

Revision History

Rev No.	Change Rationale	Update of Related Documents	Date
#1	<p>Changed content: Initial Release; Merging of Policies (General Employment Policy; Vacation and Absence Policy (SOP-GOCRES-007), Flexitime Policy (SOP-GOCRES-006) and Social Security Policy (SOP-GOCRES-009)); updating various sections of the same policies. Incorporation of general rules from SOP-GOCRES-008.</p> <p>Change reason: General improvement of HR structure and corresponding policies</p>	<p>SOP-GOCRES-006 Rev 01 archived</p> <p>SOP-GOCRES-007 Rev 01 archived</p> <p>SOP-GOCRES-009 Rev 01 archived</p> <p>SOP-GOCRES-008 Rev 03</p>	10-Jan-2021
#2	<p>Changed content: updating sections on Sickness and accident; updating Appendix 2: Information Sheet Insurance and Pension Scheme due to new pension plan provider as of January 2022</p>	N/A	01-Jan-2022
#3	<p>Changed content: Section 2 removing definition “Management Executive; Section 4.2 adding probation period for limited contracts; Section 4.3.2 adding notice period for limited contracts; removing Section 4.3.5; Section 5.23 removing specification of timing of salary payments for Employees on hourly rates; Section 5.5 adding more details on labor law regarding additional occupation; Section 5.8 adding more context to IP usage and assignation; Section 5.9 replaced by reference to Novocure Recruitment and Employee Privacy (CMP- POL-046); Section 6 removing reference to management executives and adjusting range of application to new guidelines of Novocure; Section 6.3.2 add reference to new Policy (SOP-HR-EMEA-002); Section 6.4.3 adjusted Flexitime scheme to new guidelines of Novocure; Section 6.4.4 adding responsibility of how and when to compensate Flexitime; removing possible payout option of Flexitime in Section 6.5.2; Section 6.6 adjust/simplify travel examples; Section 7.2.3 elaborate option of Novocure deciding on timing of vacation; Section 7.2.4 simplify content; Section 7.3 rephrasing to align internally; Section 7.4 elaborating further on working from home on public holidays; Section 7.5.1 rewriting and simplifying; Section 7.5.2 rewriting and simplifying, adjusting content to current insurance coverage at Novocure and legislation; Section 7.5.4 adjusting paternity leave to new legislation on leave of the other parent, adding 2 weeks extended leave, removing reduced continuous salary payment during probation period; Section 7.5.5 Adding adoption leave; Section 7.5.6 adding Caregiver’s leaves, removing reduced continuous salary payment during probation period; Section 7.5.8 adjusting wording to match legislation; Section 8.4 removing reference to Root, Lucerne; Section 9.1 adding elaboration on process of possible changes of GEP in the future; Appendix 1: removing Wurth Logo and contact details of broker</p> <p>Change reason: continuous improvement and updating to be compliant with legislative requirements and company guidelines.</p>	added SOP-HR-EMEA-002	01-Jan-2025

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Contents

1	References	4
2	Definitions and Abbreviations	4
3	Scope.....	5
4	Start and end of employment.....	5
4.1	Start of employment relationship.....	5
4.2	Probation period	5
4.3	Termination of employment relationship.....	5
5	Employees' rights and duties	6
5.1	Job performance	6
5.2	Remuneration	7
5.3	Work place	7
5.4	Work equipment	8
5.5	Exclusion of additional occupations.....	9
5.6	Exclusion of taking interest in a competing company	9
5.7	Secrecy obligation	9
5.8	Intellectual property	10
5.9	Employee data	11
6	Working Time.....	11
6.1	Range of Application	11
6.2	General principle.....	11
6.3	Working Hours	12
6.4	Flexitime	13
6.5	Overtime and Extra Working Hours	15
6.6	Travels	15
7	Absence and Vacations	16
7.1	Notification and tracking of absences.....	16

7.2	Vacation	16
7.3	Paid absences.....	17
7.4	Public holidays.....	18
7.5	Remuneration and Absences due to sickness, accidents, pregnancy, maternity and paternity or military service	19
7.6	Unpaid leave	23
7.7	Medical visits.....	23
8	Overview of insurances.....	23
8.1	Pension Fund	23
8.2	Accident insurance	24
8.3	Daily sickness benefits insurance	24
8.4	Family allowances and birth allowance	24
9	Miscellaneous	25
9.1	Integral part.....	25
9.2	Applicable Swiss law.....	25
9.3	Severance clause	25
9.4	Effective date	25
Appendix 1: Summary Occupational Insurance		26
Appendix 2: Information Sheet Insurance and Pension Scheme		28

1 References

Related documentation	
QSP-100	Novocure Glossary
SOP-ACC-001-CH	Expense Reimbursement Policy / Spesenreglement
DME-POL-090	Employee Privacy Notice
DME-POL-009	Mission and Philosophy Statement
CMP-POL-004	Novocure Global Data Privacy Policy
CMP-POL-046	Novocure Recruitment and Employee Privacy
HR-POL-US-014	Code of Conduct German English Switzerland
SOP-GOCRES-005	EMEA Training Procedure
SOP-GOCRES-019	Work safety, health and environment procedure
SOP-GOCRES-008	Novocure HR Processes EMEA
SOP-GOCRES-020	A1 certification for business travels procedure
SOP-HR-EMEA-002	Novocure Switzerland - Working on Sunday or Public Holiday
Relevant external requirements	
Swiss Code of Obligations SR 220	
FDA 21 CFR 820	
EN ISO 13485 clause 6	
MDD 93/42/EEC	
MDR 2017/745	

2 Definitions and Abbreviations

Terminology	Description
GEP	General Employment Policy
Novocure	See definition in section 3
Employee(s)	See definition in section 3
CO	Swiss Code of Obligations (in German: Obligationenrecht / OR)
HR	Human Resources Department
Work Equipment	See definition in section 5.4.1
Confidential Information	See definition in section 5.7
IP / Intellectual Property	See definition in section 5.8
HR IS	Human Resources Information System
Flexitime	See definition in section 6.2
Ordinary Working Time	See definition in section 6.3.1
Day Work	See definition in section 6.3.2
Evening Work	See definition in section 6.3.2
Sunday Work	See definition in section 6.3.2
Night Work	See definition in section 6.3.2
Flexitime Account	See definition in section 6.4.2
Flexitime Account Balance	See definition in section 6.4.2
Additional Hours	See definition in section 6.5.2
Public Holidays	See definition in section 7.4

3 Scope

- 1 This General Employment Policy (hereinafter "**GEP**") defines the general terms and conditions of the employment relationship between the Employee and Novocure GmbH, Switzerland (hereinafter "**Novocure**").
- 2 This GEP applies to all Employees of Novocure (working full or part-time) (hereinafter "**Employee(s)**"). Novocure and the Employees enter an individual written employment contract. The terms and conditions of this GEP only apply if not otherwise agreed in the individual employment contract.

