# Guideline



Skøyen, 2022-10-25

# Guidelines for remuneration of leading persons

# 1. INTRODUCTION

These guidelines have been prepared in accordance with section 6-16a of the Norwegian Public Limited Liability Companies Act.

The guidelines describe the main principles governing salary and other remuneration for leading persons in Elopak ASA (the "**Company**"). "Leading persons" means persons covered by section § 7-31b of the Norwegian Accounting Act. The Company defines the members of the board of directors (the ("**Board**") and the group management (the "**Group Management**") as leading persons.

Remuneration of employee representatives at the board of directors in their capacity of employees is not covered by these guidelines.

These guidelines will be available on the Company's web pages.

# 2. APPROVAL AND IMPLEMENTATION OF THE GUIDELINES

The Board is responsible for, and has approved, these guidelines.

The guidelines will be submitted to the extraordinary general meeting of the Company in November 2022 for approval. Any material change in the guidelines will be submitted to the general meeting for its approval. The guidelines will in any case be submitted to the general meeting for its approval every fourth year.

The Board may decide to deviate from the guidelines on a temporary basis if there are special circumstances that make such deviation necessary in order to satisfy the long-term interests of the Company. Any such deviations shall be approved by the Board, and the reasons for such deviations shall be set out in the minutes of relevant meeting of the Board. Any deviations shall be described in the remuneration report produced the following year.

The Board has established a compensation committee. The compensation committee is currently composed of three members. The compensation committee will evaluate these guidelines on a regular basis and present proposals to the Board for amendments as and when appropriate.

# 3. OVERALL OBJECTIVES

The guidelines for remuneration of leading persons have been prepared with the aim of contributing to the implementation of the Company's strategy and achieving the Company's long-term objectives. The overall objectives of the guidelines are to ensure that the Company is able to attract, motivate and retain the employees with the experience and skills needed to achieve the Company's objectives, carry out its strategy and maximize stakeholder value. The remuneration should not be of such a nature or size that it may negatively impact the Company's reputation.

# 4. **REMUNERATION OF THE BOARD**

# 4.1 PROCESS

The remuneration of the members of the Board is decided by the general meeting. The remuneration will normally be approved on an annual basis by the annual general meeting.



The remuneration of the members of the Board is proposed by the Company's nomination committee. The nomination committee is elected by the general meeting of the Company. The work of the nomination committee is governed by the articles of association and by guidelines which have been approved by the general meeting.

The proposal of the nomination committee will be included in the notice of the annual general meeting or such other general meeting where the remuneration of the Board will be considered.

# 4.2 TYPE OF REMUNERATION

The remuneration of the Board will consist of a fixed annual amount or a fixed amount per meeting. Members of board committees may receive additional compensation. The remuneration will be payable in cash.

The Company may reimburse travel expenses and other relevant expenses incurred by members of the Board in connection with the performance of their duties.

Members of the Board do not receive any variable or performance-based remuneration.

Members of the Board do not receive stock options or other remuneration linked to the Company's shares. Members of the Board are not members of the Company's pension schemes and do not have any rights to pension from the Company

# 4.3 AGREEMENTS

The Company does not normally enter into agreements with the members of the Board in relation to their engagement as board members. The general meeting can remove any member of the Board at its discretion at any time with immediate effect by a simple majority vote. No member of the Board is entitled to any compensation upon termination of their engagement as members of the Board.

# 5. **REMUNERATION OF GROUP MANAGEMENT**

# 5.1 PROCESS

The remuneration of the Chief Executive Officer is determined by the Board. The compensation committee will prepare a recommendation to the Board in advance of its decision.

The remuneration of the other members of Group Management is determined by the Chief Executive Officer after consulting with the compensation committee on the basis of these guidelines and any budgetary limits or other relevant decisions of the Board.

# 5.2 TOTAL REMUNERATION

With reference to Elopak's global governing documents, 'Remuneration Elopak Group' and 'Classification of positions – Mercer Methodology', total remuneration is to be perceived as competitive in the national market. The salary level is decided based on valid market information. When reviewing the salary level, the impact and scope of the roles as well as the size and type of the company is considered to ensure valid market comparison.

The total remuneration package, i.e. salary including bonus, fringe benefits and social benefits such as vacation days, insurance, pension etc. shall follow the same principle. Wage setting/payment of salaries are to be executed according to local practice and in accordance with national laws/labor laws.



#### 5.2.1 Fixed salary

Fixed salary is set on the basis of a variety of factors including (i) the position and responsibilities of the relevant manager, (ii) the experience and skills of the relevant manager, (iii) salary levels for comparable positions in other companies and (iv) geographical location as referred to above Fixed salaries are normally adjusted on an annual basis.

#### 5.2.2 Variable compensation

The members of the Group Management are included in an annual bonus scheme. Performance targets are divided into shared and individual targets; Financial targets, Strategy Execution and Key Values Drivers. Targets are reviewed annually. Maximum achievement within a financial year equal to 50% of an annual base salary.

# 5.2.3 Share based compensation

The remuneration of Group Management (including senior management members) may include sharebased plans. The Group has implemented a long-term incentive program (the "**LTIP**") to align the interests of the Company's shareholders and management, to strengthen their commitment and ownership to create long-term shareholder value and to contribute to the retention of group management. Under the LTIP, participants are allocated free performance share units based on a percentage of the respective participant's annual base salary, conditional upon service conditions (employment) and achievement of the Group key performance indicators (KPIs) relating to financial, value and ESG targets. The performance share units will vest gradually over a three-year vesting period.

The LTI remuneration is not included in the basis for pensionable salary, and are otherwise subject to customary terms and conditions.

#### 5.2.4 Pension rights

The Company has established defined contribution pension plans for its employees. The members of the Group Management are part of applicable defined contribution pension plans in line with other employees. The members of the Group Management in Norway are also entitled to an individual pension contribution. The pension contribution is paid to their account each month in line with the local pay-roll routines.

#### 5.2.5 Other benefits

The remuneration of Group Management may include other benefits such as a company car or car allowance, coverage of telephone and broadband costs, travel allowance, employer's liability insurances and medical services. Any such benefits shall be granted on market terms and shall only constitute a limited part of the total remuneration package.

#### 5.3 AGREEMENTS WITH GROUP MANAGEMENT

The Company enters into customary employment agreement with its Group Management. The notice periods of members of Group Management under current employment agreements are six months. Under his employment agreement, the chief executive officer has waived his statutory rights upon a termination of employment in exchange for the right to severance pay equal to six months' salary.