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## Neste People Policy (summary)

The purpose of the Policy is to give a framework for Neste's people processes and practices to support executing company strategy and improve the business performance. The Policy describes how Neste's values form the backbone of company culture, leadership and ways of working.

The goal of this Policy is to give clear direction to Neste leaders and employees to support both the day-to-day and long term success and renewal of the company through values-led culture, inspiring and inclusive leadership, effective people processes and wellbeing, engagement, growth and development of Neste people.

Neste's commitment to respect human rights is an integral part and foundation for people practices and is described in detail in the Human Rights Principle, in which following topics are included: Fair employment, Health and safety, Equity, diversity and non-discrimination, Children and young workers, Modern slavery, Fair treatment, Economic, social and cultural rights.

Neste leaders, line managers and employees deliver on the following goals through company wide people practices:

### Our image and experience

- **Fostering Neste's values-led culture:** Neste invests in developing its company culture proactively. Values are at the core of the culture and they guide employees to succeed in everyday work, grow together and strengthen the feeling of belonging as We care, We have courage and We cooperate. When Neste establishes new legal entities, units or teams, continuation of Neste culture shall be ensured.
- **Being a responsible employer:** Neste empowers its employees and strives for sustainability in all aspects of people management. Neste drives non-discrimination and does not let any personal attribute such as age, ethnic and racial background, nationality, sex, sexual orientation or gender identity, pregnancy, disability, social origin, religion, political opinions, play any part in decision-making. Neste commits to provide equal access to opportunities in all aspects of employment.

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- **Improving and sustaining wellbeing:** Neste offers a safe and healthy working place and supports employees' wellbeing according to Neste's wellbeing principles. Flexible and smart ways of working, when possible, are endorsed to support work-life balance and improve productivity in the global business environment.
  - **Nurturing transparency:** Neste practices transparent internal communication, decision-making and processes to increase personnel's engagement and motivation. Generation of new ideas as well as innovation are enabled through participation, sharing information and open discussion. Neste drives for open dialogue and cooperation between the management, the personnel and the employee representatives.

### Joining Neste

- **Becoming the employer of choice:** Employer branding and Neste's people promise "For creators of change" are built on Neste's purpose, values and strategy and aim to attract, engage and retain talent. Neste wants to become an attractive cross-industry employer among chosen workforce segments in key labor markets.
- **Talent Acquisition:** Neste evaluates business needs, long-term potential, competences as well as diversity when filling open positions.

### Success and development at Neste

- **Forecasting changing business requirements:** Neste focuses on understanding changing business requirements through strategic workforce planning, and drives capability development to ensure that employees have the right competencies to deliver upon strategy.
- **Developing and retaining talent:** Neste is an employer that develops and invests in employees' growth and professional development in all levels of the organization. Neste provides all employees a structured and well-planned onboarding and induction.
- **Applying inclusive and inspiring leadership:** Every Neste leader, line manager and employee working in a position that requires leadership is expected to perform according to Neste leadership model – drive clarity, support growth, and empower renewal – in their daily work.

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- **Goal setting based on strategy:** Every Neste employee shall understand the connection between job role, goals and Neste's strategy. Accordingly, every employee has opportunities for regular Forward Discussions on goal achievement, development and feedback based on their performance.
  - **Remuneration:** Neste remuneration aims at ensuring the execution of Neste strategy, driving performance and value-based behavior, encouraging individual and team accountability, and being fair and transparent.

### Our services and tools

- **Grievance:** Neste provides mechanisms for employees to express concerns or grievances without fear of retaliation. Neste is committed to addressing issues fairly, confidentially and promptly.