4 Start and end of employment

4.1 Start of employment relationship

- 3 The commencement date of the employment relationship is agreed in the individual written employment contract.

4.2 Probation period

- 4 An unlimited employment relationship starts with a probation period of three (3) months.
- 5 A limited employment contract with a term of up to 12 months has a probation period duration of one month. A limited employment contract with a term of 12 months or more has a three-month probation period.
- 6 The probation period will be extended for the respective period in case of illness, accident, or a legal obligation which is not voluntarily assumed by the Employee.

4.3 Termination of employment relationship

4.3.1 Termination/end of employment relationship

- 7 The employment relationship ends:
 - (i) in case of ordinary termination as per the end of the notice period
 - (ii) as per expiry of a fixed term contract
 - (iii) in case of termination with immediate effect
 - (iv) upon reaching retirement age
 - (v) upon death of the Employee.

4.3.2 Notice periods

8 The following notice periods are applicable for the termination of the employment relationship by either party:

- (i) during the probation period seven (7) days
- (ii) after expiry of the probation period, the notice periods for unlimited employment contracts are the following: one (1) month in the first year of employment and from the second year on three (3) months effective as per end of a calendar month
- (iii) after expiry of the probation period of a limited employment contract, the notice period is one (1) month effective as per end of a calendar month

9 The notice of termination by the Employee shall be submitted in writing (which shall be understood as any form of documented communication, for example email, or simple electronic signature) to HR or the line manager and the date of receipt is decisive for the calculation of the notice period.

4.3.3 Immediate termination

10 Novocure reserves the right to immediately terminate an employment agreement for valid reasons pursuant to Art. 337 of the Swiss Code of Obligations (hereinafter "**CO**").

4.3.4 Retirement and early-retirement

11 The employment relationship ends, without an explicit notice of termination, at the end of the month in which the pension age pursuant to the applicable pension fund regulations has been reached.

12 Early retirement is possible subject to the rules of the applicable pension fund regulations and the individual situation. Employees who are interested in an early retirement shall communicate an early retirement intention at minimum six (6) months in advance to Human Resources Department (hereinafter "**HR**").

5 Employees' rights and duties

5.1 Job performance

13 The Employees' obligations, responsibilities, and competences result from their individual job role and specification as well as from instructions given by their superiors. Novocure is entitled to assign to the Employees other obligations, activities, or functions diverging from their job role in case of need and according to suitability.

14 Employees and their line managers will have a yearly performance management review.

5.2 Remuneration

5.2.1 Compensation and expenses

15 The Employees' compensation (base salary and additional payments, if any) is agreed in the individual employment contract.

16 Business-related expenses are reimbursed pursuant to the Expense Reimbursement Policy or/and Travel and Entertainment Policy in the current version.

5.2.2 Voluntary benefits

17 Benefits granted by Novocure or an affiliate of Novocure other than the compensation agreed in the individual employment contract, are granted on a voluntary basis only. Even if such benefits are granted regularly and/or several times and/or without explicit reference to the voluntary nature of the benefit, Employees do not acquire a right to be granted such benefits for the future.

5.2.3 Payments

18 The yearly base salary is paid in twelve monthly instalments at the latest as per the end of each month. All payments made by Novocure (base salary and additional payments, if any) will be transferred as a non-cash payment to a Swiss bank or postal account designated by the Employees. All payments are curtailed by the legally applicable and contractually agreed Employee's premiums for inter alia old age, invalidity, daily sickness benefits insurance, unemployment insurance and pension fund contributions and tax at source, if applicable and/or required.

5.2.4 No assignment, no pledge

19 Without the written agreement of Novocure, salary and compensation claims of whatever kind may not be assigned or pledged, except as provided by Art. 325 CO (i.e. to secure compliance of support and alimony, obligations arising under family law). Any agreement to the contrary is invalid unless the Employees provide a respective court order.

5.2.5 Tax responsibility

20 To the extent permitted by applicable tax regulations, Employees shall be solely responsible for proper tax filing with regard to their compensation, revenues, and fringe benefits, if any.

5.3 Work place

21 The principal place of work shall be at the current registered office of Novocure, unless stated to the contrary in the respective employment contract, or if field-based services are required for the exercise of the activity. Novocure reserves the right to change the Employees workplace when reasonable.

22 The Employees receive a personal entry badge, which provides access to the premises of Novocure. The Employees may use their entry badge only for their personal entry. The Employees are neither entitled to grant access to third parties (except known guests) with their entry badge nor are they entitled to hand the entry badge over to third parties.

- 23 Employees are responsible for their guests during their stay in the Novocure offices. Visitors may receive a visitor badge from the reception.

5.4 Work equipment

5.4.1 In general

- 24 The Employees must operate work equipment, working material, business records, technical appliances, communication devices, vehicles, and other materials made available for the execution of the work for Novocure, including private notes concerning Novocure or its affiliates' activities and customer/patient relationships (hereinafter all together referred to as "**Work Equipment**") correctly and professionally, and handle it carefully.
- 25 The Employees are responsible for professional disposal of Work Equipment or replacing work material and must follow the legal requirements. Electronic material must be brought back to Novocure for professional disposal.
- 26 Employees shall have no right of retention as to any Novocure Work Equipment.

5.4.2 Private use

- 27 Work Equipment shall only be used for business purposes. No copies or extracts or duplicates of such Work Equipment may be produced for purposes other than for the business of Novocure. Employees are not allowed to use Work Equipment for any other purpose.

5.4.3 Careful storage / precautionary measures

- 28 Employees must take precautionary measures to prevent unauthorized disclosure of Work Equipment. Employees must ensure that business-related paperwork and documents are produced, copied, faxed, filed, stored, and discarded by means designed to minimize the risk that unauthorized persons might obtain access to Work Equipment. If possible, Work Equipment is always to be stored under lock and key. Employees must not discuss sensitive matters in public places. Work Equipment has to be handed over to Novocure on demand at any time.

5.4.4 Reporting of damages, loss or theft

- 29 Employees must notify any damage to Work Equipment immediately to the IT department and their line manager.
- 30 Employees must notify any loss or theft of laptop, tablet or mobile phone immediately through the following steps:
- 1) If stolen: contact local law enforcement;
 - 2) Contact and report to internal helpdesk (help@novocure.com)
 - 3) Inform your line manager
 - 4) Contact IT Security and Data Privacy (security@novocure.com)

5.4.5 Liability of employee

- 31 Employees shall act appropriately to avoid any damage, loss, or theft to Work Equipment. The Employees are liable for willfully or negligently caused damage or loss of Work Equipment.

5.4.6 Obligation to return Novocure Work Equipment

- 32 Upon leaving Novocure, Employees are obliged to return all Novocure Work Equipment and all other property belonging to Novocure or relating to its business latest on their last contractual working day. Employees may keep neither copies nor extracts of any Work Equipment.

