

Employee Recognition and Reward Policy

Foundation Clim-Eat, a think-and-do tank that aims to accelerate food systems transformation under climate change, is of the opinion that every employee who has shown an excellent performance as part of the foundation must be encouraged to maintain the level of performance and feel appreciated in an equal and encouraging manner. The responsible governance level in the foundation will choose when and for what reason to appreciate employees with rewards.

Under this Employee Recognition and Reward Policy, every employee from foundation Clim-Eat who has performed excellently over the course of a year with a defined proof of the employee's excellent performance will be rewarded in any way that foundation Clim-Eat feels suitable and worthy of the specific case.

1. Purpose

The purpose of rewarding employees is to stimulate and trigger employees to perform at the peak of their capacity, and to (show) acknowledge(ment of) the employee's accomplishments over the course of a year.

The regular recognition of employees without any alteration will help encourage individual and team efforts, increase organization value and results, promote a healthy and encouraging working culture, and improve peers' behaviors.

Scope

The scope of this policy expands to every employee who is on a formal employment basis (both full-time and part-time) with foundation Clim-Eat.

2. Guidelines

1. An employee should be rewarded for significant efforts made towards the foundation's successes and results in any possible way.
2. Rewards should be meaningful, unique, and creative to the employees.
3. The reward must promote the culture and working environment of the foundation.
4. Rewards should not be any adjustments to the foundation's salary or other monetary funds to the employee.
5. Rewards can only be granted to the same employee by a maximum of once per year.

3. Employee Recognition and Rewards

Foundation Clim-Eat believes that every employee is equal, and every employee must be gifted equally without favoritism. The foundation will not allow and tolerate any kind of bias towards employees.

The foundation will strive to take action against the individual(s) who promote favoritism and guarantees employees to maintain equality.

4. Reward components

4.1 Primary rewards

The primary reward consist a fixed component and might in the future (depending on the development of the foundation) consist a variable component.

4.1.1 Fixed reward

The fixed component of the reward consist 12 times a monthly salary, plus:

- Holiday allowance (8,0% of 12 monthly salaries, distributed once a year)
- End of the year allowance (8,3% of 12 monthly salaries, distributed once a year)

The employees salary will be determined upon appointment of the employee. The salary will be determined based on the salary framework of the Netherlands Food Partners, the host-institute of foundation Clim-Eat. In the occurrence of a change in position within the foundation a formal notification will be made and the employees salary will be changed accordingly.

The salary (and differences between salaries) will be determined by:

- Content and gravity of the employees position within the foundation, and
- Function-specific and personal development

Continuity of the employees appointment will be granted if the following requirements have been met:

- Previously agreed targets and responsibilities (documented in the employees annual work plan) have been achieved
- Sufficient function-specific and personal development are realized.

4.1.2 Variable reward

In occurrence of exceptional performance, foundation Clim-Eat may decide to grant (an) employee(s) an additional reward to show recognition of the employees accomplishments and stimulate excellent performance. Foundation Clim-Eat recognizes the following reward categories:

- Excellent usage of skillsets to the benefit and growth of the foundation
- Exceptional results exceeding targets from the employee’s work plan
- Groundbreaking research

Reward guidelines

The rewards and recognitions distributed by foundation Clim-Eat are categorized according to the following chart:

Reward value	Approval needed	Frequency per employee	Taxability
From €100 to €1000	Founder/Director	Max one per year	Yes
€1000 and onwards	Founder/Director	Max one per year	Yes

- These rewards do not apply to customary work expenses like travel, attendance, conferences, and professional organization memberships
- Before distributing the monetary rewards, the authorized unit must consult with the individual in charge of Human Resource.

Reward Procedure

Foundation Clim-Eat seeks to grant and distribute rewards through a fair and transparent structure, and practices are made to collect inputs from (at least) one peer to confirm excellent performance of the reward-candidate. These inputs will be directed towards the generated results and compared with the targets from the employee’s work plan.

4.2 Secondary rewards

4.2.1 Retirement

Employees from foundation Clim-Eat will – as long as all preconditions for employment have been met – participate in collective retirement scheme of the Netherlands Food Partnership.