

Flexible Working at Awin



Flexi-Week

We believe that by fostering a culture of mutual trust and accountability, and by giving our employees one extra free day a week, we're supporting a better **work-life balance for all employees**. That's why we introduced a pilot of a 4-day-work-week with no reduction in salary or annual leave allowance. After a successful trial phase, we decided to implement a **permanent Flexi-Week**.

Please be aware that this only provides a brief summary. Once you join Awin, we recommend that you check out your country-specific regulations.

Here, we have summarised the most important details for you:

- ➔ The Flexi-Week is a shift from a typical 5-day working week to **4 days a week** which allows a greater flexibility for all employees (except "Working Students" in Germany).
- ➔ The working time reduction applies from your **hire date**, which means that even during your probation period, you can enjoy it under the same conditions as the other colleagues.
- ➔ Your weekly day off (which can also be split into two half days) needs **to be discussed with your manager** and taken between **Monday and Friday** based on your needs and those of the team and wider department.
- ➔ The day off can be **changed flexibly** week by week in mutual agreement with your manager, although we generally recommend to keep your weekly schedule consistent. You may **not carry over** your day off from one week to another, for any reason.
- ➔ In weeks with a public holiday, the **public holiday is automatically your day off** and everyone will be working on the other 4 days.
- ➔ Your **annual leave entitlement remains unaffected** by the Flexi-Week, your (half) days off are counted the same as working days when calculating your days of annual leave.
- ➔ If you are on **sick leave**, you should still be able to **take your planned day off** during the week. You cannot carry over your day off if you were not able to take it due to being sick for the full week.
- ➔ Although it is our intention to maintain the Flexi-Week whenever possible, we recognise that there may be times where exceptional workload will require to work more than 4 days. During such a **'peak time'** (max. 9 weeks per calendar year), your manager may request you to work 5 days a week.
- ➔ **Overtime rules remain unaffected**, peak times will not be considered overtime hours.
- ➔ Depending on the country, you may be required to **track your day off** using our HRIS called BambooHR.
- ➔ Additional training to support your **personal learning** journey at Awin can be attended on your day off (e.g. using Awin Academy).
- ➔ **Part-time employees** will benefit proportionally, usually their contractually stated weekly working hours are reduced by 20% without a reduction in payment.
- ➔ Since every country has its own **distinct regulations**, we have created specific country guidelines which can be found in our intranet after your start date.

Flexible Working at Awin



Remote Working

We recognise the importance of maintaining a balance in your work and personal life. That's why we introduced a remote working scheme which is designed to **foster a culture of mutual trust and working flexibility** in working patterns.



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Here, we have summarised the most important details for you:

- ➔ **All employees are eligible to work remotely in their country of employment.** This means working from home or another location which is not the office, including a different city, at non-commutable distance to the office referred to in your employment contract. Trainees, apprentices, working students and interns need to liaise with their manager for possible arrangements.
- ➔ There is **no limit** to the number of days you can work remotely and in general, **you don't have to request any official approval.** However, performing your role remotely needs to be in line with your job requirements, team specific and business needs and in accordance with your team members. Flexibility and understanding is appreciated in circumstances where last minute or unforeseen business needs arise that require your physical presence in the local office. So it is at the **final discretion of your manager** if business needs require your personal attendance in the office.
- ➔ You will be provided with a standard **IT Equipment Package** which enables you to work remotely if you choose to do so (multi-factor authentication is enforced).
- ➔ You will also receive a country-specific and monthly paid **Remote Working Allowance** to cover parts of your on-going costs like electricity, internet, heating, etc. (in addition to your gross salary).
- ➔ All employees (excluding interns) who have been working for an Awin entity for at least 3 continuous months are also eligible for a country-specific **Furniture Package** (for buying a desk, office chair, table lamp and / or monitor stand only) which should enable you to set up a proper workplace at your remote working location (one-time gross payment).
- ➔ Any other costs that are not covered by the above mentioned allowances or exceed the provided standard equipment will not be reimbursed by Awin. This especially refers to **any extra costs** occurring due to your remote work and **need to be covered by you** (e.g. additional equipment, extra trips, phone bills, accommodation, shipping of (work) equipment, etc.). If you need to travel to your original / contractual office for any reason (e.g. client meetings, team events, other private or business related activities, etc.), you will need to cover your own expenses for this trip.

Flexible Working at Awin



Flexi-Office

We strive to empower employees to balance their well-being, personal growth, family situation and business needs by granting them some flexibility in their work location, compatibly with their job requirements and the respective team needs. Therefore, if your manager agrees to it, you may not only work from different locations within your country of employment (Remote Working) but also choose to **work from a location other than your current one**, whether on a temporary or permanent basis (Temporary / Permanent Relocation).

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Here, we have summarised the most important details for you:

Temporary Relocation:

- ➔ Every employee can work for **up to 90 / 180 days per tax year** in another country, provided an Awin office exists in that country. The max. duration of your stay in your chosen destination is determined by the respective tourist visa (mostly 90 days) if needed.
- ➔ You need to provide the P&C team with further information **at least 4 weeks before**.
- ➔ Eligible employees receive **financial support** for ongoing remote working costs (Remote Working Allowance)

and required furniture (Remote Working Furniture Allowance). Any **other costs** that are not covered by the provided allowances or exceed the provided standard equipment **shall not be reimbursed**. If you need to travel to your original office for any reason, you will need to cover your own expenses for such trips.

- ➔ You will be solely responsible for **ensuring that your work equipment is kept safe** and that you have a **proper work set-up**, no matter where you are working from.

Permanent Relocation:

- ➔ The permanent relocation is an option for employees who want to **stay** longer in a different country where Awin operates, **beyond the typical 90 / 180 days per tax year**.
- ➔ You should **carefully review the decision** to work in another country, considering factors such as personal desires, adapting to a new environment, housing arrangements, and exploring new opportunities.
- ➔ Your plans need to be discussed with your manager, who will assess

the feasibility of the permanent relocation in collaboration with the P&C team. The **approval from your manager** considering several defined factors is required.

- ➔ We have developed comprehensive checklists tailored for both managers and employees. You can **access additional details** regarding the overall process, tax and other considerations as well as benefit summaries **on our intranet pages**.