5.5 Exclusion of additional occupations

- 33 Employees have to devote their full working time and their efforts to the performance of their duties. During their employment relationship with Novocure, they shall not engage in any business (compensated or not, competing with Novocure or not) for their own account or for account of third parties, nor accept any position in private or public organizations or memberships in the board of directors or similar bodies of a company (compensated or not) without Novocure's written and prior consent. Should the Employee take on an additional occupation – provided Novocure's written consent is given – the Employee needs to adhere to the applicable employment law regulations (incl. but not limited to work time regulations (especially resting periods) and maximum hours worked per week). Additionally, the Employee is obliged to act in the best interest of Novocure. Therefore, should the quality of the Employees services to Novocure under the respective employment relationship be negatively impacted due to the additional occupation, Novocure can withdraw their consent with a three months' notice.

5.6 Exclusion of taking interest in a competing company

- 34 Employees undertake not to directly or indirectly take an interest in any company pursuing an activity that is in competition with, or complementary to, that of Novocure or any Novocure group company. Such prohibition shall not apply to investments in listed companies or investment funds as long as the Employees' interest does not exceed five percent (5%) of the share capital or voting rights of such companies or investment funds. The Employees undertake to comply with this covenant for the entire term of the employment relationship, including during the notice period.

5.7 Secrecy obligation

- 35 Employees may neither exploit, nor make accessible, nor communicate to anyone (including family members) confidential business matters of Novocure (including, but not limited to, all commercial relationships, customer- and patient data (including addresses), manufacturing and assembly procedures, work processes, experiments, documents, drawings, photographs, correspondence, research and development, etc., which are the exclusive property of Novocure, as well as Employee data, including sensitive data and personality profiles; hereinafter noted together as "**Confidential Information**"), except as reasonably required for the Employee's work activities. Employees are not allowed to make copies and photographs of Confidential Information for any purpose other than when required to perform their work.

36 This secrecy obligation remains in force also after termination of the employment relationship.

5.8 Intellectual property

37 All Employees shall cooperate in inventions, developments and improvements.

38 All work results and all rights of any nature, such as any invention, patents, discoveries, work products, improvements, designs, utility models, moral rights, know-how, trademarks, service marks, copyrights, work of authorship, database rights, trade or business names, computer programs (in particular programs, data operations and procedures and all the relevant documentation and parts of it required to use a computer system that are created when developing, servicing, installing or in any other way handling the relevant software, irrespective of the nature of and medium upon which the said software is stored), data, documentation, concepts, drafts or other intellectual property and intellectual property rights, whether registered or unregistered, whether registrable or not in any country (together "**Intellectual Property**" or "**IP**"), developed by the Employees in the furtherance course of their activities for Novocure and/or affecting the area of activity of Novocure or a Novocure group company shall be notified to Novocure irrespective of their worthiness of protection and shall be the sole and exclusive property of, and shall vest in, Novocure or the relevant Novocure group company, even if they have been produced by the Employees outside their contractually agreed working obligations. If Novocure or Novocure group companies have not become the automatic owner of IP or if IP is not assigned to Novocure by law, the Employee shall assign, and hereby assigns, the IP to Novocure, with effect from its creation. If such IP cannot be assigned to Novocure for any reason whatsoever, the Employee grants Novocure an exclusive, worldwide, transferable, sub-licensable, unlimited, irrevocable, and royalty-free license to use and exploit such IP.

39 The Intellectual Property produced or conceived by the Employees while performing their employment activities, but not during the performance of their contractual duties as well as the Intellectual Property produced or conceived by the Employees outside the performance of their employment activity, which fall within the field of work of Novocure or Novocure group, shall be disclosed by them to Novocure in accordance with art. 332 para 2 CO in writing and shall be offered for acquisition against reasonable compensation regardless of whether it is legally protected.

40 The Employees undertake to hand over to Novocure all documentation, in particular plans, calculations, drawings and the like, the Employees produce in connection with their activities for Novocure without being requested to do so.

41 Novocure has, in particular, the worldwide exclusive right to first and subsequent publication, to use and/or copy and/or duplicate and/or sell the Intellectual Property, irrespective of the medium upon which it is stored and irrespective of the technical means and media used to this end, in unrevised or revised form by any means without obligation to name the respective Employees through Novocure or a third party, and to decipher and/or modify or destroy the Intellectual Property, irrespective of whether the Employees themselves are involved in this process. If such transfer and assignment is in conflict with statutory regulations, Employees herewith grant Novocure the exclusive, transferable, and unlimited right of use of the respective Intellectual Property, including the right to amend, change, and/or translate such Intellectual Property and waives any equivalent moral rights.

42 Employees shall not be entitled to any additional remuneration for the assignment of such Intellectual Property to, or its use by Novocure, except as provided for in note 39.

43 The right to publications, speeches, and interviews about Novocure, its activities and its business as well as related issues rests exclusively with Novocure. Publications, newspaper articles, lectures, and the like may only be published or held upon prior written approval by Novocure's corporate communication. Also the use of Novocure's logo, trademark, trade name, design rights, etc. for publications, lectures, or other communication is subject to prior written approval by Novocure's corporate communication.

5.9 Employee data

5.9.1 Notification of changes in personal circumstances

44 Employees need to keep data records of their personal data in the Human Resources Information System ("HR IS") up to date. HR IS must be updated or HR Department must be informed immediately if any changes in personal circumstances happen (address, civil status, births, deaths, any changes in family circumstances, which result in, or remove entitlement to children allowances, military matters, public mandates, etc.). If required, corresponding certificates must be submitted to HR.

5.9.2 Data privacy and protection

45 Novocure collects and processes data required for the employment relationship. Further details regarding data privacy and data protection in the course of job applications and respective employment relationships can be found in the data privacy notice (CMP-POL-046, https://careers.novocure.com/content/Privacy-Notice-for-Job-Applicants/?locale=en_US) which can be amended from time to time.

6 Working Time

6.1 Range of Application

46 This section 6 applies to all Employees with the exception of Employees with Job Level Senior Manager or above. For Employees with Job Level Senior Manager or above only section 6.1 applies.

47 The working time of Job Level Senior Managers or above results from the workload required to fulfil the tasks and functions assigned to the their respective role. Any overtime or extra working hours of said class of Employees are included in their substantial base salary and their incentive entitlements according to their employment contract. They are not entitled to additional remuneration in money or compensation in the form of free time for any overtime or extra working hours.

6.2 General principle

48 In order to grant its Employees individual flexibility in determining their working time, Novocure provides a flexitime system (Gleitzeit) for its Employees. By way of definition, flexitime is a system of working a set number of hours with the starting and finishing times chosen within agreed limits by the Employee ("Flexitime"). If Flexitime is applicable, Employees

can freely arrange start of work, lunchtime and end of work according to sections 6.3 ss. Exceptions to Flexitime may be necessary for operational reasons and will be communicated on an individual basis between the line manager and the Employee.

