



# People Care

2018 Corporate Responsibility Report



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At Promega there is a deep-rooted sense of appreciation and support for all employees and their value as human beings. Beyond the technical expertise and innovation that undoubtedly makes us outstanding, what's truly impressive is the importance placed on cultivating authentic and positive relationships. Just take a walk around, and you'll be sure to notice the pride, compassion and connection, and it will make your heart smile.

Jaime Dwight, EHS & HR Manager, Promega Biosciences

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Promega understands that it is our people who enable the company to move forward. Investing in our employees on a professional and personal level allows them to flourish, and in turn continue to drive our progress. Employee growth comes first from a personal passion to learn and is fueled by individual development plans and the ability to explore interests outside of day-to-day responsibilities.

Promega culture emphasizes self-actualization, nurtures creativity, and prioritizes health and well-being. Employees are given flexibility in how they work that acknowledges the individual differences of each employee. Our 19 worldwide locations provide support in ways that meet the specific needs of each region and encourage employees to achieve a balance of work-home integration.

## Nurturing Employee Creativity, Growth and Self-Actualization

Fulfillment is a crucial component of our development as humans, and realizing our personal potential allows us to grow and truly strive to become all that we are capable of. As a company, Promega provides a work environment and culture that offers each employee the opportunity to develop him- or herself and build meaningful relationships with one another.

### The Promega Culture

The psychology of the organization—the “cultural DNA”—provides a foundation through which company principles and operations are shaped. For Promega, these principles include:

1. The culture nurtures creativity, self-discovery and individual growth, creating an environment where the unique contributions of each employee are embraced.
2. A belief that both people and companies can self-actualize, and that growth at either level lifts the other into greater realization of their potential.
3. The underlying structures reinforce a culture where all constituencies (customers, employees, community and shareholders) can find growth and transformation through:
  - a. Organizational reporting that provides for easy collaborative communication across and at all levels of the organization
  - b. Decision making that allows matrixed groups to collectively determine next steps. Decision making is shared, not controlled, and the organization remains nimble because people in key nodes are empowered to act, having considered all voices.
4. The nature of our work is based on the premise that life science research and related discoveries have been and will continue to be important to society and human development. Our contribution to this field is to design and supply products, systems and services that simplify this research and give more reliable and accurate results.
  - c. Physical work environments, including design, lighting, communication systems and access to information.
  - d. Focus on the resources employees need to do their best work.
  - e. A financial structure that supports organizational goals and values for personal development. Economic metrics provide guidance on sustainable business practices, but are not the only drivers for business decisions.
  - f. Selection and support of employees entering the organization who reflect our values.

Employee feedback from surveys and monthly employee sessions indicate that their greatest satisfaction comes from working with great people, having managers/leaders with high integrity and being a part of a great organization. Our employees are proud to say they work at Promega.



Considerable attention is placed on providing creative and unique workplaces.

## Creating Workspaces to Inspire

As a business based on creative output and employee satisfaction, Promega pays attention to environmental quality and stimulating experiences in the workplace. Invigorating spaces come both in the components of the space and the variety of space offerings. Key components of work spaces include abundant light (natural light whenever possible), a variety of art and comfortable, warm furniture. The variety of spaces gives employees the opportunity to work in a creative “third space”, exercise, meditate or grab a bite to eat. Throughout Promega, there are opportunities to discover stories, history and whimsy.

Employees are engaged in design of new space and the renovation of existing workspaces to improve functionality, ergonomics and foster group collaboration. This process considers all aspects of a space from types and quality of lighting, sound levels and air flow. Additionally, customizable work spaces for employees encourage collaboration.

Architecture and design that “brings the outdoors in” encourages an appreciation of natural beauty. This is being achieved at our new German facility by incorporating an extensive array of indoor plants and trees to add life and warmth. Locations globally incorporate local resources, art and culture to provide comfortable, functional and unique work environments. The priority is to create environments with an attention to detail that is inspiring, flexible and aligned with the needs of employees.

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## Cultivating Emotional & Social Intelligence (ESI)

To foster a supportive and dynamic work environment, Promega embraces the principles of emotional and social intelligence (ESI). ESI helps employees improve relationships, manage stress and strengthen the emotional infrastructure at Promega to support a strong future. The ProMindful program, offered to employees interested in the practice of mindfulness, is comprised of 15-minute community sessions including traditional silent and guided meditation, mindful movement, sound meditation and monthly sessions for people new to mindfulness. A 3-week ProMindful Parenting course has taught employees ESI-imbued parenting practices and included a forum to share challenges and successes. Such forums offer many different tastes of mindfulness while cultivating self-awareness and other-awareness, the building blocks for ESI. We have received positive feedback, with employees sharing stories of improved patience and communication skills, creative problem-solving, more effective team functioning, improved customer interactions, compassion for self and others, and even physical changes like reduced headaches and improved blood pressure. Most of all, ESI brings us together to share our practice and see ourselves in new ways.

