

General Terms of Employment (GTE)

Regulation owner

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Welcome to Comet AG!

We are happy to have you on board. We think it's very important to create a pleasant and fair working environment, one which serves your interests along with those of Comet AG.

The General Terms of Employment (GTE) are based on the legal requirements of the Swiss Code of Obligations (OR Art. 319 to 362) and provide you with an overview of your rights and obligations with us. This helps establish clear and consistent rules to foster a positive working relationship.

Please take the time to read through the following terms and conditions. If you have any questions, the HR department is always happy to help – we are here for you!

The GTE apply to all full and part-time workers at Comet AG Switzerland who are employed on a permanent or temporary basis. The GTE do not apply to staff who are employed temporarily via third-party companies.

Our Code of Conduct is the basic requirement for a trusting relationship.

1 Beginning and end of the employment

1.1 Appointment and probationary period

- Employees of Comet AG receive a written contract of employment
- The probationary period is three months for permanent employment, unless otherwise contractually agreed
- The probationary period for temporary employees is specified in the contract
- In all other respects, the statutory provisions on probationary periods (335b OR) shall apply.

1.2 Calculation of years of service

The first day of service begins on the day the employee takes up the position. The following years of employment at the Comet AG group are considered to be years of service:

- Apprenticeship
- The period of continuous employment in the current employment
- Unpaid leave
- The length of employment during an uninterrupted period of temporary employment with a seamless transition to a permanent position

These regulations apply to all entitlements dependent on length of service, such as notice periods, service awards, sick pay, and similar benefits.

Previous years of employment will be taken into account if the interruption was no longer than six months.

1.3 Terminating the employment during the probationary period

The employment can be terminated at any time by either party during the probationary period with a notice period of seven days.

1.4 Terminating the employment after the probationary period

The following notice periods are agreed for permanent employment, in each case at the end of the month:

- 1 month in the first year of employment for all employees
- three months from the second year of employment for employees in grades 1-13
- four months for employees in grades 14-17
- six months for employees in grades 18-20
- Fixed-term contracts end on the specified date. Termination before the end of the fixed contract period is only possible if the contract allows for earlier cancellation or if there is good reason for doing so.

Shorter and longer notice periods can be agreed in writing, provided that the statutory minimum period under OR is observed. Termination must always be in writing. Verbal termination is acceptable in the presence of witnesses, however a written confirmation of the termination is still required. The notice of termination must be received by the other party no later than on the last working day before the start of the notice period.

If there is good reason for doing so, employees and Comet AG can terminate the employment without notice at any time. Upon request, the termination without notice must be justified in writing. Good reason exists if it is unreasonable to expect the employment to continue.

If employees do not start work without good reason or leave their job without notice, Comet AG is entitled to compensation of a quarter of the monthly salary plus compensation for further damages.

The employment ends without notice at the end of the month in which the employee reaches the Swiss retirement age.

The provisions of the Swiss Code of Obligations (Article 336) apply to the protection against dismissal after the probationary period.

1.5 Non-compete clause

Within the limits of the law, as set out in OR 340 et seq., Comet AG can agree a non-compete clause with the employees in writing at the time of the conclusion of the individual employment contract, a change of role or the termination of the employment relationship.

2 General rights and obligations

2.1 Reporting obligation

All employees are obliged to truthfully provide all the personal information necessary for the employment. Any changes that occur during the period of employment, such as changes in marital status, nationality or address, any change in the obligation to pay maintenance for a child, births and deaths in the family, and the validity and expiry of residence and settlement permits, must be reported to the HR department. The potential consequences of failure to comply are borne by the employees themselves. They are obliged to inform the HR department of any dual citizenship.

2.2 Information and support

Employees are informed in good time about all important matters concerning their work and company policy. Comet AG supports the training and development of employees.

An annual performance review is carried out with employees in accordance with company guidelines. If someone feels they have been unfairly assessed, the assessment can be reviewed by the next-highest manager or the HR specialist.

Comet AG promotes equal opportunities for women and men. The same criteria always apply to employment, allocation of tasks, working conditions, training and further education, promotion and dismissal.