49 As a principle, Novocure expects all Employees to adhere to ordinary weekly working time of forty-two (42) hours on average throughout the duration of a calendar year. Usual working days shall be Monday to Friday, Saturday shall remain an exception. Employees are obligated to fulfill their responsibilities and duties of their position. Employees are obliged to take Novocure and patient needs into account when determining working time.

6.3 Working Hours

6.3.1 Ordinary Working Time

50 The ordinary weekly working time is forty-two (42) hours for full-time Employees ("**Ordinary Working Time**") or pro rata for part-time Employees. An ordinary working day has 8 hours 24 minutes.

6.3.2 Working Time Frames

51 The following working time frames are applicable:

- daytime work is the work between 06:00 and 20:00 ("**Day Work**");
- evening work is the work between 20:00 and 23:00 ("**Evening Work**");
- night work is the work between 23:00 and 06:00 ("**Night Work**");
- Sunday work is the work between Saturday, 23:00 and Sunday, 23:00 or during statutory public holidays ("**Sunday Work**").

52 In general, Employees shall only perform Day Work. Evening Work shall remain an exception. In order to maintain a good relationship and high-quality service with our patients, it may be necessary for some Employees to provide Night Work or Sunday Work.

53 Employees may only perform Night Work or Sunday Work (SOP-HR-EMEA-002) upon explicit prior instruction and approval of the relevant authority and line manager. Employees performing Night or Sunday Work without approval are not entitled to any compensation.

54 For Employees on standby duty, the communicated standby duty rules by HR apply.

6.3.3 Breaks

55 Work is to be interrupted by mandatory breaks of the following minimal duration:

For daily working hours of:

- more than 5 ½ hours: 15 minutes break
- more than 7 hours: 30 minutes break

- more than 9 hours: 60 minutes break

56 When more than 5 ½ hours lie between the last break and the end of the working day, an additional break of 15 minutes is mandatory.

57 Breaks do not count as working time.

6.4 Flexitime

6.4.1 Registration of Working Hours

58 Employees are required to register their daily working hours in the time tracking and absence system. Employees are responsible to register accurate Flexitime and should register their Flexitime directly after each working day. The Employees take note that their line manager and HR may at any time inspect and control the individual registration.

59 The individual time registration needs to be confirmed by the Employees and approved by their line managers on a monthly basis, latest until the tenth (10th) day of the following month. As an exception to the latter, the individual time registration for the month December needs to be approved by the relevant line manager latest by January 5th. Should January 5th fall into a weekend, the approval needs to be given on a workday prior to January 5th.

6.4.2 Flexitime Account

60 Deviations from the ordinary working day of 8 hours 24 minutes due to fluctuation of the workload are reflected in the individual flexitime account ("**Flexitime Account**"). The Flexitime Account is visible in the time tracking and absence system.

61 Flexitime is restricted by the maximum working time per week provided by Swiss Labor Law, i.e. 45 hours per week.

62 The difference between the effectively performed working hours and the Ordinary Working Time is called flexitime account balance ("**Flexitime Account Balance**").

63 The Employees' right to Flexitime may be restricted in part or in whole, permanently or temporarily, by their line manager if required due to Novocure needs. The line manager may, at any time, direct the Employees to compensate and even out their Flexitime Account Balance.

6.4.3 Flexitime Account Balance

64 The individual Flexitime Account Balance:

- will not be paid out. It is the responsibility of the Employees and their line managers to align and make sure that the Flexitime Account Balance is even at the end of the calendar year.
- may not show a negative balance of more than 20 hours. In case of a negative balance exceeding twenty (20) hours the line manager may set a time limit within which

the negative balance must be reduced appropriately. If a negative balance is not reduced according to the instructions of the line manager, the base salary of the following month may be curtailed accordingly.

- by the end of each calendar year should be zero (0) hours. If a balanced Flexitime account could not be achieved due to business-critical requirements, any positive Flexitime Account Balance on 31st December can be extended until 31st March of the following calendar year, subject to the agreement and request of the respective line manager. In that extension period the positive Flexitime Account Balance must be compensated in real time according to section 6.4.4 below. Should the respective Employee not have reduced their positive Flexitime Account Balance from the previous year to zero (0) hours by 31st March of the (then current) calendar year, the positive balance shall expire on said date without any claim for payment, compensation, or further extension.

6.4.4 Compensation of the Flexitime Account Balance

65 The Employees are responsible for compensating a positive or negative balance of working hours registered in their individual Flexitime Account on an ongoing basis.

66 If the Flexitime Account Balance cannot be balanced due to business requirements, the Employees concerned shall immediately inform their line manager and agree on appropriate solutions.

67 Compensation of a positive balance in real time days off is possible with the line manager's approval. The request can be entered directly into the time tracking and absence system subject to the approval of the line manager.

68 Line managers are required to maintain oversight over their direct reports' Flexitime account balance to, if relevant, prevent excessive working hours and to ensure a healthy work-life balance. Furthermore, it is the line manager's responsibility to support their direct reports where required to achieve the foregoing.

6.4.5 Termination of Employment Relationship

69 Employees shall even out the Flexitime Account Balance during the notice period. The line manager may determine a set time schedule in order to compensate the Flexitime Account Balance. Any positive Flexitime Account Balance at the end of the employment relationship expires without any claim for payment or compensation.

70 If a positive Flexitime Account Balance cannot be levelled off during the notice period for reasons beyond the responsibility of the Employee, the remaining positive Flexitime Account Balance will be compensated with the hourly gross rate. Any such potential positive Flexitime Account Balance will be paid out one month after the employment relationship has ended.

71 A negative Flexitime Account Balance not levelled off during the notice period may lead to a curtailment of the last basic salary.

6.5 Overtime and Extra Working Hours

6.5.1 Definitions

72 Experience has shown that the amount of work can be accomplished within the Ordinary Working Time of forty-two (42) hours per week. Employees are expected to perform their defined duties according to the deadlines and to work overtime (Überstunden) and/or extra working hours (Überzeit) if needed and solely upon explicit instruction of Novocure. The performance of overtime and extra working hours must always be approved by the line manager in advance. For the avoidance of doubt: A positive Flexitime Account Balance is not deemed as overtime or extra working hours.

73 Both, overtime and extra working hours:

- shall only be directed in an emergency, in cases of urgency, or in the event of extraordinary business workloads,
- must be directed by the line manager in writing in advance, and
- shall be declared separately.

6.5.2 Compensation of Additional Hours

74 Overtime and extra working hours (together "**Additional Hours**") shall be compensated with an equivalent amount of free time in consultation with the line manager.

