

Working Hours Monitoring and Overtime Compensation

1. Objective

- This labor program aims to ensure that working hours are effectively monitored across all operations, overtime is accurately recorded and controlled, and employees are fairly compensated for all hours worked, including overtime, either through payment or time off.

2. Scope

- This program applies to all employees across all operations and countries where the company operates, regardless of role, contract type, or location.

3. Working Hours Monitoring

- Working hours, including regular hours, overtime and absences, are systematically recorded across all locations using time tracking systems such as clock-in/out devices, digital tools or Excel-based registers.

4. Overtime Management

- Overtime is performed based on operational needs and is consistently monitored and validated at local level to ensure compliance with applicable labor regulations.

5. Overtime Compensation

- All overtime worked is compensated either through additional payment or equivalent time off, ensuring fair and consistent treatment across all locations.

6. Data Collection and Analysis

- Corporate HR consolidates data from all plants, including working hours, overtime and absenteeism. This information is used to monitor KPIs, and support reporting such as absenteeism or gender pay gap analysis.

7. Governance

- Local management ensures accurate recording and compliance, while Corporate HR oversees consolidation, monitoring and consistency across countries.

8. Monitoring and KPIs

- Key indicators include total working hours, overtime levels, absenteeism rates and overtime compensation trends.

9. Continuous Improvement

- The company continuously improves its processes to enhance data quality.