2.3 General behavior

Comet AG undertakes to:

- restrict the processing of personal data to what is necessary for business operations
- restrict access to personal data to those employees who, by reason of their role, must have access to such data
- only provide information about employees to third parties if the person concerned has consented to it, if the disclosure of the information is in the presumed interest of the person or if an official body has legitimately requested it
- grant all employees access to their own personnel files and their own electronically stored data upon request
- rectify inaccurate personal data
- delete the electronically stored personal data that is no longer needed for internal or official purposes or statistics when employees leave

In all other respects, the provisions of the Swiss Federal Act on Data Protection shall apply.

Employees who collect, use or store personal data as part of their role are responsible for protecting that data and are obliged to take appropriate measures to ensure data protection.

2.4 Storage or disclosure of personal data

Employees agree that personal data such as date of birth, home address, telephone number and company credit cards may be stored in the relevant departments if this is necessary for operational business purposes.

They also agree that, in addition to their name, business phone number, email address and departmental responsibilities, their employee photo may also be used and published as part of internal communications, including the use of internal tools and systems and notices (such as the intranet, personnel database, employee newspaper, etc.). This also applies to photos taken at company events (e.g. training courses, parties) or when taking on new functions internally.

2.5 Duty of confidentiality

All employees are obliged to maintain strict confidentiality towards third parties with regard to all business relationships and personal data of which they become aware through their work. This applies to sources of supply, purchase prices, margins, marketing concepts, sales figures, stock levels, projects, recipes, technological and production-related processes and other operational details, as well as to salaries, qualifications and information on accidents and illnesses (not exhaustive).

The duty of confidentiality applies for the duration of the employment; it also applies after the termination of the employment insofar as this is necessary to protect the legitimate interests of Comet AG (OR 321 a para. 4).

2.6 Rights to intangible assets

During their employment, employees may have acquired intellectual property rights, such as design, copyright and/or patent rights, or rights to non-patented inventions, as well as software developed by them alone or in collaboration with others. These rights automatically transfer to Comet AG, without any further action being required.

The transfer includes all rights as described in Articles 9 to 11 of the Federal Act on Copyright and Related Rights (CopA). Employees do not receive any additional compensation for the transfer of these rights, as these are covered by the agreed salary.

The transfer also includes design, copyright and/or patent rights, as well as rights to non-patented inventions developed by employees in the course of their employment but outside their contractual duties. Should Comet AG claim a design or invention that has been developed under these circumstances, employees are entitled to appropriate compensation pursuant to Art. 332 para. 4 OR. There are no further claims for remuneration for these intellectual property rights.

The term "software" encompasses all programs, data, processes and rules, as well as the associated documentation, that are required for the use of a computer system. During their employment, employees have no rights to this software.

The provision also applies to intellectual property that was created before this agreement came into force, pursuant to Article 80, paragraph 1 of the Federal Act on Copyright and Related Rights.

2.7 Freedom of association, exercise of public office and military functions

Freedom of association is guaranteed for employees, and membership of an employee organization must not result in any disadvantages.

Employees may take on public offices or functions in cooperatives, trade unions, professional organizations and political parties, and attend military cadre schools and courses, provided this does not violate their duty of loyalty.

If these roles or functions require absences during working hours, the approval of the superior and the HR department is required. This consent will be given wherever possible. The scope and conditions of the leave of absence are to be agreed with the division management and the HR department and are unpaid. The statutory provisions of the loss of earnings compensation scheme (EO) remain unaffected.

2.8 Duty of care and loyalty/secondary employment

Employees must carry out their tasks with care and remain loyal to the interests of Comet AG.

Comet AG's machines, equipment, technical facilities, vehicles and materials are to be used and maintained properly. Defects or deficiencies must be reported immediately, and responsible use of resources is important.

During the period of employment, it is prohibited to carry out paid work for third parties that could impair the interests of customers or lead to violations of competition law.

Trade secrets, such as manufacturing and business secrets, must be kept confidential during and after employment.

Full-time employees may only engage in secondary employment with the written consent of the division management and the HR specialist.

2.9 Compliance with company directives

Employees are obliged to follow all verbal and written instructions, as well as the rules of these GTE and the regulations applicable to Comet AG. If they have any doubts or questions, they should contact their superior or the HR department.

2.10 Reassignment and transfer

In order to ensure orderly business operations, employees may, where reasonable, also be deployed outside their agreed area of responsibility or temporarily transferred to another department. In the event of a permanent transfer, the job description and salary will be reviewed and the contract adjusted accordingly where required, taking into account the deadlines for termination pending a change of employment contract.

