



## Social – Employee Engagement, Training & Development

### Overview

At Albany, we make employee engagement a daily activity. Engaged employees contribute to a high-performance culture, grow profitability, boost productivity, and generate greater customer satisfaction and stakeholder value. We have engagement plans and engagement champions at each of our locations and we continuously measure our progress and adjust as needed.

We are committed to enhancing the employee experience which includes perpetual learning & development to support employees as they replenish their knowledge, unleash their full potential and reach their career aspirations.

We provide a variety of continuous learning opportunities through various media such as on-the-job training, virtual training, instructor-led training, and external learning opportunities. We prioritize learning and growth, constantly refreshing the content available to our employees while ensuring it is easily accessible.

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***Starting in 2020, while COVID-19 put a pause on in-person learning and development courses, we pivoted to an increased offering of virtual training options leveraging our Learning Management System platform that now includes 6000+ online courses, accessible from both PCs and mobile devices. We also offer many virtual instructor-led sessions customized for Albany.***



### Key Initiatives

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- **Employee Engagement:** Albany's journey of Employee Engagement is fully embedded in our culture. Our strategy includes four levers of engagement:
  - Leadership & Culture
  - Employee Value Proposition
  - Growth & Development
  - Work Satisfaction and Relationships

Each Albany location is accountable for creating and deploying their engagement plan. Each site has engagement teams and champions who lead their activities and measurements and make adjustments as needed.

- **Training & Development Programs:**
  - Specific on job training programs and continuous learning platform offered at each site for all employees.

- Leadership Programs such as the Advanced Leadership, Leading at the Front, and the Empowering Women Leaders Network.
  - Customized Curriculum Training Programs for each of the functions/ disciplines are currently in development.
  - Monthly Training Offerings on a wide range of topics such as Safety, Leadership, Communication, Ethics and Compliance, Remote Work, Emotional Intelligence, Project Management and Cross-functional Trainings.
- **Educational Assistance Program:** The Company recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for other jobs within the Company.
  - **Career Path:** Our Career Path program provides employees with a process to enhance their knowledge, skills, behaviors, and career experience at Albany. The Career Path program aims to help employees:
    - assess their current career status
    - clarify their career aspirations and goals
    - understand the requirements of their desired roles
    - and discover any gaps in their skills and knowledge and the development actions needed to close them
  - **Mentoring & Coaching:** Our Mentoring and Coaching programs enable the transfer of skills, knowledge, and expertise from internal subject matter experts to mentees in a structured manner, help high performing employees accelerate their learning curve through individual mentoring, and fulfill the promise of the Albany Career Experience. The Mentoring Program boosts individual career development and builds a professional network that will strengthen our talent bench and succession pipeline. To address specific individual development needs, Albany offers additional coaching programs.
  - **Internship Program:** Albany works to continuously strengthen our talent bench strength and succession plan. Our ongoing internship program is a key lever in ensuring we are attracting the best and the brightest. A worthwhile internship program acts as a pipeline for fostering and hiring new employees who will enrich our talent pool. Our internship program provides opportunities for students to gain work experience, explore a career, network with experts, and gain industry knowledge that will create an edge for their future career path.
  - **Performance Management:** Performance management is the process of evaluating how we work together towards optimizing our organization goals. This program provides a platform for discussing, planning and reviewing performance. Our managers meet regularly with each team member to ensure a continuous feedback loop.