

BIOCARTIS POLICY ON PROVISION OF IT DEVICES

1. General

Biocartis NV, a limited liability company organized under Belgian law with registered office at Generaal de Wittelaan 11, B 2800 Mechelen (Enterprise number: 0827.475.227) and Biocartis Group NV, a limited liability company organized under Belgian law with registered office at Generaal de Wittelaan 11, B 2800 Mechelen (Enterprise number: 0505.640.808), (hereinafter both referred to as "Biocartis" or "Company") aims the most efficient job execution for its employees, and provides them, for so far as they need this in a professional way, the necessary framework (Hereinafter called the "Policy") governing one or more of the following communication instruments or similar devices: Mobile Phone/Tablet and computer/laptop (Hereinafter "the work instrument(s)").

2. Use of the work instruments

The employee is understood to use the work instruments, provided by Biocartis, only for professional purposes, unless stipulated otherwise in the Policy, this as long as the employee exercises a function for which he/she needs the work instruments (which is determined by Biocartis and taken account of the functional requirements).

The access to and use of IT resources and related software is governed by the "Biocartis internal guidelines regarding access to and use of software and IT resources".

3. IT and Office equipment

3.1. Computing devices

All employees (except for the operators) will receive a default PC following the general IT standards. Operators will use a default PC that is available at a central location for all operators mutually.

3.2. Printer

Multiple printers for professional use only, are provided per floor. Biocartis discourages printing and prefers electronic filing and filling out of forms. If your department needs a private printer, please make a motivated request to the IT Department.

3.3. Peripheral devices

Biocartis provides following standard equipment placed on all operational desks in the office areas:

- DELL display of at least 23"
- Docking station

- Mouse & Keyboard

This equipment placed in the office areas is to remain at locations. For home office, the user can apply for a personal package consisting of the same Dell display, docking, mouse and keyboard for telework.

For any material in addition to these standards, a motivated application needs to be directed to the IT Department. Based on this application the IT Department will determine if an extension of the standard package is required.

4. Mobile phone

The conditions concerning mobile phones are applicable for all employees of Biocartis with Belgium as official work location, with exception of the production- and warehouse operators and consultants.

No mobile phone resources are available for production- and warehouse operators and consultants. If necessary, in the context of permanence, production- and warehouse operators will be able to use a mobile phone from the pool. It is not allowed to use this mobile phone for private purposes. The IT Department verifies that this mobile phone is only used for professional purposes.

For employees with official work location outside Belgium the conditions for 'foreign employees' in article 8 of the current policy apply.

The Biocartis policy on (smart) mobile phones (hereafter "phone") is based on a number of principles. The leading principles are the following:

- 1) provide our employees optimal communication possibilities (including unified communication);
- 2) the employee uses a phone that is the property of the employee. Biocartis pays a reimbursement to the employee as compensation for the costs that are accompanied with the professional use of this device ("Bring Your Own Device" principal);
- 3) budgets are defined based on the responsibilities of the function.

4.1. Bring your own device:

As part of the execution of the employment contract between Biocartis and the employee, Biocartis applies the "Bring Your Own Device"-principle and grants the employees the privilege to purchase a phone of their own choice and use it for an optimal user convenience. An important concept of the "Bring Your Own Device"-principle is that the phone remains the property of the employee at all times. By consequence, the employee is free to purchase a phone by own choice.

4.2. Budget :

Biocartis gives a predefined budget of 14 euros, paid on a monthly basis, for the professional use of the phone. This budget is considered as covering all expenses related to the professional use of the phone, such as –but not limited to- purchase price, utilisation damage, repair costs, replacement costs.

Biocartis reserves the right to change or end the payment of this budget at any time according to changes in the responsibilities of the employee and/or economic or financial circumstances.

4.3. Securing and deleting data

As the employee has access to the employer's company data (and therefore access to confidential information), the employee is responsible to install proper security software or applications on his/her device.

The employee will respect and follow all the instructions of aforementioned software/applications and will not use these software/applications for other purposes than intended.

The employee is responsible to take the necessary actions in case of loss or theft of the device (such as locking the device or SIM card) to ensure no one can use the device or access company data. The employee will inform the employer immediately in case of loss or theft of the device, that way the employer can take the necessary precautions to ensure the security of the company data.

The employee has the right to take security measures and regularly update the security software/applications. The employer can withdraw administrator authorization and delete software/applications in case these are not regularly updated.

The employee agrees that company data will be immediately deleted from his/her device when the employment ends and will completely cooperate in this process.

5. Phone Subscription

The conditions concerning the phone subscription are applicable on all employees of Biocartis with official work location in Belgium, with exception of Production Operators and Consultants. For operators and consultants no resources are available concerning phone subscriptions.

For employees with official work location outside Belgium the conditions for 'foreign employees' in article 8 of the current policy apply.

Biocartis provides its employees a phone subscription. Based on Economical Business circumstances an additional subscription can be assigned to certain functions. Biocartis reserves the right to change or end the payment of this budget at any time according to economic or financial circumstances.

The employee can also use the subscription for private communication. If the amount of the monthly invoice exceeds the awarded amount (see the foregoing table), then the Provider will set up a separate invoice for the excess and address it directly to the employee, in accordance with the "split bill"-principle.