2.11 Visiting third parties

Visiting third parties may only be accompanied or received in business premises that are not publicly accessible given the permission of the superior.

2.12 Giving and accepting gifts and favors

Compliance with legal requirements is an essential part of our corporate culture. Employees are prohibited from accepting gifts or favors or obtaining other advantages from suppliers or other persons with whom Comet AG has a business relationship. Excluded from this are mere courtesies. The same rule applies to the giving of gifts or favors to customers. Deviations from the existing regulations, even if they are intended to serve the rapid or advantageous growth of the business, are not accepted by Comet AG.

2.13 Personality, health and hygiene

Comet AG protects the personality and health of its employees. It ensures that they are deployed in a manner appropriate to their abilities, that they receive the agreed salary, that they are granted public holidays and vacation, and that they have adequate accident and health insurance. Equal opportunities are promoted and discrimination based on gender, nationality or religion is avoided.

A respectful working environment is the goal, whereby sexual harassment and bullying are to be prevented. Discrimination on the basis of heritage, gender, age or religion is prohibited. Violations of dignity through behavior, language or images are not allowed and may have consequences under labor law.

Employees must pay attention to personal hygiene, keep their workplace clean and follow the hygiene rules. Health checks may be mandatory in certain areas.

2.14 Private activities

Private activities such as telephone conversations, emails and the use of the internet should be kept to a minimum.

The consent of the superior is required in advance for the private use of tools and machines. This private work must not have a commercial background. All legal requirements and internal rules and regulations must also be observed in private work.

Should damage occur during private work, Comet AG shall not be held liable for any resulting claims.

2.15 Liability

Employees are responsible for any damage they intentionally or negligently cause to Comet AG.

The degree of care for which employees are responsible varies depending on their employment relationship. In this context, account is taken of the occupational risk, the level of education, the required expertise, as well as the skills and qualities of which Comet AG is aware.

2.16 Internal disputes and appeal procedure

Employees can initially contact their direct superior to resolve differences and grievances. If discussion is unsuccessful, they are free to escalate it to the next level or to the HR department. The Integrity Line is available for cases in which employees are hesitant to use the internal complaints procedure. This anonymous reporting platform allows employees to report violations of ethical standards or legal requirements.

3 Working hours

3.1 Refer to the FLEX working time regulations

All information on time recording is set out in the FLEX working time regulations. The provisions of this regulation regulate working hours.

4 Remuneration

4.1 Salaries and salary adjustments

Salaries are based on the requirements and responsibilities of the job, performance and labor market conditions.

Individual salaries are determined on the basis of these criteria. Male and female employees who perform equivalent work are entitled to the same salary.

Salary adjustments are determined annually, taking into account Comet AG's earnings, the general economic situation and the general salary trend. Any salary adjustments usually take effect on January 1.

Comet AG reserves the right to make salary adjustments during the year as a result of changes in role, etc.

Employees whose employment contract has been terminated are not entitled to any salary increase.

4.2 Payment

Salary payments are transferred electronically between the 23rd and the last day of each month.

4.3 Assignment of salary payments

The assignment of salary claims is prohibited. Salary payments to third parties are only made based on a court order or in the case of a wage garnishment under debt enforcement law.

4.4 13th monthly salary

Employees with a permanent employment contract are entitled to a 13th monthly salary payment. This will be paid with the December salary payment. For those joining or leaving during the year, the 13th monthly salary payment will be paid on a pro rata basis. For employees with a permanent employment contract, the 13th monthly salary is already included in the regular monthly salary.

4.5 Family allowances

Family allowances (child allowances, education allowances, etc.) are governed by cantonal regulations. Corresponding requests are to be submitted to the HR department. All employees must report immediately if the conditions for receiving allowances no longer apply. Unauthorized payments will be deducted from salary payments.

4.6 Deductions

The following deductions will be made each month from the agreed gross salary:

- Contributions to AHV/OASI (old age and survivors' insurance), IV (invalidity insurance), EO (loss of earnings compensation), ALV (unemployment insurance)
- Contributions to the occupational pension fund (BVG)
- Withholding tax contributions for foreign employees liable for contributions
- Any individual deductions

The amount of these deductions is determined by law. The right to make changes is reserved. This regulation also applies to fixed-term employment.

4.7 Anniversary presents

As a token of our gratitude, employees who are not about to leave and have been with the company for many years receive a sum of money.

