employment relationships and offer its employees a high degree of stability and job security. This not only strengthens employee confidence and motivation but also contributes to a positive corporate

culture. Should a contract need to be terminated, the process is designed to be as fair as possible to all parties involved, in close consultation with the manager. Active efforts are made to offer the affected employees prospects through supportive measures and various solutions. Restructuring is carried out taking into account the qualifications of the employees and is communicated transparently within the company. This ensures that the company not only remains efficient, but also meets its social responsibilities.

5. Remuneration

PORR prevails on the market through competitive prices, excellent performance and the skills of its employees and the associated high quality and does not tolerate wage and social dumping or violations of the Employment of Foreign Nationals Act.

PORR offers all employees fair and competitive remuneration and additional benefits. In most countries, these are regulated by collective bargaining agreements and are also based on the market in the respective country. Remuneration at PORR is based on the principle of equal treatment and is gender neutral. A group-wide salary-change process, local benchmarking and salary bands ensure comparability and transparency. A group-wide equal pay analysis is carried out to review and ensure equality. More details and information can be found in PORR's current Annual and Sustainability Report and Compensation Policy.

Based on the legal requirements of Directive (EU) 2017/828 (2nd Shareholders' Rights Directive) and the Austrian Stock Corporation Act (AktG), PORR has complied with the requirements regarding the preparation of a remuneration policy and a remuneration report for the Supervisory Board and Executive Board. Further information can be found in the current remuneration policy.

6. Recruiting

Already during the recruitment process, we emphasize a transparent and respectful communication with applicants. Our job advertisements provide insights into our culture, our corporate values (PORR principles) and the position. Comprehensive insights into the world of PORR are available on our careers page or on our social media channels. All applicants are treated equally, regardless of their age, gender or other characteristics. No irrelevant, personal questions are asked, and we are guided by locally relevant laws in this regard. Interviews follow a structured standard and are evaluated against objective criteria. Depending on the position and country, multiple employees are consulted during the interview process in order to obtain a comprehensive, more objective picture.

When recruiting a manager, special focus is placed on the values of the person applying in order to be able to guarantee a leadership style in line with the PORR principles long-term. For this reason, there are additional mandatory compliance requirements for the recruitment of executives in the upper management levels.

7. Education & Training

The group wide PORR Academy comprises all PORR training and development offers. PORR training courses can be booked by all employees with an active user account. The training offer is continuously evaluated and expanded, both at group and local level. Individually designed training academies provide support in construction-specific job profiles, thus

ensuring the development of essential technical and personal skills. The internal development of employees is promoted. A successful flow of information on internal job opportunities, access to training and opportunities for requalification is ensured within PORR. An important milestone was reached with the establishment of the PORR Campus as a group-wide competence centre for all employees, in which PORR offers additional training.

The evaluation of individual training sessions is carried out using digital feedback forms and makes the measurement of effectiveness and content of the training possible. The feedback supports the strategic direction of training management, reflects market developments, and provides insights into employees' training wishes and needs.

8. Apprentices

One of PORR's special focuses is the training of apprentices. With targeted strategies for recruiting apprentices, PORR was able to establish itself as an attractive employer. By training apprentices internally at the PORR Campus, PORR is able to provide hands-on learning and competently guides apprentices on site. The focus of the 23 apprenticeships is on building and developing specialist skills so that they acquire the necessary knowledge and qualifications for their apprenticeships. PORR's goal is to increase the number of apprentices, ensure high-quality education for them and promote their individual strengths.

9. Leadership

PORR's understanding of leadership is based on the Positive Leadership model. This approach is communicated to managers through a group-wide Leadership Academy. They are supported in actively promoting the development of their employees' potential. Within the PORR Academy new and experienced managers are provided with individual support in being role models for our corporate culture and our PORR principles.

In addition, various modules cover topics such as communication, conversation techniques, change management, resilience, team dynamics, and the benefits of diversity within a team. The program also offers local resources, such as coaching sessions, for leaders that focus on mental health and healthy leadership practices.

Our open feedback culture is reflected in our annual, mandatory cycle of structured employee appraisals. As part of these, managers and their employees discuss individual goals and enter into a closer exchange about personal development goals, the experience of the PORR principles in everyday working life and the person's mobility. These appraisal conversations are recorded in the group wide PORR Academy and form the basis for further development wishes and opportunities for employees.

We contribute to the following Sustainable Development Goals (SDGs):



Detailed information and key figures on individual initiatives and measures to achieve these goals can be found each year in PORR's Annual and Sustainability Report. The policy is reviewed on an ongoing basis and updated as required.

Human Resources Policy



We are committed to adhering to the Human Resources Strategy and continuing to pursue the promotion of an inclusive and appreciative environment for all employees. This is the foundation for PORR's long-term success.

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