75 Cash compensation for overtime and extra working hours is excluded.

6.6 Travels

76 The daily journey to the office is not considered working time.

77 Travelling time to and from an external training meeting is not considered working time, unless Employee is able to work during the travel.

78 Travelling time for business reasons is considered working time. The travelling time is equal to the time for travel from the working place (office location) to the outside place of work. If the outside place of work is abroad, the time used for the outward and return journey made in Switzerland (starting point to boarder) shall be regarded as working time (except travel by plane, see paragraph 79 and 80), up to a maximum of 8 hours 24 minutes per day. If the Employees is working during outward and return journey made abroad, the effectively performed working hours are regarded as working time. If the Employee does not work during the outward and return journey made abroad, this time is not considered as working time (except travel by plane, see paragraph 79 and 80).

Example - Train: Employee travels by train from office location to Freiburg i.B., Germany, and back. The journey from the office location to the border is considered working time. The journey from the border to Freiburg i.B. is only considered working time if the Employee is actually working. The same applies on the return journey.

- 79 If Employees are travelling abroad by plane, the journey from the office location to the airport in Switzerland including waiting time until boarding is considered working time. In addition, and unless the flight is a night flight, half of the time spent flying for each flight is regarded as working time, up to a maximum of 8 hours 24 minutes per day. If an Employee works during a flight for more than half of the time spent flying, the actual hours worked during the flight (rather than half of the time spent flying) will be considered working time.
- 80 For the flight back to Switzerland, and unless the flight is a night flight, Employees can record half of the time spent flying, any waiting time at the Swiss airport and the travel time from the Swiss airport back to home. If an Employee works during a flight for more than half of the time spent flying, the actual hours worked during the flight (rather than half of the time spent flying) will be considered working time.
- 81 Employees, who engage in business travels from home and not from the office, must deduct the average time for their journey to and from work from their travelling time for business reasons. This means that the journey to the outside place of work in Switzerland is only considered working time if the travel time to the outside place of work is longer than the daily journey to the office. If this is the case, the time difference between the daily journey to the office and the travel time to the outside place of work constitutes working time.

7 Absence and Vacations

7.1 Notification and tracking of absences

- 82 The line manager has to be informed in good time of any planned absence or vacation. All Employees have to track any absences or vacation in our time track and absence system.

7.2 Vacation

7.2.1 Purpose of vacation

- 83 The purpose of vacations is regeneration. If the Employees use vacations for gainful purposes, Novocure is released from its obligation of paying the relevant base salary, variable payments and bonuses, if any, for the vacation period and might impose further disciplinary measures, up to and including dismissal (without notice, as the case might be).

7.2.2 Vacation entitlement

- 84 Employees working full time are entitled to twenty-five (25) working days of paid vacation per calendar year. As of the 50th birthday, Employees are entitled to twenty-eight (28) working days of paid vacation per calendar year. The higher vacation entitlement applies in the calendar year following the Employees' 50th birthday.
- 85 Paid vacation for Employees working part time is calculated pro rata.
- 86 In the event of entry or leaving Novocure within the calendar year, the paid vacation is calculated pro rata. If Employees have taken vacation days exceeding their entitlement per calendar year, the final salary is curtailed accordingly. Any potential positive vacation balance will be paid out with the last salary payment.

87 Paid public holidays (see section 7.4) that fall within a vacation period do not count as vacation days.

88 Sickness or accidents are considered to have interrupted the vacation only if they are immediately notified to Novocure and the Employee can present a medical certificate stating the inability of taking vacations.

7.2.3 Timing of vacation

89 Employees have to enter their wishes for vacation in the time track and absence system. The Line Manager approves or rejects the absence request in the system by taking into account the interest of the department and operational needs and determines the beginning and duration of vacation for each Employee. Novocure has the right to determine by giving three months' advance notice when an Employee shall take vacation days. In exceptional circumstances, this advance notice period is shortened to up to one week.

90 Two vacation weeks per year shall be taken consecutively. The line manager and the Employees are responsible for ensuring that Employees take two weeks' vacation consecutively each year.

91 The yearly vacation entitlement must be taken before the end of the year. Employees may carry over a maximum of five vacation days to the next calendar year, but these vacation days must be taken at the latest by the end of March. Employees shall always take the most recent vacation credit. Untaken vacation days will not be paid.

7.2.4 Reduction of vacation

92 The annual vacation entitlement is not reduced in case of absences through no fault of the Employee's own (e.g. due to military service, illness or accidents) of up to two months per calendar year, or three months in case of pregnancy. For calculations according to this section, one month of absence is defined as twenty-one point seventy-five (21.75) working days. For absences longer than two months in a calendar year, the first month is not subject to a reduction in vacation allowance, while every subsequent twenty-one point seventy-five (21.75) working days of absence result in a reduction of one-twelfth (1/12) of the annual vacation entitlement. For partial incapacity to work the initial grace period of two or three months respectively is prorated, while subsequent days of absence after reaching the threshold are no longer prorated and subject to a reduction in vacation entitlement of one-twelfth (1/12) for every twenty-one point seventy-five (21.75) working days, regardless of the percentage of incapacity to work.

7.3 Paid absences

93 For certain private occasions and upon the approval of the line manager, Employees will be given in addition to their yearly vacation entitlement the following free time without salary deduction:

Event	Free Time
a. Own marriage / registration of partnership	3 days
a. Marriage in immediate family circle (children, parents, siblings - if the wedding takes place on a working day)	1 day
b. Spouse's or Partner's childbirth	1 day
c. Death in the immediate family circle (spouse or partner, child, siblings and parents)	3 days
d. Death in the close family circle (grandparent, parent-in-law, brother- / sister- in-law, uncle/aunt, niece/nephew)	1 day
e. Moving house within same canton in Switzer- land	1 day
f. Moving house to a different canton within Switzerland	2 days

7.4 Public holidays

94 The Swiss national public holiday falls on August 1. In addition, the canton of Zug declares further days to be public holidays. These public holidays are listed in the time track and absence system and are published at the beginning of each year (together hereafter "**Public Holiday(s)**").

95 On Public Holidays, the offices of Novocure are closed.

96 A Public Holiday that falls on a Saturday or Sunday is not credited nor compensated.

97 For part-time Employees Public Holidays are calculated pro rata. If the weekday on which part-time Employees do not work is a Public Holiday, no additional compensation for this Public Holiday may be taken.

98 Employees who work from home may not work from home on days that correspond to a public holiday at their place of residence, but do not correspond to a Public Holiday, and have to work at the Novocure office on such a day.

7.5 Remuneration and Absences due to sickness, accidents, pregnancy, maternity and paternity or military service

7.5.1 Notification and medical certificate

99 Each instance of inability to work must be notified to the line manager immediately. Such information must include the probable duration of the incapacity to work and the respective personal circumstances (including, but not limited to ability to take vacation or information or whether inability to work is solely workplace related).