Our ESI teachings expanded to 3 “bootcamps” in 2017 designed as an immersive experience to teach ESI skills and enrich the Promega culture of well-being. Participants took a deep dive into ESI through introspection, dialogue and group process, and awakened areas of potential in themselves. Employees of all three sessions reported personal growth, new understandings about difficult life circumstances, enlivened relationships, greater happiness and enthusiasm to share what they learned.

To embed these learnings, Promega employees also created the ESI Core Principles, a set of six practical in-the-moment behaviors to guide and encourage ESI across the company. ‘Climate catalyst’ teams are taking up the challenge to develop ESI “micro-experiments” to test ways they might contribute to a vibrant and healthy culture as well as improve how Promega does business.

## *Educating the Emotions in 40 Days- An Experience in Spain*



“Our philosophy of life and the way we deal with our emotions does not change from one day to the next. Just like our physical condition, this requires training to make progress. It has been scientifically proven that to bring about a lasting change in our emotional perceptions, we need at least 40 days. More than half of our colleagues in Spain participated in a project last year where we opened an envelope with a new reading during 40 consecutive days. Sometimes this was nothing more than a reflection, but more often, it was a sincere description of different emotional situations for which we were invited to critically analyze ourselves and to note how we reacted in similar situations in the past (like watching yourself in a mirror) and what effect this had on the people around us, both in our business environment and in our private life. Every day we started with our ‘programming for the day’ and in the evenings we wrote down our evaluation of how the day had ended and what we had learned along the way (learning of the day).

The program has helped me to deal more efficiently with meetings, by imagining in advance the desired outcome. I am now much more satisfied with what I achieve, because I am working towards an ‘ideal’ outcome of the discussions with my colleagues. Another important experience was to realize that despite all the planning beforehand, things never go exactly the way you want which can lead to frustrations. However, even within the negativity, there are always positive aspects that you can learn from and that will help lift your mood if you’re able to recognize them.”

–Promega Leader



Sound meditation is offered regularly at Promega headquarters as a way to foster mindfulness and ESI.

## Providing Personal Development and Growth for Employees

Since growth starts from the inside, Promega is shifting from the more standard manager-driven review process to one that starts within the employee. More and more departments use a conversational approach that facilitates individual development plans, personalized growth goals and a listening session to understand the needs and threats to retaining the talent in the company.

In addition to the new review process that we are rolling out, a number of classroom training modules are offered to build various skills.

### *English Classes for Employees.*

Our branches in Korea, Japan, and Germany offer employees English lessons to improve communication across the company and with clientele as well. Our efforts are intended to help employees access the resources they need to advance their career.



## Scientific Training

The Scientific Training team designs, develops and implements product and sales trainings for employees around the globe, which are delivered in live and virtual classrooms. While live courses are available in Madison, WI; Lyon, France; and Singapore also offer a multitude of additional opportunities that address the training needs of employees globally. These facilities also incorporate video conferencing equipment for scientists and trainers to participate from off-site locations.



Product training for employees in Brazil.

## Leadership Training

Professional development courses such as Coaching for Leaders, Management Essentials, Leadership Forum, 7 Conversations for Exceptional Leaders and Manager Roundtable programs support managers. Customized training for departments is available, as well as organizational development services that include talent management resources, personality/leadership assessments, coaching and consulting. Furthermore, individually-targeted leadership development is available on site at work, or with external academic or training partners. In previous years, these trainings were limited to North America but our teams in Switzerland and the United Kingdom did pilot programs for “7 Conversations for Exceptional Leaders” in 2017.



## Building Relationships and Connections

People commonly talk about their coworkers as their “second family” and with good reason—we spend a significant portion of our time at work with colleagues. At Promega, we work to cultivate an environment of connection among employees so strong bonds can be nurtured and extend through the company to our families and community. From team-building activities to employees joining together to share in hobbies, strong connections are the foundation of what we do. Here are some examples from 2017:

- **Promega Biosciences Combines Ziplining with Mindfulness Training.** Our team at Promega Biosciences in San Luis Obispo, CA, had a day of team building centered on Mindfulness. Beginning with an introduction to mindfulness and ESI, the group then embarked on a zipline and ropes course that encouraged everyone to check-in with themselves, stay actively present, and partake in thought-provoking conversation with one another about their experiences. This unique and fun team building aimed to lay the foundation for new bonds with coworkers and to help everyone leave with some mindful tools to use in their every day lives.



