



Inovacomm S.A. Employee Guide

- **Employee commitments**
- **Inovacomm framework conditions**
- **Remuneration**
- **Personal protection**
- **Holidays, leave and accidents**
- **Inovacomm S.A. Code of Conduct**



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Employee commitments

The employee undertakes to respect the sustainability and ethics philosophies of Inovacomm S.A by:

- signing his/her employment contract and this document
- complying with his/her responsibilities and the Inovacomm Code of Conduct
- sorting waste (note: electronic waste must be sent to the waste sorting centre or returned to stores)
- switching off his/her workstation during lunch breaks and at night when leaving
- saving resources: properly turning off taps and unnecessary lights, closing outside doors, etc.
- reusing cardboard boxes for future shipments
- minimising the use of paper
- using greener means of transport as a priority, e.g., buses, carsharing, bicycles, other low-impact vehicles, and using stairs instead of lifts
- respecting the infrastructure and tools made available in the Inovacomm premises and at his/her workstation
- using the “green” settings on electronic devices
- filling in the sheet of hours worked
- filling in the sheet of absences and holidays (for optimal internal organisation)
- informing management if a service provider and/or employee behaves inappropriately or in a way that goes against the Inovacomm Code of Conduct

He/she also undertakes to support and share with his/her colleagues any actions or ideas in the interest of sustainability and respect for the environment or resources.

In general, the employee undertakes to comply with the procedures established for the proper performance of the company’s business.

Inovacomm framework conditions:

Inovacomm provides optimal ergonomics and safety for its staff:

- recent and functional computer hardware
- green office supplies
- desks with adjustable height
- ergonomic chairs
- ball chairs
- footrests under the desks
- essential oil diffusers
- a leafy environment with air-purifying plants
- a relaxation and social area
- an electric bicycle for travel during working hours
- a half-fare pass for public transport
- sparkling water made on site to avoid single-use bottles
- unlimited tea and coffee
- crockery, cutlery
- sorting bins
- eco-friendly cleaning products available for private use
- continuous education and development
- documentation and procedures to follow
- secure remote access for teleworking
- prevention of accidents at work and in private
- a manual on posture to prevent injury
- an annual performance assessment
- active listening by management on the needs or problems that staff may have
- Inovacomm favours dialogue and amicable settlements between colleagues

Inovacomm organises sporting and recreational outings once or twice a year for all its employees. Inovacomm also encourages its employees to suggest walking and hiking routes with family or friends.



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Remuneration/Bonuses:

Inovacomm pays above-average wages for the industry and regularly awards individual pay rises. The salary is paid over 13 months.

Depending on the work carried out, employees receive a bonus. This is determined by management based on the turnover achieved in the previous year. This bonus is paid during the year.

Personal protection:

The personal protection plan is appended to the employee's contract.

Holidays, leave and accidents:

Holidays and leave are paid. 5 weeks of holidays are allocated at the discretion of employees in agreement with the management. The holidays should ideally be used in full during the current year so as not to be carried over and accumulated over the following year.

Inovacomm offers a few days in addition to these holidays depending on the period of the year; these days of leave are set by management. In exceptional cases, they may be recovered if the employee is required to work on those days and ideally used during the current year.

Specific leave of a longer duration may be discussed with management for exceptional cases.

Maternity leave is set at 14 weeks as soon as the happy event arrives, in accordance with Swiss federal law. Management is open to discussion regarding a possible extension of maternity leave. The Swiss labour law provides mothers with protection during the first 16 weeks following childbirth: during the first 8, mothers are not allowed to be employed; during the next 8, they can freely decide whether or not they wish to return to work.

Inovacomm is committed to providing a work environment that takes into account family commitments, in particular by facilitating breast-feeding at work for mothers who wish to continue after returning to work. This includes female employees being able to take short breaks and/or having flexible working hours to breast-feed or pump, as well as having access to a suitable office space to do so and a safe storage place for their milk in accordance with WHO guidelines. Support and understanding from management and all employees are strongly requested.

In accordance with Swiss Law of 27 September 2020 which came into force on 1 January 2021, fathers may benefit from 2 weeks (10 days) paternity leave within 6 months of the birth of their child.

Benefits during this leave correspond to 80% of the average income obtained before the birth of the child. A maximum of 196 CHF per day is set by law provided that the employee has worked during the 5 months preceding the birth, in accordance with the Swiss Code of Obligations.



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Employees are granted an additional 2 days of leave for their marriage, 1 day for the birth of a child (excluding parental leave), 1 to 3 days for the death of a family member and 1 day for moving home.

Occupational or non-occupational accidents are governed in accordance with the Swiss Federal Office of Public Health.

Accident insurance:

Inovacomm has taken out accident insurance in accordance with the obligation imposed by the LAA (Swiss Law on Accident Insurance). Included in this risk is a supplement (additional LAA) with the following services:

- . Private medical expenses (LAA = shared room)
- . 100% daily allowance from day 1 (LAA = 80% from day 3)
- . Disability → additional capital of 2x salary with an increase of up to 350% in case of permanent total disability (LAA = life annuity of 80%)
- . Death → additional capital of 1x salary (LAA = 40% survivor’s annuity for widow/widow + children’s annuities)
- . Serious misconduct → compensation (LAA = deduction in case of serious misconduct)

Health insurance:

If employees become ill, they must immediately notify the employer and provide a medical certificate if the illness lasts more than 2 calendar days.

During the term of the employment contract, the employer insures the employee against loss of earnings in the event of illness; the daily allowance is 80% of the salary from the 14th day of incapacity for work for a period of 730 days, less the waiting period.

Half of this sum is paid by the employee (taken out of the salary).

For the sickness and loss of earnings part, the employer’s obligation is based on Article 324 of the Swiss Code of Obligations.

Obligation du paiement du salaire - selon l’art. 324 du Code des Obligations (échelle bernoise)

Durée du contrat de travail	Obligation	Durée du contrat de travail	Obligation
⇒ 1 ^{ère} année	3 semaines	⇒ 15 à 19 ans	5 mois
⇒ 2 ^{ème} année	1 mois	⇒ 20 à 24 ans	6 mois
⇒ 3 à 4 ans	2 mois	⇒ 25 à 29 ans	7 mois
⇒ 5 à 9 ans	3 mois	⇒ 30 à 34 ans	8 mois
⇒ 10 à 14 ans	4 mois	⇒ 35 ans et plus	9 mois

However, Inovacomm goes beyond this minimum with 80% coverage from the 15th day and for a period of 2 years.



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Inovacomm Code of Conduct:

Inovacomm is committed to respecting ethics, the environment and human rights in the governance of its company and the management of its business.

We expect our team and all our partners to:

- comply with applicable laws
- treat our projects with integrity and fairness
- put people first throughout the production chain
- abstain from all discrimination, corruption, forced labour or harassment
- implement all measures aimed at limiting the social and environmental impact directly related to our business
- limit business travel to what is strictly necessary

In the event of non-compliance with these clauses, Inovacomm reserves the right to terminate any employment relationship with immediate effect.

Inovacomm supports and encourages:

- sustainable development (ethical, social and environmental)
- organic and recycled materials
- the least polluting means of transport
- waste recovery and recycling
- energy optimisation
- whistleblowers who reveal information about threats or harm to the public interest
- CO2 compensation for its products
- certifications for its products

We act daily to promote and implement standards and certifications with all our partners.

We are committed to contributing to the personal development of our employees by training them on standards, labels and certifications, while offering them the most pleasant and stimulating working conditions possible.

Signed on ... / ... /

Signature: _____