100 If the employment is not terminated and the inability to work lasts longer than three working days, Employees are required to submit a medical certificate to Novocure, which states the anticipated duration of the Employees' inability to work. Once notice has been given, Employees are obliged to provide a medical certificate to Novocure from the first day of incapacity to work. To ensure the recovery and to avoid the recovery process being prolonged, the Employee must follow the instructions the doctor made on the medical certificate. Every change in incapacity or extension of the absence must be reported to the HR department immediately by submitting a new medical certificate.

101 In all cases of inability to work, Novocure has the right – at its own cost – to have Employees examined by a medical examiner appointed by Novocure.

7.5.2 Sickness and accident

102 In the event of incapacity for work due to illness or accident through no fault of the Employee, the HR Department needs (in addition to the line manager as per paragraph 99) to be notified so that they can report the incident to the daily sickness or accident insurance.

103 Novocure has taken out daily sickness benefits insurance (Krankentaggeldversicherung) for the benefit of its Employees. This derogating regime pursuant to Article 324a para 4 of the Swiss Code of Obligations (CO) replaces Novocure's statutory duty to continue to pay an Employee's salary.

104 The details of the daily sickness benefits insurance coverage, such as the waiting period after which the insurance typically grants benefits (the **Waiting Period**), the percentage of the insurance benefits, the maximum duration of potential insurance benefits and the maximum of the insured salary are outlined in Appendix 2, whereby Novocure is free to unilaterally adjust this Appendix 2 at any time in accordance with current insurance conditions.

105 If an Employee is prevented from working due to sickness or accident for which the Employee is not at fault, Novocure undertakes to pay 100% of the Employee's salary during the Waiting Period, provided that the Employee is entitled to continued payment of salary under Article 324a para 1-3 CO and the Berne scale.

106 In addition, and if the daily sickness benefits insurance provides for benefits, Novocure will (until the termination of employment at the latest) compensate the Employee for the 10% difference between the daily sickness benefits insurance and the insured salary during the following one-off period (i.e. this entitlement doesn't arise anew per year of service):

Years of service	Payment of 10% difference by Novocure
First three months	none
1 st (after lapse of first three months)	3 weeks
2 nd	1 month
3 rd and 4 th	2 months
5 th to 9 th	3 months
10 th to 14 th	4 months
15 th to 19 th	5 months
20+	6 months

- 107 The Employee acknowledges that the insurance benefits may be reduced after retirement age, residence abroad or that no insurance benefits will be granted if the incapacity is lower than 25%.
- 108 According to the currently valid insurance policy of the accident insurance as well as the supplementary accident insurance (Unfallversicherung und Unfallzusatzversicherung), after a waiting period of two (2) days after the day of the accident, the insurance pays 80% of the insured salary according to the Federal Act on Accident Insurance. After the lapse of thirty-one (31) days after the day of the accident, the insurance pays 90% of the insured salary.
- 109 In addition, and if the accident insurance and supplementary accident insurance provides for benefits, Novocure will (until the termination of employment at the latest) compensate the Employee for the 20% difference between the accident insurance and the insured salary during the first thirty (30) days and 10% difference between the supplementary accident insurance and the insured salary as of the thirty-one (31) day for the following one-off period (i.e. this entitlement doesn't arise anew per year of service):

Years of service	Payment of difference by Novocure
First three months	none
1 st (after lapse of first three months)	3 weeks
2 nd	1 month
3 rd and 4 th	2 months
5 th to 9 th	3 months
10 th to 14 th	4 months
15 th to 19 th	5 months
20+	6 months

110 The benefits of the daily sickness benefits insurance and the accident insurance including the supplementary accident insurance are paid in accordance with the applicable terms and conditions of the insurance.

111 In any event, Novocure shall continue to pay salary until the termination of employment at the latest.

7.5.3 Maternity leave

112 Novocure grants female Employees maternity leave for a duration of 16 weeks commencing on the day of birth of her child.

113 As far as the requirements of the EOG to receive statutory maternity pay are met, female Employees are entitled to continued salary payments of 100% of their salary at the date of birth during maternity leave.

7.5.4 Leave of the other parent

114 Employees who are the legal father of a child at the time of its birth or who become the legal father within the following six months, or an Employee who is the legal other parent at the time of a child's birth are granted a leave of four weeks (twenty working days) to be taken within six months after the birth of their child.

115 Leave of the other parent can be taken in one go or on a weekly or daily basis, as agreed with the Employer. As far as the requirements of the EOG to receive statutory other parent pay are met, Employees are entitled to continued salary payments of 100% of their salary at the date of birth during the leave of the other parent.

116 If Novocure terminates the employment relationship and Employees are entitled to statutory leave of the other parent within the meaning of Art. 329g CO (i.e. the first two weeks of the leave) before the end of the employment relationship, the period of notice is extended by the days of statutory leave not yet taken. The extension is explicitly made only for the untaken statutory leave days and no additional prolongation until the end of the

next termination date (end of calendar month) shall apply. If notice of termination is given during the probationary period, the employment relationship shall not be extended.

7.5.5 Adoption Leave

117 Employees who adopt a child are entitled to adoption leave of four weeks (twenty working days) to be taken within twelve months following the official date of adoption. This leave applies to the Employee who is recognized as a legal parent of the adopted child within the stipulated timeframe.

118 Adoption leave may be taken either continuously or on a weekly or daily basis, as agreed upon with the Employer. The entitlement to adoption leave will expire twelve months after the official date of adoption.

119 As far as the requirements of the EOG to receive statutory adoption pay are met, Employees are entitled to receive their full salary (100%) as of the date of adoption, during the adoption leave.

120 If Novocure terminates the employment relationship and any adoption leave remains un-taken at the end of the notice period, no additional compensation or extension of the notice period will be granted, and these days off are forfeited.

7.5.6 Caregiver's leaves

121 An Employee is entitled to paid leave for the time required to care for a family member or partner with a health impairment; however, the leave shall not exceed three days per event and a maximum of ten days per year and shall be reduced pro rata in the case of part-time work. At the same time, parents are expected to share the corresponding caring responsibilities. At HR's or line manager's request, the respective Employee shall provide a medical certificate of the respective family member.

122 If an Employee is entitled to childcare allowance in accordance with Articles 16n-16s EOG because his or her child's health is seriously impaired due to illness or accident, he or she is entitled to a maximum of 14 weeks' childcare leave.

7.5.7 Military service

123 In case of serving Swiss mandatory military service, civil defense, or other similar Swiss mandatory services, Novocure pays the full base salary to the Employees. During the military training school (UOS, OS) Novocure pays 80% of the Employees' base salary.

124 If Employees wish to perform voluntary military service, prior written agreement from Novocure is necessary.

125 For any military service of foreigners, this section is not applicable. Novocure and Employees will mutually agree on any continued salary payments, if any.