- **United by Love of Music at Madison, WI.** For those at Promega headquarters who are musically-inclined have joined forces to create the band “Lead Generation.” For over a decade, employees ranging from scientists, marketers, IT specialists and administrators have come together to share their talents and spend time making music. The 35 active participants perform at functions throughout the year like all-company meetings and employee recognition breakfasts.

- **Celebrating 25 years with Friendly Competition in France.** To celebrate their 25th anniversary, Promega France was joined by members of the Promega Corporate team, who were touring the European branches, and participated in a team-building game using classic French Citroen 2CV cars. Teams of four used maps to find checkpoints throughout the city to answer a series of questions and explore the area together. The team in France also traveled to Prague to celebrate their 25th anniversary with a guided tour of the city.



- **Connecting Over Culinary Delights in Switzerland.** Our Promega AG branch spent time together by enjoying some treats during a visit to Gruyere, Switzerland, and learn the history of making the famous cheese.



- **Connecting with Each Other and Nature.** The team at Promega responsible for our instruments took time to learn more about each other and appreciate beauty of nature with a hike and day at the zoo.
- **Bonding with Visiting Colleagues in Japan.** As a way to celebrate and promote Japanese culture, the Promega KK team has begun to entertain Promega visitors with a lighthearted presentation that illustrates traditions, trends and cultural norms in their country. This welcoming display has been very well received and created a unique connection and appreciation between colleagues and visitors alike.



- **Building Relationships in Dubai.** As the newest branch, Promega India wanted to spend time getting to know each other better by taking a trip Dubai in 2017. On this trip the team bonded by sharing their backgrounds and exploring their cultural norms. Using the group messaging application Whatsapp, a group chat was created during this trip that they continue to use to help the team continue to connect in a meaningful and effective way.



- **Celebrating Maxwell® RSC 48 in Korea.** To celebrate the launch of Maxwell® RSC 48 System in November 2017, employees of Promega Korea and Korea Biosystems all made their own beer and shared it over a Thanksgiving-style dinner with Promega CEO, Bill Linton.



## Prioritizing Employee Health and Well-Being

Promega takes a multifaceted approach towards employee well-being. Physical health and wellness start with safety but expand to include fitness and health care facilities, wellness programs and benefits packages. These offerings each serve a unique purpose to ensure employees feel empowered to take care of their health at work.

### **Employee Safety.**

Environmental Health and Safety programs are committed to establishing, maintaining, and improving work environments for the safety and well-being of our employees as well as the communities in which we operate.

### **Encouraging Active Lifestyles.**

A multitude of options continue to be made available to all employees so that they may develop healthy and active lifestyles supported by Promega at our headquarters and across the globe. Many of our branches offer onsite fitness facilities, and some offer yoga classes and group fitness instructions. Many locations also offer reimbursement for health club memberships and support for participation in sports or competitive events like marathons or triathlons.

### **Promega C25k.**

Each year Promega challenges employees to train for the annual Couch to 5K program, which provides new runners the education and training support to complete a 5k race.

### **We Run Seoul, We Run PROMEGA**

In April 2017 nearly 20 employees in Korea and their families joined together to participated in a 5km run on the Hang-gan River to raise awareness of the importance of conserving electricity.



### **Promega Annual Fun Run/Walk 5k**

The Field Application Specialists participated in the 8th Annual Promega Madison 5k Run/Walk remotely during a conference

### **Moving For a Cause.**

The Berbee Derby is a combination 5k/10k which offers the Fitchburg, WI community an opportunity to get out and stay healthy on Thanksgiving Day each year. Promega employees got together to create their own team to help raise funds which went towards the Technology and Education Fund.

### **Promoting Employee Wellness in Germany**

Efforts in 2017 at Promega GmbH included weekly yoga sessions lead by a Promega employee, a Nordic walking course, a brain fit workshop and fitness assessments using fitness trackers.



