

## INTZ-GMBH-HR-POL-020

### Intelizign Loan Policy

#### Document Change History

Date	Version	Section	Change Description	Author	Approved By
13.11.2023	1.0	All	First version	Jennifer Breuer	Willi Engemann

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## 1. Purpose and Scope

The purpose of this policy is to define the case in which Employees are eligible to request a loan and it describes the official request process.

These guidelines will also ensure certainty and transparency regarding loans and will give guidance to both the company and Intelizign's Employees.

The policy applies to all Intelizign Engineering Service GmbH Employees.

## 2. Acceptable Reason for the Request of a Loan

- **Relocated Employees who have to pay deposit for a new flat in Germany**

Relocated Employees who have to find new flat in Germany have to pay a deposit. Therefore it is acceptable to grant these Employees the possibility of a loan in case they need it.

The upper limit for the loan is set at 3.000€.

## 3. Procedure of the Request for a Loan

To request officially for a loan it is mandatory to write an E-Mail to the HR Department ([hr-germany@intelizign.com](mailto:hr-germany@intelizign.com)).

Please include the following information:

- Purpose of the loan (flat deposit)
- Required amount; **Please note again: the upper limit for flat deposit is set at 3.000€**
- In case of request for a loan to pay flat deposit please give information about the repayment plan (start of repayment, one amount or instalments); **Please note: the repayment has to be done within one financial year and shall not exceed six months**
- HR will prepare a document with all necessary information which the Employee has to sign and send back to HR
- As soon as HR department receives the signed document the payment of the loan can be made

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