126 In any event, Novocure shall continue to pay salary until the termination of employment at the latest.

7.5.8 Payments by insurances or compensation fund

127 Any payments made by insurances, compensation funds according to the Federal Act on Compensation for Persons providing Military Service and for Maternity and Leave of the other parent or any other governmental institution shall be made to Novocure. Any payments directly made to Employees will be deducted from the abovementioned payments to the Employees.

128 In any event, Novocure's continued payment of salary is limited to a maximum entitlement, together with any insurance benefits, at the same net salary as would have been payable had the Employee not been incapacitated for work. Otherwise, Novocure is entitled to reduce the salary by either a so-called net salary adjustment (Nettolohnausgleich) or a gross wage cap (Bruttolohnkappung).

7.6 Unpaid leave

129 Absences not mentioned in the above sections (sections 7.1 to 7.5) must be leveled off by Flexitime.

130 In well-founded cases, unpaid leave (e.g. sabbatical) may be granted as an exception and at the sole discretion of Novocure. Novocure and the Employees will agree on the terms and conditions of unpaid leave in a separate agreement. There is no entitlement to bonuses, incentives, or vacation during the period of unpaid leave. Novocure benefits Employees and does not reduce the holiday entitlement, as long as the unpaid leave does not exceed one month.

131 For detailed information on how lump sum payments are handled during periods of unpaid leave, please refer to the Expense Policy in the current version.

7.7 Medical visits

132 As a general rule, medical visits should be taken outside of working hours and do not count as working time.

133 For Employees with fixed working schedules: if a medical appointment is not possible to be set outside of the working hours instructed by the line manager, a maximum of one point five (1.5) hours are considered as working time.

134 Employees that can flexibly manage their working time are to use their Flexitime to accommodate doctor's appointments, subject to their line manager's approval and possibility to do so during work hours.

8 Overview of insurances

8.1 Pension Fund

135 The purpose of the pension fund scheme of Novocure is to provide Employees with financial security during old age, invalidity, or in the event of death. A provident scheme stipulating the individual conditions has therefore been set up. A copy of the applicable pension plan regulations is available on the webpage of the pension fund provider. Employees will

further receive a certificate showing individual rights and details of the pension plan each year.

- 136 Employees undertake to return the completed self-declaration form with regard to their health upon first request and to undergo a medical examination, if required. Depending on the Employees' health, restrictions up to five years may apply for the non-mandatory part of the pension benefits.

8.2 Accident insurance

- 137 All Employees working eight or more hours per week are insured against occupational and non-occupational accidents. Employees working less than eight hours per week are insured for occupational accidents and other accidents only if occurred on their direct way to or from work. The terms and conditions of this insurance are outlined in the "summary occupational insurances" (see Appendix 1, which might be amended at any time, depending on changes to the insurance conditions). Employees will be timely informed of any changes thereto. The contributions for the accident insurance are paid by Novocure. The accident insurance coverage ends thirty-one (31) days after the employment ends. In case Employees are not insured by a new employer by that time, Employees might be able to agree on an interim accident insurance (Einzelabredeversicherung), a specially agreed insurance which entitles Employees for a limited continuation of salary payment in case of an accident. The interim accident insurance document is handed over by HR to the Employees when they leave Novocure or take a longer period of unpaid leave.

8.3 Daily sickness benefits insurance

- 138 Novocure has insured its Employees for the risk of continued payment of wages in the event of inability to work owing to sickness through no fault of the Employees or due to medically certified afflictions in connection with pregnancy with a daily sickness benefits insurance (Kollektiv-Krankentaggeldversicherung). Terms and conditions of this insurance are outlined in the "summary occupational insurances" (see Appendix 1, which might be amended at any time, depending on changes to the insurance conditions). Employees will be timely informed of any changes thereto. Payment of contributions for the daily sickness benefits insurance are shared between Novocure and the Employees. The Employees' part of the contribution will be deducted from their monthly salary.

8.4 Family allowances and birth allowance

- 139 Family allowances are paid monthly in accordance with federal and cantonal regulations. Family allowances may not be paid for children living outside of Switzerland, in particular in countries outside of the European Union and countries without a social security agreement with Switzerland. The decision on the entitlement to allowances is made by the competent social security authority. If Employees would like to apply for family or birth allowances, they shall contact HR.

9 Miscellaneous

9.1 Integral part

140 This GEP forms an integral part of the individual employment relationship and is legally binding. In case of uncertainty, the individual written employment contract and attachments thereto signed by the Employee and Novocure take precedence.

141 Any deviations from this GEP are valid and binding only if specifically agreed in writing between the Employee and Novocure in the individual written employment contract.

142 This GEP may be revised or amended by Novocure from time to time, giving at least three months' notice of any such amendment. If an Employee does not accept such amendments, then the Employee must notify their manager and HR in writing prior to the entry into force of the amended rule. If the Employee does not submit any written notice, then the Employee is deemed to have accepted such amendments to the GEP.

143 If this GEP is translated into other languages, this English version takes precedence.

9.2 Applicable Swiss law

144 This GEP and the individual employment agreement are governed by the substantive laws of Switzerland, whereby Swiss conflicts of law rules are hereby excluded. Unless otherwise provided herein or in the individual employment contract, the relevant provisions of Swiss employment law apply, in particular Art. 319 ss. CO, the Swiss Labor Act and the Ordinances 1 to 4 appertaining thereto.

9.3 Severance clause

145 In the event that any provision of this GEP is determined to be illegal or otherwise unenforceable, or if any provision hereof shall become illegal or unenforceable at any time hereafter, then all other provisions shall be severable and shall remain valid and binding and the parties agree that such ineffective provision shall be substituted by another suitable provision which shall maintain the economic purposes and the intentions of the parties.