Length-of-service award granted after completion of:

Years of service	Bonus in CHF
5 years	500.00
10 years	1,000.00
15 years	2,000.00
20 years	4,000.00
25 years	5,000.00
30 years	5,000.00
35 years	5,000.00
40 years	6,000.00
45 years	6,000.00

If Comet AG terminates the employment for business reasons in the anniversary year, the dismissed employees will receive a pro-rata service anniversary gift. Where the employee retires from the company in their anniversary year, the length-of-service award is also paid on a pro-rata basis.

Entitlement to a length-of-service award lapses for Employees who choose to terminate their employment relationship before completing the required number of years of service, or whose contract was terminated by Comet AG due to misconduct or poor performance.

4.8 Employee bonuses

Comet AG presents employees with gifts to mark personal events as follows:

Wedding vouchers	CHF 100
Vouchers on the birth of a child	CHF 200
Vouchers on retirement	CHF 200

4.9 Salary advance

Employees may be granted a salary advance in justified emergencies. The granting of an advance is governed by the provisions of the internal directive on the subject of salary advances and is carried out in consultation with the responsible HR specialist. Further information, including the definition of an emergency and the conditions for advances, can be found in the corresponding directive.

5 Profit sharing

5.1 Objects

All employees make a significant contribution to Comet AG's success. By participating directly in the company's success, they are likely to focus their efforts on increasing the value of the company. At the same time, entrepreneurial thinking and behavior should be encouraged and rewarded.

5.2 Reference to the Short-Term Incentive Plan (STIP) regulations

Profit sharing is governed by the "Regulations on the Short-Term Incentive Plan (STIP, profit sharing) for employees".

Employees on fixed-term contracts are not entitled to a share of the profits.

5.3 Social security deductions

Social security contributions OASI, UI, IV and EO are derived from the effectively earned income including profit sharing. In the occupational pension plan (pension fund), profit sharing is insured at a flat rate in addition to the fixed annual salary. The basis for calculating the annual income to be insured is determined by the OPA Administrative Board and documented in the appendix to the pension fund regulations. The minimum requirements of the OPA are met.

6 Salary in the event of being unable to work

6.1 Insurance cover

All employees enjoy insurance coverage under the state insurance programs. Insurance cover begins on the day the employment relationship begins in accordance with the employment contract – at the latest when the person commences their journey to work.

6.2 Reporting obligation

If you are unable to attend, you must inform your superior before the start of work. Unreported absences are considered unauthorized absences, which means that there is no entitlement to pay.

6.3 Obligation to cooperate

Employees are obliged to do everything reasonable within their power to avoid the consequences of damage to their health, in particular the duration and extent of their incapacity to work and the onset of disability. In particular, there is an obligation to actively participate in all reasonable measures to maintain their existing job and/or for general reintegration into working life. If employees fail to fulfill these obligations, insurance benefits can be reduced or refused and their salary adjusted accordingly.

6.4 Continued payment of remuneration

If employees are wholly or partially unable to work through no fault of their own due to illness (including pregnancy and childbirth) or accident, they will receive 100% of their insured salary for a limited period of time in accordance with the following provisions:

Years of service	Months
In the 1st year of service	1
From the 2nd – 4th year of service	2
From the 5th – 9th year of service	3
From the 10th – 14th year of service	4
From the 15th to the 19th year of service	5
From the 20th to the 24th year of service	6
Thereafter, for every 5 years of service	1 additional month

The first day of absence determines the year of employment in which the illness/accident occurred. Subsequently, the salary payment is reduced to 80% of the insured salary or compensation of the daily allowance.

7 Benefits provided by the daily sickness allowance insurance and accident insurance

7.1 Insured persons – Daily sickness allowance (KTG)

All employees are insured against the risk of loss of earnings in the event of incapacity to work due to illness. Comet AG will pay the full premium for daily sickness allowance insurance during the employment. There are no premium deductions for employees.

Following the continued payment of the salary at 100% by Comet AG, the salary or daily sickness allowance is reduced to 80% of the insured salary. The duration of the daily sickness allowance insurance is 730 days per illness. The 100% continued salary payment mentioned above is taken into account. If employment is terminated while sick leave is ongoing, the daily allowance will continue to be paid directly to the insured person.

