

FLEX Working Time Regulations

Regulation owner

*Sabrina Hinzer
Head HR Switzerland*

Reviewed and approved by

*Meike Boekelmann
CHRO*

Contents

1	General provisions	3
1.1	Principles	3
1.2	Scope	3
1.3	Purpose	3
2	Working time framework	3
2.1	Annual working hours	3
2.2	Rules for breaks	3
2.3	Statutory protection provisions	4
2.4	Work on Sundays, public holidays and at night	4
3	Timekeeping	4
3.1	Principles	4
3.2	Exemption from timekeeping	4
3.3	Simplified timekeeping	5
3.4	Systematic timekeeping	5
4	Vacations and public holidays	5
4.1	Calculation of vacation entitlement	5
4.2	Vacation scheduling	5
4.3	Company shutdowns	5
4.4	Vacation entitlement for management employees exempt from timekeeping	6
4.5	Vacation entitlement for employees subject to timekeeping (systematic and simplified)	6
4.6	Vacation rules for part-time employees	6
4.7	Vacation interruption	6
4.8	Public holidays and bridge days	6
4.9	Payment in lieu of vacation	6
4.10	Reduction of vacation entitlement	7
5	Unpaid leave	7
5.1	Principles	7
5.2	Types of unpaid leave	7
6	Duty to inform	8
6.1	Unplanned absences	8
6.2	Rules for unplanned absences of part-time employees	8
7	Paid absences	8
7.1	Overview of paid absences	8
7.2	Full-day attendance and absence	9
7.3	Short absences	9
8	Absences during pregnancy and maternity	9
8.1	Protective regulations	9
8.2	Payment during breastfeeding period	10
9	Absences for business reasons	10
9.1	Training events	10
9.2	Expert for federally recognized vocational qualifications (OPET)	10
9.3	Participation in trade shows in Switzerland	11
10	Flextime and overtime for employees subject to timekeeping	11
10.1	Flextime	11
10.2	Overtime	11
10.3	Compensation for flextime/overtime	11
10.4	Deficit hours	12
10.5	Carryover at the end of the accounting period	12
10.6	Settlement on leaving the company	12
10.7	Work on Sunday and at night	12
11	International assignments for employees subject to timekeeping	12
11.1	Timekeeping	12
11.2	Travel time	12
11.3	Waiting time	13
11.4	Local holidays	13
11.5	Pay premiums and time allowances	13
11.6	Rest period after return travel	13
12	Remote Work	13
12.1	Reference to the Remote Work Regulation	13
12.2	Working on the train	13
13	Double-entitlement to pay premiums, timing of payment	13
13.1	Simultaneous night and Sunday work	13
14	Binding provisions	14
15	Effective date	14
16	Revision history	15

1 General provisions

1.1 Principles

A good balance between work and rest times is important for health and safety, as it helps to prevent fatigue and accidents. In Switzerland, the Employment Act defines minimum rest periods, as well as rules and requirements for shift planning and staff deployment.

This FLEX Working Time Regulation governs working time at Comet AG and is based on the legal provisions.

1.2 Scope

This regulation applies to all Comet AG employees working in Switzerland, unless agreed otherwise in their individual employment contract.

1.3 Purpose

The purpose of flexible working time (or flextime) is, on the one hand, to enable the company to adjust staffing levels according to fluctuating workloads, and, on the other, to enable employees to reconcile their work and family commitments more easily.

Flextime gives individuals more freedom to organize their working time, but it also requires adherence to rules and a corresponding sense of responsibility from each employee. The different interests must be protected in the following order:

- the interests of the company
- the interests of teams
- the interests of individual employees

The annual working time model gives managers, staff and teams considerable autonomy to organize their own working time among themselves.

2 Working time framework

2.1 Annual working hours

Working time at Comet AG is based on an annual working time model. The planned working time for full-time employees is 40 hours per week (including a paid 15-minute break each day) and must generally be worked from Monday to Friday.

Depending on operational requirements, the actual daily working time may vary within the framework of the annual working time. For part-time employees, the annual regular working time is reduced in proportion to the level of employment according to the individual employment contract. The planned daily working time corresponds to the level of employment spread over 5 working days. Part-time employees therefore have a proportional entitlement to public holidays, as well as the additional paid holidays that are granted by the company each year.