9.4 Effective date

146 This GEP replaces all previous policies and comes into effect as of 1st January 2025.

Appendix 1: Summary Occupational Insurance

For all employees	Insured salary	Medical cost	Inability to work Temporary (max. 2 years)	Inability to work Permanent (> 2 years)	Survivors benefits	Remarks
Mandatory Accident Insurance UVG	CHF 148'200.-	Medical expenses are insured as well as inpatient treatment in hospital (see below)	daily allowance of 80% of the insured salary from 3 rd day after the accident until full recovery	In case of full disability 80 % of the insured salary	Pensions for surviving partner 40% of surplus salary. Single or full orphan's pension 15 or 25% of surplus salary Max. 70% as the total for multiple survivors	Covered are accidents during working hours and spare time (incl. holidays, weekends). For employees with less than 8 working hours per week occupational accidents are insured only
Supplementary Accident Insurance	Maximum CHF 500'000.- (Surplus salary = part of salary higher than CHF 148'200.-)	Medical expenses additional to the mandatory insurance. Inpatient treatment in PRIVATE ward of a hospital. Worldwide coverage	Daily allowance of 10% of UVG-salary from 31 st day after the accident Daily allowance of 90% of surplus salary from 31 st day after accident	Disability pension 80% of the surplus salary Lump sum 100% annual salary with a progression of 350%	Pensions for surviving partner 40 % of surplus salary. Single or full orphan's pension 15 or 25% of surplus salary Max. 70% as the total for multiple survivors Lump sum 100% annual salary.	Under the compulsory accident insurance, benefits are reduced in the case of grossly negligent acts. Allianz Suisse will assume reductions or refusals – provided that the cause of the accident is not related to alcohol or drugs, participation of an act of terrorism, committing a crime etc.
Daily allowance in case of sickness	Maximum CHF 500'000.- per year (health declaration / questionnaire)	→ private health insurance	Daily allowance 90% of annual gross salary from 31 st day up until the 730 th day (for max. 700 days)			

Emergency contact from Allianz Suisse	0800 22 33 44 (Switzerland)	Policy numbers		Emergency cards from the Allianz Suisse:
	+41 43 311 99 11 (abroad)	Mandatory accidents insurance	T11.1.760.952	If you do not have received an emergency card from the Allianz Suisse please contact HR_Admin_EMEA@novocure.com.
		Supplementary accident insurance	T14.0.008.800	
		Daily allowance in case of sickness	T46.1.345.282	

Disclaimer

This present compilation is intended to provide a general overview of the current insurance solutions (accident insurances and daily sickness allowance). It is not intended as a formal publication of insurance coverage. Determining bases of the insurance contracts are always the contractual regulations of the policies, the general and additional policy conditions as well as the valid legal regulations and the regulations of social security law. Novocure GmbH does not promise or guarantee any coverage or any level of payment.

Appendix 2: Information Sheet Insurance and Pension Scheme

INFORMATION SHEET 2025 FOR NOVOCURE EMPLOYEES

PERSONAL INSURANCE/OCCUPATIONAL PENSION SCHEME

Compulsory accident insurance (UVG)

The compulsory accident insurance according to UVG covers employees and employers against the economic consequences of occupational accidents (OA) and non-occupational accidents (NOA) as well as occupational diseases. Employees working at least 8 hours per week are compulsorily covered against occupational and non-occupational accidents as well as occupational diseases. Employees working less than 8 hours per week are only covered against occupational accidents and diseases. This includes the accidents sustained on the way to or from work.

Insurer: Allianz Suisse **Policy No:** T11.1.760.952

Group of persons: All employees subject to UVG

Insured benefits: Overview of benefits according to UVG
UVG salary: AHV salary up to a maximum of CHF 148'200 per year

Cash benefits

Daily allowance: 80% of the UVG salary, payable as of day 3 after the accident
UVG disability pension: 80% of the UVG salary (in case of a long-term disability to work)

Survivor's pensions:

Widow and widower: 40% of UVG salary
Orphans: 15% of UVG salary for each orphan who lost one parent
 25% of UVG salary for each orphan who lost both parents

The combined total of all surviving dependents' pensions may not exceed 70% of the insured earnings.

Medical expenses and reimbursement of costs

Treatment in Switzerland

Treatment abroad up to double the amount of the corresponding costs in Switzerland

- Outpatient treatment
- Pharmaceuticals and analysis
- Treatment in the general ward of a hospital
- After-treatment and bath therapies prescribed by a doctor
- Travel, transport and rescue costs, repatriation of mortal remains and burial costs

Supplementary accident insurance to UVG

Cover for occupational accidents (OA) and non-occupational accidents (NOA) as well as occupational diseases. The benefits are supplementary to the compulsory accident insurance according to UVG.

Insurer: Allianz Suisse Policy No: T14.0.008.800

Group of persons: All employees

Insured benefits

UVG salary: AHV salary up to a maximum of CHF 148'200 per year
 Surplus salary: AHV salary portion (limited to CHF 400'000) > than UVG maximum salary (CHF 148'200)

Medical expenses and reimbursement of costs

- Treatment in the private ward of a hospital (in case of an accident).

Cash benefits

Daily allowance: 10% of UVG salary as of the 31st day
 90% of surplus salary as of the 31st day

Disability
 Disability pension 80% of the surplus salary (in case of a long-term disability to work)
 lump sum 1x AHV-salary

Death:
 Widow and widower: 40% of surplus salary
 orphans: 15% of surplus salary for each orphan who lost one parent
 25% of surplus salary for each orphan who lost both parents
 Lump sum 1x AHV-salary

The combined total of all surviving dependents' pensions may not exceed 70% of the insured earnings.

Cover „gross negligence “

This contract covers reductions or refusal of benefits according to UVG

Collective daily sickness allowance insurance (loss of salary)

The daily sickness allowance insurance is not compulsory. In case of sickness the Swiss Code of Obligations (CO) rules the continuation of the salary payment. Depending on canton and duration of employment this obligation can vary from 3 weeks to 6 months. The insurance covers employees and employers against the economic consequences of sickness.

Insurer: Allianz-Suisse Policy No.: T46.1.345.282

Group of persons: Employees

Insured benefits

Insured salary: AHV salary up to a maximum of CHF 400'000

Cash benefits

Daily allowance: 90% of insured salary

Waiting period: 30 days per case

Benefit period: 730 days per case

Occupational pension scheme

Contributions to the occupational pension scheme (BVG) for the risks of death and disability start from 1st January of the year, when reaching the age of 18. From 1st January, when reaching the age of 25, you also contribute for your old-age pension.

Insurer: AXA

Group of persons: employees

Insured benefits:

Insured salary for old-age savings last known annual salary (incl. bonus) minus coordination deduction (currently CHF 25'725)

Insured salary for risk benefits last known annual salary (incl. bonus)

Risk benefits:

Disability
Disability pension 50% of the insured salary (waiting period 24 months)
children's pension 6% of the insured salary (waiting period 24 months)

Death
partner pension 30% of the insured annual salary
Orphan's pension 6% of the insured annual salary
Lump sum 1x annual salary

Saving contributions

Age	
25-34	9%
35-44	12%
45-54	17%
55-65/64	19%

Financing Employer 60%
Employees 40%

Obligations of the insured person

- Immediately report to the employer upon the occurrence of a potential accident/sickness. The employer will inform the insurer
- Assistance in obtaining the relevant information concerning the claim and provision of the necessary documentation
- Release from medical confidentiality for the treating doctors towards the insurer
- The insured person is obliged to inform the employer about any changes of name, address and civil status

This information sheet is intended for informative purposes only and does not have any legal force. The general terms and conditions of insurance and the coverages as per the insurance policies shall apply.

Be aware that leaving the company may result in insurance gaps.

For further information please contact the **Human Resources** department.

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