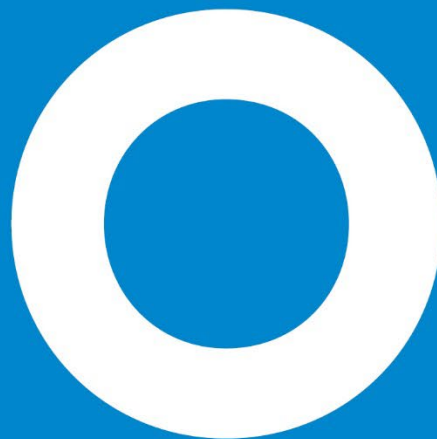


**value
one**



**Developing
spaces,
delivering
smiles.**



**Remote Work Policy
of Value One**

1. Remote Work

Employees with an active employment relationship have the option of working remotely. This requires a written agreement for remote work with the employer and the general suitability of the specific area of activity for remote work.

Working hours must be recorded by the employee using the time recording system provided by the employer. After the end of the daily working time, an uninterrupted rest period of at least 11 hours must be observed.

Employees working remotely shall have the same access to occupational health and psychological care as all other employees and shall have the opportunity to actively participate in the care options offered.

2. Equal treatment

Employees working remotely must ensure that they have regular contact with their team and colleagues. Face-to-face meetings should be preferred and employees should actively participate in internal events.

Appraisal and feedback interviews must be conducted in person and cannot be conducted virtually, unless there are legal requirements to the contrary, e.g. due to a pandemic.

There should be no discrimination in access to training and internal development due to remote working. Employees who work remotely have the same access to training and career development opportunities as their onsite colleagues.