Mere private expenses via mobile phone/smartphone, paid by the employee, for example parking tickets, public transportation, payment via textmessages, ..., are to be invoiced directly to the employee by the Provider. Should these expenses have a professional character, the employee can reclaim these expenses via his/her expense note.

Biocartis and the Provider contractually agreed that all contracts regarding fixed and mobile telephony are packaged, what brings along a number of advantages for both Biocartis and the employee, such as:

- reduced business rates for both private and professional communication via fixed and mobile telephony (national and international);

- free communication between the different subscriptions in the package;
- independency and transparency (via the application "MyMobistar" or the number #123#, by the "Split Bill"-principle for the employee).

As part of the execution of the employment contract, it is mandatory for the employee to join the group subscription with the Provider. This implies the impossibility to recuperate the costs made during professional activities for Biocartis through an expense note, unless granted by the management for exceptional circumstances.

As the phone subscription is provided to the employee as part of the execution of the employment contract with Biocartis, the employer has the right to suspend this provision in case of long term absence:

- immediately in case of absence without payment;
- as from the 31st calendar day in case of illness.

6. Tablet (iPad)

If needed for the execution of the professional activities for Biocartis, Biocartis provides an iPad to the employees performing certain sales & marketing or senior management roles.

The employee is only admitted to use the device professionally.

7. Taxable Benefiting Income

The Taxable Benefiting Income that follows the private use of the phone subscription and the regulation concerning mobile phones and tables is fixed according to the applicable regulations and/or the position of the authorities. The Taxable Benefiting Income can be revised by Biocartis at any time in correspondence with these regulations and/or the position of the authorities.

The social security contributions and withholding tax as a result of the Taxable Benefiting Income will be deducted of the salary of the employee. The amount of the Taxable Benefiting Income will be mentioned on the pay slip and the 281.10 form of the employee.

8. Foreign local workers

The provisions of this chapter are only applicable for employees of Biocartis with a country other than Belgium as official work location.

8.1. Computer

Biocartis will provide a laptop following the general IT standards with the sole difference, that the layout of keyboard is defined according to their area and preference. Such PC is requested at least 5 – 6 weeks in advance at the IT Department for custom ordering.

8.2. Printer

Should the employee use its private printer for his job, the usage, including but not limited by the deduction, maintenance, repair, paper and Ink cartridges, at the rate of professional usage, can be reimbursed via expense note.

8.3. Display

The employee can purchase a computer screen, in accordance with the regular office standards at headquarters, being a 24" full HD resolution (1920 * 1080) display, for a maximum cost of €250 ex VAT. (Invoice is required on the company's name: Biocartis NV. VAT 0827.475.227!)

The company will not accept reimbursing VAT if invoice is incorrect or personal! Materials purchased remain owned by Biocartis.

8.4. Phone and subscription

Biocartis will not provide a (mobile) phone/smartphone. The employee is required to purchase his own phone and phone subscription.

Biocartis shall born the expenses for the professional use of the device and subscription. The maximum monthly cost of a standard subscription shall not exceed €150 / month without consumption.

This sum should cover the following items described below. The duration of a subscription shall never exceed 2 years. This subscription should be a business type subscription.

8.4.1. iPhone (Unlocked)

Within the subscription, at least a recent iPhone (12 or later) shall be included in a rental subscription, regardless from the country or provider.

8.4.2. Roaming Data

A 4G data subscription shall be "included" in the monthly subscription fee, covering Europe for data roaming, with at least 10GB consumption for domestic area.

In order to prevent unexpected and high charges for Biocartis, the data shall be disabled once the volume has been consumed. The employee is responsible to manage this subscription in the best way possible.

8.4.3. Contract & billing the invoice

Whenever possible, the contract is signed by and billed towards Biocartis directly. If not possible, the contract and invoice is in the name of the sales person, monthly billed as "expense" towards Biocartis.

8.4.4. Termination

If at any time the cooperation is ended between a person and Biocartis, the person is responsible to arrange the ending agreement with the provider for the services created on his / her behalf. Biocartis will adhere and reimburse any subscription cost for the period defined within the contract as applicable, however limited to the subscription cost. Any material within (iPhones, iPad's, display, PC), is to be returned to Biocartis.

9. Sanctions and liability

Without prejudice to the possibility of terminating the (employment) contract for serious cause (without notice nor indemnity) and, depending on the infringement, lodging a claim with the competent authorities, non-compliance with the provisions of this Guideline can lead to the application of a disciplinary sanction as referred to in the working regulations ("arbeidsreglement"). Any breach of this Guideline can also lead to damages claim by third parties. Any damages caused to or owed by Biocartis due to a breach of this Guideline by a User will be compensated by the User.

Furthermore, Biocartis reserves the right to limit or block the access to the IT Resources if the User does not comply with the provisions of this Guideline.

The User is exclusively liable in case of infringement or damage caused to the IT Resources outside the business hours.

10. Amendment to this Guideline

Biocartis reserves the right to amend this Guideline at any time in accordance with the applicable legal provisions, as well as in function of the Company's needs and/or internal organization and procedures.

The User shall be informed of any amendment to this Guideline in due course.