

EMPLOYEE RIGHT TO DISCONNECT POLICY

APPROVAL DATE: JULY 31, 2023

1. SCOPE & BACKGROUND

The **Right to Disconnect** is a human right regarding the ability of people to disconnect from work and primarily not to engage in work-related electronic communications such as e-mails or messages during non-working hours, rest times and leave.

This can be understood as the right of all employees not to be connected to a professional digital tool (smartphone, computer, tablet, email, software, etc.) outside working hours, and concerns all employees who use these new technologies in their professional activities. It is now legally recognized in several countries around the globe. At EUROAPI we also believe it empowers our employees to work more efficiently and in respect of their mental health and well-being.

This policy on the right to disconnect applies to all EUROAPI Group staff, whether they are working at the office or remotely.

2. OBJECTIVE

This policy aims at confirming EUROAPI commitment to supporting employees in achieving **Work-Life Balance**, particularly by:

- Contributing to burn-out prevention, as the inability to switch off from work is a major contributor factor.
- Protecting employees from any misunderstanding or misconduct regarding our working hours.
- Helping all employees set up proper boundaries, especially when working from home / on flextime.

3. APPLICATION

Right to Disconnect:

- Employees can disconnect from all work-related activities outside of their regular working hours.
- The use of email or the telephone outside working hours must remain exceptional and be justified by the seriousness urgency or importance of the matter in question.
- Managers should respect and support employees' right to disconnect, avoiding unnecessary contact during non-working hours, such as evenings, weekends, and vacations, except in exceptional emergency situations.

Culture of Respect:

- EUROAPI promotes a culture that values and supports work-life balance for all employees. Managers should lead by example, demonstrating a healthy work-life balance and respecting boundaries of their team members.
- Employees are encouraged to prioritize their well-being and personal life and should never feel pressured to sacrifice them for work-related matters.
- The right to disconnect also implies a duty for everyone – colleagues, staff, or managers – to not encourage others to connect outside working hours, beyond what is reasonable depending on the level of importance of the subject.

Non-Discrimination:

- Managers should not discriminate (negatively or positively) against employees based on their availability or engagement outside of working hours.
- Performance evaluations, promotions, and other employment decisions should be based on objective criteria related to job performance and not influenced by an employee's work-life balance choices.

Setting Boundaries:

- Employees are encouraged to set realistic expectations and boundaries regarding their availability and response time and communicate these explicitly to their managers.
- Communication channels should be used responsibly, avoiding excessive use outside of working hours, except for emergencies or pre-arranged agreements.

Tools and Resources:

- EUROAPI will provide tools, technologies, and resources to help employees manage their time effectively.
- All employees can benefit from training programs to enhance their time management skills and work-life balance. Employees are encouraged to use these resources and proactively seek support when needed.

4. COMPANY COMMITMENT

EUROAPI is committed to promote work-life balance and support employees' right to disconnect from work-related activities outside of working hours. By fostering a culture of respect, setting boundaries, and providing tools and resources for effective time management, we aim to create a healthy and productive work environment that enhances the well-being of our employees.

Ute Herzog

Chief Human Resources Officer