2.2 Rules for breaks

In Switzerland, the Working Hours Act stipulates that employees must take a break after working for a certain period. Breaks are important for ensuring the health and safety of employees and preventing burnout. During breaks, employees can rest and recharge, which has a positive impact on their performance. To ensure that breaks can be used by employees to rest and eat, they should ideally be taken midway through the daily working time. Under Swiss employment law, the specific rules for breaks are as follows.

Work must be interrupted by breaks of the following minimum duration:

- 15 minutes if the daily working time is more than 5 ½ hours (paid)
- 30 minutes (in one go) if the daily working time is more than 7 hours
- 60 minutes if the daily working time is more than 9 hours

Breaks longer than 30 minutes can be split.

2.3 Statutory protection provisions

The maximum weekly working time is 45 hours, and the maximum daily working time is 11 hours (excluding breaks). Overtime is defined as any hours worked during the week above the maximum weekly working time of 45 hours. Overtime must be ordered in advance by the supervisor and justified by an exceptional workload or the urgency of the work.

2.4 Work on Sundays, public holidays and at night

Work on Sundays and at night is subject to strict requirements and must be authorized in advance. At Comet AG, night work is defined as the period from 10:00 p.m. to 5:00 a.m. Employees who are required to work on Sundays, public holidays or at night need an additional agreement or, depending on their role, are subject to the shift work or on-call duty policies. Compensation and pay premiums for work on Sundays, public holidays and at night for shift work and on-call duty are governed by the relevant policies.

3 Timekeeping

3.1 Principles

Every employer in Switzerland must be able to show how many hours their employees have worked each day and each week. The purpose of timekeeping is to document the hours that are actually worked by employees. This includes recording when they start in the morning and finish in the evening, how long they take for breaks, how much flextime or overtime they work, and how many days they spend on vacation, working remotely, etc.

Our timekeeping system ensures compliance with the Swiss legal requirements. Employees must record their working time and absences in the timekeeping system using the appropriate time code and no later than the last working day of the month; the times must be authorized by the employee's supervisor.

There are three types of timekeeping, with the applicable method specified in the individual employment contract.

3.2 Exemption from timekeeping

Executive and management employees at job grade 13 and above are not required to record their working hours. In some cases, employees at job grade 12 may also be exempt from timekeeping. Despite being exempt from timekeeping, absences for reasons such as vacations, military service, illness, accidents, and paid leave must still be recorded in the timekeeping system.

Management employees commit themselves to being fully available to the company. Employees must plan their working time in a way that ensures the business needs are met and they can perform their work duties efficiently. This may sometimes require them to work beyond the regular working hours. This extra work is accounted for in the basic salary and the increased vacation entitlement; it does not entitle the employee to a payout or time off in lieu.

3.3 Simplified timekeeping

Simplified timekeeping enables employees at job grade 11/12, who have a high degree of autonomy over their working time, to record only their actual daily working time minus breaks in the timekeeping system (net working time). The statutory break regulations must be observed, but the start and end times of work and rest periods do not need to be recorded. Only the actual hours worked are documented in the timekeeping system.

For pre-authorized work on Sundays, public holidays or at night, the start and end times of the work, minus breaks, must be accurately recorded, as this work is subject to pay premiums.

3.4 Systematic timekeeping

All employees at job grades 5 to 10 must record their working time (including all breaks) systematically. Times are recorded directly with a personnel badge at the clocking terminals on site, or online in the electronic timekeeping system (for remote work), using the relevant attendance type. Every break and absence from the workplace must be recorded. The daily break credit of 15 minutes is only granted if the break has actually been recorded in the system.

It is essential that employees record their working time themselves, accurately and in full, as the recorded time is used as the basis for calculating their salary, flextime and overtime.

4 Vacations and public holidays

4.1 Calculation of vacation entitlement

The vacation entitlement is based on the calendar year. For employees who join or leave during the calendar year, the vacation entitlement is calculated pro rata. The increased entitlement is granted starting from the calendar year in which the corresponding age is reached. Example: If someone turns 40 on June 15, they are entitled to the higher vacation entitlement (28/30/32 days) from January 1, i.e. for the entire calendar year.

4.2 Vacation scheduling

Employees' vacation requests for specific times will be considered if they are compatible with the company's interests. It may, however, be necessary for the company to determine vacation schedules based on operational needs. Vacation plans should be created at the beginning of the year and submitted through the timekeeping system. Once authorized by the supervisor, vacations can be taken at the requested time. At least two consecutive weeks of vacation must be taken during the calendar year.

4.3 Company shutdowns

Management reserves the right to close the company for a specific period. Days off during company shutdowns count as regular vacation days. The company is generally closed between Christmas and New Year. Additional company shutdowns may be mandated during the year if specific operational needs arise.

