

Annual review policy

This policy/procedure applies to all the internal employees of Anywrs' entities.

The objective of this procedure is to describe how the review must be managed in terms of instructions, responsibilities, documents and communication.

Abbreviations / terms & definitions

OKR : Objectives Key Results

SMART : Objectives that are Specific, Measurable, Attainable, Relevant, and Time-bound

Appraiser: Anyone who is formally designated to set and review a collaborator's objectives.

Appraisee: The collaborator who is being evaluated during the procedure

Responsibilities & authorities

- Managers play a central role in the process: they are both empowered and accountable as they bear the primary responsibility for identifying and developing their teams.
- Collaborators are expected to take ownership of their own development.

Practices are transparent and consistent across entities and departments, which is crucial for ensuring the sustainability of the initiative and fostering a common culture.

People management and development are the collective responsibility of Managers, HR, and team members.

Manager

- Evaluate their team based on detailed criteria during the annual review and subsequently identify talents for Anywr.
- Dedicate time and effort to the development of individuals in their team.

Collaborator

- Take responsibility for their own development.
- Complete their annual review form on time.
- Validate their review after a one-on-one meeting with their Manager.

HR

- Is responsible for initiating the dialogue process annually through communication.
- Ensure compliance with the process and guidelines, promoting a more cross-functional approach.
- Facilitate collective discussions and validation of the final 9-box during Talent Review following the Annual Review Campaign.
- Provide guidance to the manager and team member to define Personal Development Plans (PDPs) and ensure follow-up on career paths.

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- Holds the responsibility for approving the merit plan or any other rewards or bonuses, if applicable, only after the annual review campaign.

The annual review is a great opportunity to:

- Reflect on the performance of the past year, celebrate achievements, identify areas for growth, and set goals for the future.
- Offer feedback and support; it's a chance to provide constructive feedback that helps team members recognize their strengths and areas for improvement, empowering them to contribute effectively and develop within the organization.
- Goal Setting: Annual reviews are a time to establish new goals or revisit existing ones, ensuring alignment between individual and organizational objectives.
- Recognition and rewards: Recognize and reward high-performing employees post-review. Rewards can come in various forms like bonuses, promotions, salary adjustments, or new responsibilities.
- Career development planning: Explore career paths and growth opportunities within the organization, including training, job rotations, and other resources to support professional advancement.
- Communication and alignment: Regular communication during reviews ensures clarity on expectations, priorities, and team or organizational goals.
- Documentation: Maintain a formal record of performance and achievements for future reference in salary reviews, promotions, or special projects considerations.
- Enhancing Team Dynamics: Evaluate team collaboration and dynamics during reviews to foster a more cohesive and productive work environment.

The annual review process involves reviewing the past, discussing the present, and planning for the future. It consists of four main parts:

1. Qualitative review of the past year: focusing on individual satisfaction with the team, mission, work environment, and policies.
2. Assessment of the past year: evaluating work performance and Anywr transversal competences GROWING (refer to Note 1), along with Anywr's expectations for potential.
3. Professional projection: reviewing career history, certified skills related to the mission, language proficiency, and discussing career plans, including internal mobility and skill development.
4. OKR 2024 & conclusion: setting individual OKRs for the upcoming year using the SMART principle. Each collaborator should have 3 to 5 objectives, each with 3 to 5 key results.

Note 1. Cross-functional competencies: Excellent customer/talent service, Results-driven mindset, Organizational skills, Collaborative attitude, Inspirational leadership, Fostering passion, Providing constructive feedback

Appraisers and appraisees **will engage in a face-to-face dialogue to review performance and agree on SMART OKRs for the next year.** The conversation should occur in an optimal, interruption-free environment where both parties can openly discuss performance. Appraisers should provide collaborators with at least one week to prepare for their review.

For newcomers joining before the annual review during the civil year:

- All new joiners will be positioned on a 9-box grid (indicated by colors) based on their length of service. Those with less than 6 months of service will

undergo potential and competences assessment without OKR setting. Those with more than 6 months will have OKRs, potential and competences assessment.

- Newcomers will meet their appraiser during the annual review to set OKRs for the upcoming year. This exercise is solely for OKR setting and does not involve any rating or salary changes.
- Collaborators with less than 1 year of seniority or those who received a salary increase in the last 6 months will not be eligible for further salary increments. Eligibility for a salary increase and variable compensation will be considered during the next annual review.

Closure of Annual Performance Reviews

The Human Resources department will ensure that all evaluators and evaluatees have completed their annual performance reviews accurately and promptly.

Employees who fail to meet the deadline will not be eligible for any salary increase, if applicable, as we maintain strict standards of performance and accountability. Salary raises or bonuses may be awarded based on the company's exceptional performance and the employee's outstanding contributions, all of which are subject to the authoritative decision of the company's executive committee.

For additional information, please do not hesitate to contact the HR Talent Team confidently and securely.