In any case, the amount of continued salary payments by Comet AG is limited in such a way that the employees concerned, taking into account insurance benefits, do not receive a higher amount than they would have done if they had worked as contractually agreed.

Paid sick days up to 12 months before the first day of absence, are taken into account when calculating the entitlement. Days when partial daily benefits are received are considered full days.

Employees who leave Comet AG have the right to transfer to an individual insurance policy.

Stays at health resorts are only considered absences due to illness if a complete inability to work has been medically certified.

Employees are responsible for taking out their own private compulsory health insurance to cover medical, pharmaceutical, hospital and treatment costs resulting from illness.

7.2 Daily sickness allowance insurer's care management service

After a period of incapacity to work, the daily sickness allowance insurer's care management service may provide support. Care management includes coordinating and optimizing the care of employees during periods of illness and helping those affected to reintegrate. Comet AG may also arrange for the involvement of medical consultants.

7.3 Accident

The regulations issued for the protection of the health and lives of employees are to be strictly observed, even in their own interests, and the protective devices which are available must be used responsibly. Above all, occupational safety and radiation protection regulations must be duly observed.

7.4 Insured persons SUVA (Swiss National Accident Insurance Fund)

All employees are insured against the consequences of occupational accidents with Suva (Swiss National Accident Insurance Fund). Employees who work 8 hours per week or more at Comet AG are also insured against non-occupational accidents. There are no premium deductions for employees. The premiums for occupational and non-occupational accident insurance are paid by Comet AG.

7.5 Insurance benefits

The insurance benefits according to the Accident Insurance Act (UVG) apply. In the event of hospitalization, the costs are covered for treatment in a general ward. The daily benefits allowance is paid to Comet AG. Following the continued payment of the salary at 100% by Comet AG, the salary or daily allowance is reduced to 80% of the insured salary. The duration of the daily benefits insurance is limited to the point it is replaced by a disability pension.

If the insurance benefits are reduced or even excluded by Suva due to self-inflicted or contributory negligence, or due to extraordinary hazards and risks as defined by Art. 49.5 of the Swiss Federal Law on Accident Insurance, the salary payment shall be reduced to the same extent.

The daily benefits from Suva and any other insurance companies will be claimed during the period of full or partial salary payments from Comet AG. In the event of partial invalidity, the salary shall be adjusted in line with the degree of fitness for work.

8 Loss of earnings/maternity and other parent/care and adoption

8.1 Military service, civil defense and alternative civilian service

The following regulation applies to employees who are entitled to compensation within the meaning of Art. 1 of the Loss of Earnings Compensation Act (EOG) (compulsory Swiss Army service, civil protection, youth and sports leadership courses).

If employees do not perform a service which entitles them to compensation for loss of earnings for more than one month in any calendar year, they shall receive their regular gross salary during this time, taking into account the compensation for loss of earnings. EO compensation must be submitted to the HR department by means of an EO registration. Compensation for loss of earnings is paid to Comet AG. This also applies to weekend deployments.

The call-up for military or other services must be communicated immediately after notification. The EO registration card must always be sent to the HR department immediately after the end of the service.

Compulsory fire service in the event of an emergency call-out is a paid absence.

8.2 Pregnancy and maternity benefits

Once Comet AG has been informed of the pregnancy, the employee and her superior will be informed by the safety officer about the legal provisions regarding employment during pregnancy and motherhood (Ordinance 1 to EmpA Art. 60 - 66).

The same rules for continued payment of wages apply to medically confirmed pregnancy problems as to illnesses.

After the birth, the employee is entitled to 16 weeks of paid maternity leave. The compensation amounts to 80% of the salary for a service period of less than 10 months and 100% for a service period of more than 10 months.

Maternity leave can start no earlier than two weeks before the birth.

8.3 Additional allowance for the other parent

The other parent who is in gainful employment is entitled to ten days' paid leave. They can take this leave for two weeks at a time or as individual days within six months of the child's birth. After taking these ten days of leave, the other parent is entitled to 14 days of benefits, which are financed by the loss of earnings compensation scheme (EO) and settled via Comet AG.

8.4 Adoption leave

On January 1, 2023, the new law on compensation for adoption leave came into force. If employees of Comet AG adopt a child, they are entitled to the following benefits: if the adopted child is younger than four years old and if the parents were insured for at least nine months prior to the adoption in accordance with the OASI Act (during which time they were gainfully employed for at least five months), the adoptive parents are entitled to two weeks' adoption leave.

