

The image features a diverse group of four professionals (two men and two women) sitting around a wooden conference table in a modern office setting. They are engaged in a discussion, with some holding coffee cups. The background shows office shelves with binders. The scene is overlaid with large, semi-transparent circular shapes in blue, red, and orange. The Novartis logo is positioned in the top left corner.

**NOVARTIS**

# Thrive Together

The culture, rewards and benefits we offer our people

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# At Novartis we thrive together

As an organization spanning diverse geographies, functions and languages, we empower bright, curious minds to collaborate and do what they do best - to reimagine medicine. **At Novartis, you can do and be more than you may have thought possible as part of an inclusive culture created to help you thrive personally and professionally.**



## Shared impact

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Partner with people and teams around the world to solve the toughest healthcare challenges.

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## Personal experience

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Feel safe, well, valued and rewarded in an environment where differences are celebrated and embraced.

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## Inspiring growth

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Learn from everyone around you and explore countless opportunities to develop and grow.

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## Empowering purpose

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Play a role in reimagining medicine to improve and extend people's lives.

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# We offer everything you need to be at your best

Throughout your career here, you'll be recognized for your contribution, celebrated for your achievements, and valued for who you are.

The rewards of being part of our team go far beyond pay and incentives. From learning and development to health and wellbeing. From flexible working to volunteering opportunities.

**We support you to be at your best, at work and in life.**

## Compensation & Benefits

Competitive, fair pay and incentives along with wide-ranging and industry-leading benefits

Page 05



## Career & Development

Countless opportunities for learning, recognition, growth and career development

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## Care & Culture

A highly collaborative work environment where everyone can thrive

Page 15



A photograph of two young women smiling and looking upwards. They are standing outdoors under a large, colorful umbrella with a tropical pattern of blue and yellow leaves and red flamingos. In the background, a large, white, domed building, likely a government capitol, is visible under a cloudy sky. The image is overlaid with a large blue shape on the left side containing the number '02' and the text 'Compensation & Benefits'.

02

Compensation & Benefits

# Compensation & Benefits at Novartis

Our philosophy is based on 5 principles. **We want you to stay with us and thrive with us.** That's why we're committed to offering you rewards that reflect your contribution to our strategy, performance and success.

## Competitive compensation

We believe our compensation should reflect the value of our talent.

## Business ethics

We treat all employees fairly, in line with our EPIC pledge for pay equity, transparency, gender balance and removing historical salary bias.

## Balanced rewards

We aim to provide a balance of fixed pay, short-term and long-term incentives, including best in class global and local benefits.

## Shareholder alignment

We align personal contributions with the creation of shareholder value through our long-term incentive equity plans.

## Pay for performance

We deliver market competitive compensation with the opportunity to receive enhanced incentive payouts for exceptional performance.

# Pay

## Your salary

We benchmark our salary ranges for each role against the market. Where your salary is positioned within the range is based upon transparent criteria such as your experience, skills and competencies. Annual salary reviews take place between January and March.

## Our Equal Pay International Coalition (EPIC) commitments

We are committed to treating all employees fairly and respectfully and have been members of the Equal Pay International Coalition (EPIC) since 2018. We achieved our original pledge commitments in 2023 (outlined below) and continue to build upon our progress in this area.

- Monitoring pay equity with global consistency
- Removing bias from the system
- Providing pay transparency
- Maintaining gender balance in management

Learn more at [novartis.com/about/diversity-inclusion/equity](https://www.novartis.com/about/diversity-inclusion/equity)

*\*All employment decisions at Novartis are based solely on job related factors, including the skills, competencies and experience of the candidate, without regard to gender, race, ethnicity or any other protected characteristic under local law.*

# Bonus and equity

## Short-term incentive (Bonus)

**We want everyone at Novartis to share in our financial success.** Each year, we pay our employees bonuses based on their contributions to business, team and individual objectives. We call it our Short-Term Incentive (STI) plan. Your STI target is a percentage of your annual base salary (depending on your location and level) and is paid in cash.

The amount paid out under the STI plan is based on our performance as a company and the impact you have as an employee. A small number of people who have gone above and beyond receive an exceptional impact award each year. This means a higher multiplier is applied to their payout than other employees.

When evaluating your impact, we consider various factors including:

- Achievement of personal objectives
- Role modeling of Novartis values and behaviors
- Contribution to the success of others

## Long-term incentive (Equity)

As an employee, you may be eligible for our annual **Select Awards Program**. Eligibility is based on the level and location of your role.

