



**Integer Group  
Flexible Working Arrangements Policy**

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### INTRODUCTION

This Policy applies to all employees of the INTEGER.PL Capital Group (hereinafter CG INTEGER) who require alternative working time arrangements and the ability to perform remote or hybrid work and who are eligible due to the nature of their work.

The CG INTEGER flexitime policy is designed to enable employees to achieve the right balance between work and other responsibilities (such as family and caregiving duties). CG INTEGER recognizes the benefits of introducing flexible working conditions, such as increased productivity, retention of qualified personnel and greater employee satisfaction.

### FLEXIBLE WORKING HOURS

#### i. ELIGIBLE EMPLOYEES

**Employees raising a child up to the age of 8 may request flexible working arrangements:**

- remote work,
- interrupted working time system,
- shorter work week system,
- weekend work system,
- variable working hours,
- individual work schedule,
- reduced working hours.

The application for flexible working arrangements is filed by the employee to the immediate supervisor. In the application, the employee specifies the requested period of flexible working arrangements.

When considering the employee's application, the employer pays attention to the needs of the employee, as well as the employer's own needs and capabilities, and then **informs the employee of the acceptance or rejection of the application within 7 days.**

#### ii. OTHER EMPLOYEES

A non-eligible employee may also apply for flexible working arrangements. When considering such applications, the employer takes into account the organizational capabilities, business needs and the impact of individual working conditions of the applicant on other members of the team and the efficiency of the work performed.

The employer may grant the employee's request by accepting the application, agree with the employee on working conditions that differ from those originally requested by the employee, or reject the employee's request.

Once the new terms have been established, the employer and the employee confirm them in writing by signing an annex to the contract.

## REMOTE WORK

The rules for performing remote work are set out in the **Remote Work Regulations**.

1. Remote work at the employer can be performed in the following forms:
  1. fully remote work;
  2. partly remote (hybrid) work;
  3. occasional remote work;
  4. remote work on employer's request;
2. All employees who can work remotely without compromising the quality of their work are eligible to perform remote work, except for the following groups of positions:
  - a) in the Paczkomat® equipment warehouse area – any positions:
    - directly related to the implementation of warehouse processes, including: unloading, loading, packing orders, machine picking, and other types of warehouse work,
    - responsible for directly managing and supervising the work of the assembly and service teams, supporting the process of preparing modules for set-up, ordering work and tasks,
    - responsible for the proper execution of various stages of the warehouse processes,
    - responsible for inventory control related to machine components, issuing components to the warehouse and subcontractors;
  - b) in the area of branches, sorting hubs and sub-sorting hubs – any positions:
    - directly related to the implementation of the operational and courier service process – unloading, sorting, loading, distribution of shipments,
    - responsible for the direct management and supervision of the work of operational positions, including the proper execution of various stages of the operational process,
    - responsible for ensuring the continuity of the operational process by ensuring the technical efficiency of the equipment used;
  - c) in the fulfillment area – any positions:
    - directly related to the implementation of warehouse processes, including: unloading, picking, inserting shipments for customers,
    - responsible for the direct management and supervision of the work of operational positions, including the proper execution of various stages of the operational process;
  - d) in the service and set-up area – any positions directly related to the local implementation of the installation, repair, and maintenance of Paczkomat® parcel lockers;
  - e) in the production area – any positions:
    - directly related to the implementation of the production process of Paczkomat® parcel lockers,
    - responsible for the direct management and supervision of the work of production positions, including the proper execution of various stages of the production process, responsible for ensuring the continuity of the production process by ensuring the technical efficiency of the equipment used;
  - f) in the administration area – any positions directly responsible for handling office reception.

3. Remote work, subject to other provisions associated with the performance of remote work on employer's request, may be performed also by an employee who meets all of the following conditions:
- a) the employee does not belong to the groups of employees excluded from remote work in the cases referred to in paragraph 2 above;
  - b) due to the nature and type of work performed, as well as its organization, it is possible to perform work outside the regular place specified in the employment contract;
  - c) the employee submits the remote work application (Application) and the Application is accepted by the employer;
  - d) the employee has adequate technical resources and facilities to perform the tasks assigned to him or her at the remote work location(s) indicated in the Application;
  - e) the workstation at the remote work location(s) indicated in the Application provides safe and sanitary working conditions;
  - f) the employee familiarizes himself or herself and confirms familiarity with the occupational risk assessment prepared by the employer, as well as the notice containing the principles of performance of remote work in a safe and healthy manner ("Occupational Safety and Health Regulations for Remote Work"), as well as the "Personal Data Protection Policy for Remote Work".

The decision to approve remote work will be made by the employee's supervisor or other person authorized by the employer, taking into account, in particular, whether the employee's performance of remote work does not disrupt the work process and is not in conflict with the employer's interests. Consent will be given in electronic form.

**Privileged employee:**

- Employee – a parent of a child certified as having a severe and irreversible disability or a terminal life-threatening illness, which arose during the prenatal development of the child or during childbirth,
- Employee – a parent of a child with a disability certificate or a certificate of moderate or severe disability as defined in the regulations on vocational and social rehabilitation and employment of disabled persons,
- Employee – a parent of a child holding an opinion on the need for early childhood development support, a statement on the need for special education or a statement on the need for revalidation and education classes, as referred to in the provisions of the Education Law of 14 December 2016,
- Pregnant employee,
- An employee raising a child up to the age of four,
- An employee who takes care of a close relative or another person sharing the same household with a disability certificate or a certificate of severe disability.

submits an Application for partial or full remote work to the employer, intended for privileged employees in electronic form using the system provided by the employer for this purpose. In the event that the privileged employee's remote work application is rejected, the employer is obliged to state the reason for such rejection, which can only occur due to the organization of work or the type of work performed by the said privileged employee. In the event of rejection of the Application, the privileged employee must be informed about this fact and the reason in paper or electronic form within 7 working days from the date of submission of the Application.

**Regulations on flexible working arrangements may vary depending on the country of employment of the employee. They should be applied based on the country's legislation and internal collective bargaining agreements.**