The two-week adoption leave applies to the adoptive parents together and must be taken within the first year after the adoption, on a daily or weekly basis. The adoptive parents can choose which of them takes the leave or divide the leave between them.

8.5 Support for family caregivers

Employees are entitled to up to three days of paid caregiver leave per case if they need to care for family members or partners with a health condition. A maximum of ten days of care leave can be taken within a year of service.

This entitlement applies to parents, grandparents, children, siblings, spouses and partners who have lived in the same household for at least five years. Care leave is independent of the continued payment of wages in the event of an accident or illness and requires that the care is necessary and cannot be provided by other persons. (Art. 329h OR and Art. 36 para. 3 and 4 EmpA).

8.6 Parents of seriously ill children

Parents who have to take care of a seriously ill or injured child are entitled to 14 weeks of paid care leave. The care leave can be taken within a block of 18 months or on a daily basis. The care leave allowance is financed by the EO and paid out to Comet AG in the form of daily allowances. Article 16(o) of the Loss of Earnings Compensation Act (EOG) provides further information.

9 Retirement provisions

9.1 Pension fund

Employees are insured against the economic consequences of old age, disability and death, provided that the regulatory and legal admission requirements are met. Special provisions apply to employees aged between 18 and 24. The insurance regulations of the pension fund are decisive for all matters concerning the pension fund.

9.2 Preparation for retirement

Life changes when you retire. Retirement marks a break away from professional life that needs to be organized in good time. Comet supports employees from the age of 60 by covering the costs of a retirement seminar so that they can approach the new phase of their lives well prepared. Further information is available from the HR department.

9.3 Ordinary retirement

Employees must register for an OASI pension independently. To ensure that the pension is paid on time, it is advisable to submit the registration four to five months before retirement. Untermated employment relationships end with retirement at the end of the month in which the ordinary OASI retirement age is reached, unless an alternative agreement has been made in writing.

9.4 Deferring retirement

Great job satisfaction and good health are reasons why Comet AG supports its employees in their decision to continue working beyond the standard retirement age. Options should be discussed with your supervisor and the HR specialist at an early stage.

10 Continued provision of salary

10.1 Upon the death of an employee

If an employee dies, the employment relationship ends on the date of death. All outstanding claims of the employee, such as wages and vacation not yet taken, including any overtime and flextime credits, or expenses, will be settled. Any outstanding claims arising from the employment relationship pass to the heirs upon the death of the employee.

There is an entitlement to continued payment of salary if the deceased employee leaves behind a spouse, minor children or, in the absence of such heirs, other persons who were dependent on the deceased.

The salary will be paid for a further month after the date of death and for a further two months after five years of service.

11 Miscellaneous terms

11.1 Liability

Comet AG does not accept any liability for items stored in lockers or other cabinets. Personal belongings, with the exception of sums of money, are insured against fire damage.

11.2 Right of recovery and right of set-off

If employees receive a daily allowance, a pension or a settlement from an insurance company to which Comet AG has paid contributions, for a period in which they already received a salary from Comet AG, Comet AG has the right to reclaim this amount or to offset it against their salary.

Employees are obliged to inform Comet AG of such insurance payments. This obligation continues to apply even after the employment relationship has been terminated.

12 Court of Jurisdiction

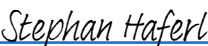
For labor-related lawsuits, the court at the domicile or registered office of the defendant or at the location where the employees usually perform their work has jurisdiction. The authoritative wording of the GTE is the German-language wording.

13 Implementation and revisions

These regulations came into force as of January 1, 2025 and are valid for an indefinite period. They replace all previous General Terms of Employment. The Executive Board reserves the right to amend or supplement the General Terms of Employment at any time.

Flamatt, January 1, 2025

Comet AG


Stephan Haferl (Nov 8, 2024 05:37 HST)
Stephan Haferl
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Meike Boekelmann
CHRO

This document is a translation of the legally binding and signed regulations in the German language. Due to its nature as a translation, this document does not contain legally valid signatures.

14 Revision History

Rev No	Date	Details	Created by
10	January 1, 2024	The GTE have been completely revised. Adapted to legal changes and the wording has been written in simplified language	Bettina Hertner
09	January 1, 2022	Introduction of 40 hours per week Increased vacation entitlement	Bettina Hertner

Created:	2024-11-08
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