The **Select Awards Program** gives you the opportunity to build an ownership interest in Novartis and share in our future growth. These awards are a percentage of your annual base salary and paid in Novartis equity. Some employees who are identified as critical to delivering our business strategy, receive an above-target award via an award multiplier.

The shares awarded mature in phases, one third per year for three years. After they have matured, you can sell or continue to hold your shares.

## Field force incentive

Our Sales employees receive field force incentives instead of the STI bonus. **The program encourages and rewards strong sales performance that embodies the right Values & Behaviors, in line with our policies and Code of Ethics.**

Our international incentive guidelines are based on five guiding principles: ambitious, fair, competitive, differentiated and compliant. Payouts are based on territory sales performance and are paid quarterly.



# Global and local benefits

You help us solve some of the world's toughest healthcare challenges. **We support you to be at your best, at work and in life.** On this page, you can find details about some of the competitive global benefits everyone at Novartis enjoys. In addition, we offer a huge variety of country specific benefits.

## Wellbeing benefits

Access a wide range of tools and resources to help you nurture your wellbeing, so you can be your best at home and at work.

[See page 18](#)

## Retirement, health and welfare plans

Enjoy attractive retirement benefits aligned with local social security requirements. We also offer life and illness financial protection for you and your family.

## Medical and life insurance

We offer medical and life insurance depending on local country plans.

## Parental leave

If you become a parent through birth, adoption or surrogacy, we offer you at least 14 weeks paid parental leave. This applies to every new parent at Novartis.

## Recognition programs

Our Global recognition program, Spark, empowers you to spontaneously recognize your colleagues anywhere across Novartis by sending a thank you e-card or by awarding them monetary points to use personally or donate to charity.

In addition, our business units operate their own annual award programs (see next page).

## Business travel insurance

As an employee, you're covered by our insurance whenever you travel on behalf of Novartis. We also provide emergency assistance via international SOS.

## Share purchase plan\*

Our **Employee Share Purchase Plan (ESPP)** allows our people\*\* to build an ownership in Novartis by buying shares at a 15% discount.

*\*Available according to local regulations.*

*Eligibility rules may vary in some countries due to local legislation, policy and requirements.*

*\*\*Employees of Novartis with either a permanent contract or an employment agreement directly with a Novartis affiliate.*

# Business Unit Annual Awards

**We love recognizing and celebrating each other's successes.**

These Business Unit specific awards are in addition to our global recognition program. Check out some of the internal awards we have to further recognize our people\*.

## Biomedical Research Awards

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Celebrates **Biomedical Research teams** who collaborate across boundaries to tackle science, culture and operational challenges/gaps.

## Sales Award Programs

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Celebrates **customer-facing employees** who go above and beyond in terms of performance, values and behaviors, and embodying the culture of Novartis.

## Novartis Vision, Innovation, Value & Achievement (VIVA) Awards

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Celebrates **R&D bench scientists** who make an exceptional contribution in research, innovation or operational excellence.

## Global Drug Development STAR Awards

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Celebrates **Novartis employees** who make an outstanding contribution to our goal of reimagining medicine.

**\*Employees of Novartis with either a permanent contract or an employment agreement directly with a Novartis affiliate.**



Career & Development

03

# Your career and development journey

**Where and how do you want to grow?** New role, bigger project, different unit or function? Deepening your expertise or pursuing a fresh career path? Mastering an emerging technology before anyone else?

There are countless opportunities for you to develop here, whether it's up, across or outside your comfort zone. Whatever your role, you'll always be surrounded by people you can learn from and admire.

## Our career development toolkit

### Performance management

**What**

Our continuous rhythm of reviewing and rewarding performance

**How**

Outcome-focused objectives, frequent check-ins, feedback, and recognition

**Why**

Helps you and your team learn, grow and reach your full potential

### Talent Insights

**What**

Talent assessment methodology tools

**How**

Identifies opportunities for your development and growth by getting confidential feedback from the people you work with

**Why**

Enables you to discover your potential and increase self-awareness

### Talent Match

**What**

AI-powered internal talent marketplace

**How**

Provides personalized recommendations for new roles, projects, short-term assignments and mentoring

**Why**

Introduces you to career opportunities outside your area and connects you with mentors who can help you bridge skills gaps

### Match Learn

**What**

AI-driven social learning platform

**How**

Offers you curated learning experiences and gives you access to knowledge and experts who can support your development

**Why**

Helps you excel in your current role and prepare for future ones

# Leadership development

**Leaders play a vital role in driving our growth and helping us to thrive.**

To help our leaders keep performing at their best, we aim to make leadership development a part of everyday life.

