

Today's CDMO. **Inspired by tomorrow.**
Career Development Policy



1. Purpose/Objectives

- 1.1 Career development programs provide employees with opportunities for lifelong learning and continuous \ self-improvement. Career development encourages growth and commitment from employees and increases motivation, productivity, and job satisfaction in the workplace.
- 1.2 Career development, in conjunction with Talent Development, is an important tool for motivating human potential, meanwhile providing capabilities that drive organizational results.
- 1.3 Career Development in partnership with Talent Development, provides processes, systems and frameworks that advance beyond training, to allow for learning opportunities and strategic succession planning.

2. Scope

- 2.1 This document applies to all PCI Pharma Services locations and business segments.

3. Responsibilities

- 3.1 PCI provides career development opportunities and the support necessary, subject to available funding and applicable policies.
- 3.2 Human Resources is responsible for the technology platforms, where applicable, and for providing guidance and support to employees and leaders.
- 3.3 Leaders are responsible for assisting employees to identify career development opportunities to encourage momentum. Regular check in's on performance and progress of employees encourages successful development.
- 3.4 Employees are responsible for seeking to learn about career opportunities available within PCI and taking advantage of these opportunities to improve performance in their current position and to prepare themselves for future career opportunities.
- 3.5 Employees are also responsible for fully engaging in the development process, working to meet all expectations of the program, course, or project they may be participating in as part of their development.

4. Definitions and Acronyms

- 4.1 **Career Advancement** – Progression through the Company into increased levels of responsibility through the formal internal application process.
- 4.2 **Career Development** – Sequence of jobs and working experiences that an employee has over the course of employment.
- 4.3 **Career Ladders** – A career ladder is a planned progression to a higher level of job responsibility, usually reflected by a position at a higher grade than the one currently held by the employee.



5. Policy Detail

- 5.1 All employees are encouraged to participate in some form of career development. PCI's programs consist of the following opportunities that may vary by geographical location. These programs can stand alone or be combined with each other. Eligibility conditions apply to certain career development activities. For eligibility verification, employees can contact their local HR representative.
- 5.1.1 **LinkedIn Learning Platform** – Focused on web-based video presentations to develop depth or breadth of expertise, knowledge/skills development and webinars to support employees earning external certifications that enhance long-term career development.
 - 5.1.2 **Educational Assistance** – PCI may pay for part of an employee's formal education based on local regulatory requirements if the education is to prepare the employee for career advancement within PCI's business.
 - 5.1.3 **Professional Education or Certifications** – Employees benefit from professional education and training to ensure they keep up-to-date with their field of expertise and/or to ready themselves for future career opportunities with PCI. These career development opportunities can come in many forms including academic programs, workshops, seminars, annual conferences, training courses, etc.
 - 5.1.4 **Opportunities** to be a part of project-based task force teams that expand an employee's knowledge and/or experience beyond their current role.
- 5.2 Quarterly Conversations – This is a 1:1 performance and potential discussion between each employee and their manager to provide constructive feedback on performance and behavior strengths and areas for development, as well as to discuss potential career opportunities and desires, through a two-way dialogue.
- 5.2.1 Annual merit increases, if approved by PCI's Board of Directors, are informed by the performance assessments that occur in Quarterly Conversations four times in each fiscal year.
 - 5.2.2 Depending upon job classification and/or performance, employees' performance and potential may be reviewed at other times throughout the year, as necessary and as desired or fitting career advancement or development opportunities arise.
- 5.3 Career Ladders are one way employees can advance in their careers with PCI. Not every position lends itself to career ladder progression; however, where appropriate, career ladders provide a valuable opportunity for both employee and organizational development.
- 5.3.1 A career ladder plan, where they exist, will list the specific requirements necessary for advancement to the next level. Before an employee can be advanced to the next level, the employee must meet these requirements and demonstrate that he or she is satisfactorily performing all the job elements that distinguish the new role from the previous role.
- 5.4 Career Advancement is another way employees can advance in their careers through the internal application process in the Human Resources Information System, Workday.
- 5.4.1 In many cases this involves movement to a higher grade role with more responsibility. However, an employee may want to make a lateral move or take a position at a lower grade in order to change careers or bridge to another career path, which would be considered career development.
 - 5.4.2 Candidates will enter the interview and selection process based on current and past performance, references from current and previous supervisors, on the job experiences, skill sets, knowledge, abilities, skills, attendance, work records and job-related qualifications and competencies, including, in some instances, aptitude or achievement tests.



5.4.3 PCI provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by country specific and all local laws. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

