



Helvetia Group

**Human
resources
policy**

Dear colleagues

Our human resources policy is based on our mission statement "To excel in growth, profitability and customer loyalty" and is lived and implemented throughout the Helvetia Group. A shared understanding of these principles and your commitment to the underlying values of "trust", "drive" and "enthusiasm" are important prerequisites for our corporate success.

We look forward to your cooperation.

The executive management of the Helvetia Group

The following principles are divided into three parts:

- company and employees
- human resources management
- leadership and cooperation

They are complemented by country-specific services and offers.

Company and employees

The company

Helvetia is a forward-looking employer with attractive conditions of employment. As a reliable partner, Helvetia offers good opportunities and diverse possibilities in an international environment as well as promoting innovative thinking and working.

The employees

Our employees are highly motivated and committed to achieve the company's goals. They have an ideal combination of personal and professional skills, and they adhere to ethical and legal principles.

What unites us

Together we are committed to our strategy and goals and we focus on our three values of "trust", "drive" and "enthusiasm", and the resulting areas of competence:

- personal qualities
- leadership
- expertise



What we offer in Switzerland

Attractive conditions of employment

- flexible working models
- attractive holiday arrangements
- salaries in line with the market, regardless of age or gender
- job-oriented programme of initial and further training
- generous provisions for maternity
- fair provisions for illness and accident
- active health promotion within the company
- progressive employee benefit scheme

Active participation of all employees

- employee surveys
- staff council
- ongoing quality improvement (EFQM)

Generous benefits for employees

- discounts on Helvetia products (incl. mortgages)
- savings account with attractive interest rate
- special conditions with our contracting parties
- generous employee share purchase plan
- other concessions

Human resources management (HRM)

Employees and managers are the focus of our activities. We aim to align their needs with those of the company and thus ensure its long-term success.

Our human resources department supports employees and managers with professional and efficient services and tools within the framework of the HR processes "recruitment", "employment" and "departure". HRM bears responsibility for these processes.

Managers are responsible for providing leadership to the employees.

Our HR services in Switzerland

Supervision and personal development

- supervision and advice for all employees in matters concerning the employment relationship
- advice and support for managerial staff
- job-oriented programme of initial and further training
- systematic personal development of employees
- career advice for managerial staff
- team development and coaching
- specific support for junior staff
- individual assessment of current situation

Salary based on position and performance

- basic salary in line with the market (GESY)
- additional variable compensation (GESYplus) depending on personal performance and business result

Leadership and cooperation

“Trust”, “drive” and “enthusiasm” form the basis for our leadership and cooperation.

Leadership that inspires trust and co-operation means:

- treating each other with respect
- working together in partnership
- communicating frankly and honestly
- taking and delegating responsibility
- being a role model

Dynamic leadership and co-operation means:

- setting the goals clearly and implementing them efficiently
- thinking ahead and acting in advance
- delivering an above-average performance
- encouraging new approaches and actively helping to bring about changes
- actively promoting personal development

Leading with enthusiasm and co-operation means:

- radiating enthusiasm and commitment
- communicating openly
- showing and allowing for emotions
- encouraging simplified approaches
- going for outstanding performance

Our leadership instruments in Switzerland

Management and teamwork

- agreement on objectives between managers and employees
- regular performance appraisal and assessment of current situation
- targeted recognition and nurturing of potential during management discussions
- active feedback culture
- individual support for managerial staff

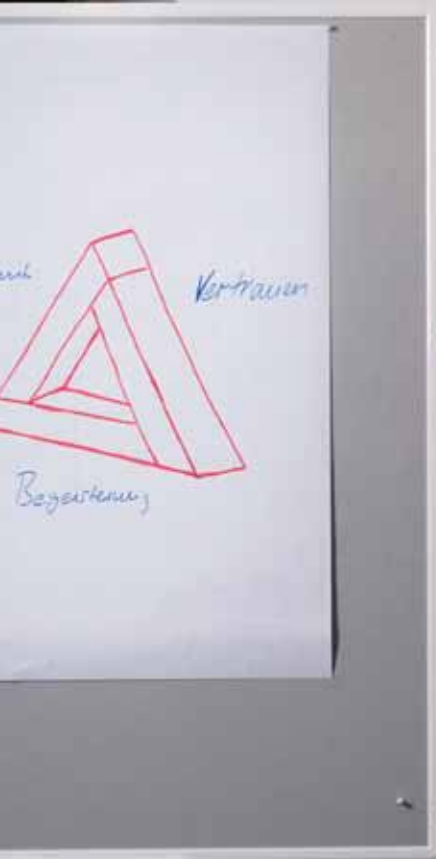
Promotion and encouragement

- project participation as a means to personal development
- develop employees as vocational trainers
- promotion of more women to management
- encouragement of internal job changes
- initial and advanced training on the job, complemented by educational measures

Putting our ideals into practice

- management by example, personality and professional competence

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