## What support looks like

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### **Foundational programs**

Supporting leaders at a key moment in time on their career journey.

### **Targeted interventions**

Addressing business-specific needs.

### **Everyday**

Continuous learning and growth, through solutions that support our people in their work.

### **Team effectiveness**

Targeted support and tools for all that help teams harness each person's diverse skills, collaborate more effectively, and keep performing at their best.

## **360° assessment**

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Reach your full potential with our validated models, designed to help you deep-dive into your strengths and growth areas.

# Mentoring and coaching

At Novartis, we offer everyone targeted and personalized support to help you achieve your professional development objectives, through external and internal coaching engagement. Currently, we have access to over 2,000 coaches via our external partner, BetterUp, so you can find the coach that's right for you.

## Find a coach

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Our specialist coaching partner, **BetterUp**, is here to help you get the support and guidance you need to achieve your goals and ambitions.

**BetterUp** has more than 2,000 qualified coaches speaking 34 languages, so you can find the coach that's right for you.

**Our Internal Coaching Network, Empowering Growth.** Novartis offers a self-organized Internal Coaching Network (PowerUp), a unique resource for professional development. All colleagues are certified coaches and provide guidance and support tailored to your needs. You can either become a coach or find one to help you navigate your career and personal growth.

## Build your coaching skills

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Develop your coaching skills with **Coach2Grow**, a 6-week structured development experience for managers. Through a combination of self-led skill-building, safe practice, coaching at work and reflection with your peers, you'll develop skills in three key areas:

### Being Present

### Asking Powerful Questions

### Listening to Learn

## Mentoring: Unleash your potential

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Novartis Mentoring through our internal **Talent Marketplace** connects you with mentors from across Novartis who can provide valuable insights. Use **Talent Match** to find the perfect mentor for your personal and professional journey. You can also become a mentor and inspire others while enhancing your own leadership skills.





Care & Culture

04

# Our Culture

**Our Culture is the way we do things in service of delivering on our strategic priorities aligned with our vision and purpose.** Our values are an integral part of the framework we use to recruit and develop people and assess and reward their performance.

## Our vision

To become the most valued and trusted medicines company in the world

## Our purpose

Reimagine medicine

## Our culture aspiration

We want everyone at Novartis to be **inspired** by our purpose, **curious** about new ideas that can produce better outcomes for patients, empowered to be their best self and accountable (**unbossed**) to deliver our strategy and achieve individual and collective impact.

## Our Values

Inspired

Curious

Unbossed

Integrity



# Diversity, Equity and Inclusion

When we can share who we are in the spirit of inclusivity – and understand, empathize, and learn from one another – **we can generate new ideas, drive innovation and reach underserved communities.**

## We build and advance a diverse workforce that reflects the world around us through:

- Increased innovation via a global workforce that mirrors the communities we serve around the world.
- Ensuring an inclusive talent lifecycle, enabled through equitable P&O policies and processes.
- DEI practices embedded into business and leadership behaviors and accountability.

## We enable societal impact:

- Through more robust solutions for patients and connection to a wider customer base through embedding inclusion practices in R&D and commercialization.
- Establishing trust in the Novartis brand and support for our diverse communities in society.

## Actions

- **We have publicly** committed to focus our efforts and promote racial, ethnic, cultural, disability, gender and LGBTQI+ diversity through pledges of WEP (Women Empowerment Principles), EPIC Pledge, United Nations Standards of Conduct for Business and Valuable 500.
- **We support** equitable career opportunities by offering equal parental leave, flexible working and building expertise to support a diverse talent pipeline and workforce.
- **We democratize** access to career development through professional growth and development programs, partnering with HBA (Healthcare Business Women Association).
- **We develop** best-practice solutions to enable People with Disabilities to participate as equal members of our organization, by working with external partners including the International Labor Organization's Global Business and Disability Network.
- **We provide** an inclusive and equitable workplace that empowers all of our people to achieve their full potential through inclusive leadership and communities of belonging.
- **We partner** with organizations and networks such as MyGwork, PGLE (Partnership for Global LGBTQI equality), PurpleSpace and Business Disability Forum to listen, learn, create action and influence society.

## Key fact

In 2018, we became the first global pharmaceutical company to support the United Nations Standards of Conduct for Business to tackle discrimination against employees who are lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI).