“Although I’ve always enjoyed being athletic, running was never the sport for me. For years I told everyone that I will never run and will never compete in a race. As my 40th birthday approached, I decided to try running a 5k as a new goal and challenge for myself, so I participated in the Promega Couch to 5k program. Support staff at the Wellness Center gave me very useful tips on how to improve my running as I began down this new path. My initial goal was to complete the race in under 30 minutes which I did! I decided to continue with my training and the following year shaved another minute off my final race time. Without the advice I had received from the Wellness center I don’t think I would have enjoyed my running as much. I continue to see the benefits of this new practice across my other athletic pursuits – even rock-climbing. The Couch to 5k program has really helped challenge me in ways I never thought possible!”

– Promega Employee

Next Page (top to bottom, left to right):

Field Application Specialists participating in the 8th Annual Promega 5k.

Promega Korea employees at We Run Seoul, We Run Promega.

Employees in Madison run the Berbee Derby. Employees in Singapore run a 5k.



Introduction  
 Corporate Mind  
 Product Reach  
 Planet Aware  
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## Resources and Benefits to Support Employee Wellness

Promega employees are offered comprehensive benefit packages based on country standards. These programs may include medical, dental, and vision coverage as well as a competitive 401(k) plan and flexible spending accounts for healthcare. Short- and long-term disability insurance, life insurance, tuition assistance and paid time off are also provided in an effort to ensure the well-being of our employees and their families. Promega branches in Australia and Germany have a wellness library with books covering topics such as mindfulness, interpersonal skills, diet and exercise.

### **Wellness Center Offerings**

The Wellness Center located at our Madison, WI headquarters provides all employees on site health consultations and counseling which is available 5 days a week. Services include routine blood draws, routine immunizations, consultation for general health concerns, physical examinations, and physical therapy.

### **Health Assessments with 'Know Your Numbers'**

Each year Promega employees are encouraged to participate in the Know Your Numbers program, which provides a free basic health screening for those interested in participating. Employees in North America get a blood panel drawn covered by Promega and then meet with our Nurse Practitioner to review their results. This program is offered every year and aims to help employees understand a complete picture of what health risks they might face. These diagnostic indicators can help employees formulate a plan around lifestyle changes they can make to prevent or delay the onset of certain diseases such as diabetes and heart disease. Many global locations have similar programs to help employees understand their health risk. In Germany employees had the opportunity to test a fitness tracker for a month to monitor activity, energy levels and other health indicators.

### **Eating Well, Living Well.**

Employees have access to fresh and local produce at our on-site community garden at the Madison Campus. Thousands of pounds of produce are harvested annually from the garden and in conjunction with over three dozen local farms, healthy and organic menus are available across the facility. Employees may also select their own plots within the community garden which they may utilize to exercise their own green thumbs. Many international branches provide fresh fruit and other healthy snacks for employees.

### **Supporting Employees During Times of Need**

As of 2018, Caregiver Leave was made available to Promega employees in the US which employees can utilize to care for aging parents, ill spouses, children with medical needs, or time off to bond with a new born/newly adopted child without sacrificing their own paid sick leave or vacation.

*"In 2016 my 79 year old father came from Russia to visit my sister and me for the holidays and ended up permanently staying. Recently, he had been diagnosed with three different kinds of cancer which led to four surgeries, one round of immunotherapy, dozens of procedures, clinic visits and hospital stays. Because my father doesn't speak English or drive, I needed to help him to and from each appointment and stay to interpret. As a Senior R&D Scientist my schedule is very flexible but understandably has limits, and I quickly began to run out of paid sick leave. Last year Promega announced its new caregiver leave program which granted me significant peace of mind by allowing me to tend to my father's health without sacrificing paid leave I may need for my own. Promega continues to support employees by allowing us a balance with their professional and personal lives, and I continue to be grateful for these efforts and initiatives. Thank you, Promega!"*

–Promega Employee

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Astrid Lindgren made Pippi Longstocking say “I have never tried that before, so I think I should definitely be able to do that”. This describes perfectly the Promega spirit as we are encouraged and empowered to try new and innovative things, to think out of the box and leave the beaten track, even sometimes go out of our own comfort zone in order to discover new and better solutions for scientists. Successes are being amplified and mistakes are considered as learning curves for future success. This makes working for Promega so inspiring and creative!

Hans Pennings, Marketing Manager, Promega Sweden

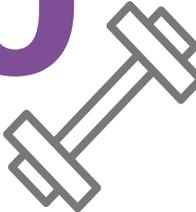
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**1,609**   
Wellness Center Visits

Know Your Numbers Participants

**704** 

**98**  
Acupuncture  
Appointments

**20**   
Fitness  
Classes/  
Week

Fun Run Participants  
**202** 