# Health and wellbeing

If we want to take care of our patients, we also need to take care of ourselves. **That's why we offer a wide range of tools and resources to support your mental health and wellbeing.**

## How are you feeling?

### What

Self-led wellbeing platform

### How it works

Uses a brief self-assessment to direct you towards strategies and resources to help you with topics ranging from resilience to managing stress.

## Employee Assistance Program

### What

24/7 psychological support

### How it works

Confidential counseling on problems such as everyday stress and financial issues.

## Mental Health First Aid

### What

One-to-one wellbeing support

### How it works

Large and growing network of Mental Health First Aiders around the world, who are here to help you and guide you to appropriate professional support if you need it.

## Education and awareness

### What

Range of e-learnings and training resources

### How it works

Enables managers and team members to learn more about taking care of themselves and others.

# Flexible working

**We're committed to maintaining work-life balance and we strive to provide opportunities for you to be flexible about when and where you work.**

At the same time, we believe in creating time and space to meet in person, as it helps us learn, grow and work together more effectively.

## What does this look like for you and your team?\*

### Office

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Balance of in-person and virtual working, with an average of 12 days a month on site

### Lab

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On site every working day, using facilities only available at Novartis

### Manufacturing

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On site every working day, using facilities only available at Novartis

### Field

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Connecting with team at least once a month but mostly working with customers

*\*Subject to local consultation as applicable*



# Employee Resource Groups

Looking to connect with colleagues with shared interests, experiences and perspectives? We encourage you to join one of our **Employee Resource Groups (ERGs)**.

ERGs are driven by inspired employees with a shared vision and purpose, engaging in business-relevant topics and cultural development. They make the various aspects of diversity, equity, inclusion & culture (DEIC) tangible to everyone.

**Novartis has 70+ ERGs**

- Gender
- LGBTQI+
- Disability
- Community & Caretakers
- Health & Wellbeing
- Environment
- Skills & Tech
- Generations
- And lots more...

**“One of the unexpected learnings we’ve had as we’ve unbossed the organization is how it’s remarkable when our employees come together on topics they deeply care about and identities that they share - how much impact they can have. The ERG community has been remarkable in this respect.”**

**Vas Narasimhan, Novartis Chief Executive Officer**

# Giving and Volunteering

We want you to be able to make an impact on society's biggest challenges and unmet needs. When you want. Where you want. How you want.

## How our Giving & Volunteering program works

- No upper limit on number of volunteering hours on company time
- No line manager approval needed
- Participation open to eligible employees under a permanent contract or other employment agreement directly with Novartis

Access giving and volunteering opportunities posted by other Novartis employees

**OR**

Access giving and volunteering opportunities posted by external partners

**OR**

Post your own giving and volunteering opportunities



# Environmental, Society and Governance initiatives

We are always striving to reduce our environmental footprint and make our medicines accessible to as many people as possible.

It's an undertaking we can all be proud of – and every one of us plays a part.

## Our ambition

We aim to be the **Pharma industry sector leader** in the areas where we can have the most impact on people and society.

We aim to embed our most material topics into our core business model through innovation, to tackle serious diseases and broaden access to our medicines.

We aim to perform well as a responsible business with respect to the culture we create at work, environmental sustainability and standards of ethics and governance.

## Our framework

Our biggest impact is on our most material topics, driving equity in health while performing well as a responsible business.

### Innovation & Access to Medicines

- Pipeline of new medicines addressing unmet medical and social needs
- Broad access to our medicines, including underserved populations
- Dedicated Global Health unit

### Human Capital

- DE&I
- Culture
- Talent

### Environmental Sustainability

- Climate
- Water
- Waste

### Ethical Standards

- Ethics
- Compliance
- Human Rights

# Top global employer

We are widely recognized for our inclusive culture and great work environment and best-in-class rewards offering.



#6 on BioSpace's 2023 list of best places to work



Most attractive employer for natural sciences students in Switzerland



Included in the Bloomberg Gender Equality Index 2020-2023



#43 for Gender Equality globally in 2023



Achieved a top 5% S&P Global ESG Score in 2023



#6 World's Most Admired Pharmaceutical Company



Part of Science Magazine's Top 20 Employers 2023



#5 in Refinitiv's Global D&I Index 2022



Included in Forbes 100 World's Best Employers 2023



Recognized as Stonewall Top Global Employer 2022 Silver Award



Awarded 8 Brandon Hall awards for learning in 2022



#4 in the 2022 Access to Medicines Index



Recognized with 15 Top Employer Awards around the world