4.4 Vacation entitlement for management employees exempt from timekeeping

The vacation entitlement per calendar year is as follows:

- Up to the age of 39 28 days
- From the age of 40 30 days
- From the age of 50 32 days

If there is a company shutdown or no work between Christmas and New Year, these days are considered paid days off.

4.5 Vacation entitlement for employees subject to timekeeping (systematic and simplified)

The vacation entitlement per calendar year is as follows:

- From the age of 20 up to the age of 39 25 days
- From the age of 40 28 days
- From the age of 50 30 days
- From the age of 60 32 days

4.6 Vacation rules for part-time employees

Regardless of whether the employee does not work on specific working days, the weekly view always applies.

The following rules apply for recording the time:

- Vacation (full work week): Employees record the full week (Monday to Friday) as vacation leave
- Vacation (individual days): Employees record the vacation leave for these days, with hours deducted according to their level of employment rather than the hours they would actually have worked on that day. This may lead to a reduction in accumulated overtime hours, as the regular hours recorded for a vacation day are “fixed” and do not correspond to the employee’s regular/actual working hours. Alternatively, two or more vacation days may be recorded instead of one until the planned time of 8 hours for a workday is reached.

4.7 Vacation interruption

If an illness or accident prevents the vacation’s purpose of rest and recovery from being fulfilled, the vacation time will be interrupted. A medical certificate, starting from the first day of illness, must be submitted to the supervisor without delay. Employees are entitled to reclaim vacation days if they are unable to take them. If employees choose to take vacation during a period of incapacity for work with their doctor’s approval, the vacation days will be counted in full.

The following do not count as vacation days:

- Public holidays or days off according to section 5.1 that fall within the vacation period.
- Days off due to an accident or illness if a medical certificate confirms that the purpose of the vacation (rest and recovery) could not be fulfilled due to incapacity to work.

4.8 Public holidays and bridge days

The following public holidays are observed at Comet AG: January 1 and 2, Good Friday, Easter Monday, Ascension Day, Whit Monday, August 1, December 25 and 26. In addition, the company is closed on the Friday after Ascension Day and on December 24 and 31.

4.9 Payment in lieu of vacation

Vacation days are not paid out during the employment term, unless they cannot be taken before the employee leaves the company. Any excess vacation days taken will either be offset against the outstanding salary balance or billed upon leaving the company.

4.10 Reduction of vacation entitlement

If the employee is absent for more than one month, the vacation entitlement will be reduced proportionally for each full month of absence.

If the employee, through no fault of their own, is absent for more than one month for personal reasons, such as illness, an accident, fulfilling legal obligations, performing public duties, or carrying out youth work, the vacation entitlement will be reduced after the statutory blocking periods have expired. If only maternity leave is taken, the vacation entitlement will not be reduced.

5 Unpaid leave

5.1 Principles

Unpaid leave occurs when an employee takes a break from work for a specific period, such as for an extended trip or for youth work. During unpaid leave, the obligations related to work and salary payment are suspended; all other rights and obligations continue to apply.

There is no statutory entitlement to unpaid leave; however, it may be granted if operational circumstances allow. Unpaid leave must be discussed with the supervisor and authorized together with the HR representative. The HR department must be notified of any unpaid leave. During unpaid leave, there is no entitlement to continued payment of salary in the event of illness or accident.

5.2 Types of unpaid leave

A distinction is made between short and long unpaid leave. Short unpaid leave covers up to 30 days per request, while long unpaid leave lasts for more than 30 days. For unpaid leave exceeding 30 days, a mutual agreement is required, which must be drafted by the HR department and authorized by the supervisor.

Effect on insurance coverage:

Non-occupational accident insurance remains in effect for a period of up to 31 calendar days. If unpaid leave lasts longer than 31 days, social, accident, and health insurance may stop or be restricted, even in the case of non-occupational accidents.

Continued coverage can be agreed with the Swiss Accident Insurance Fund, SUVA, for up to 180 days before the end of the non-coverage period. The premiums for employee benefits can be fully borne by the employee. This is governed in the individual agreement.

The vacation entitlement is reduced by 1/12 for each full month. The 13th month's salary is reduced on a pro rata basis. During the period of unpaid leave, there is no entitlement to profit sharing (STIP).

How employees can continue the risk insurance and savings plan voluntarily is explained in the individual agreement.

6 Duty to inform

6.1 Unplanned absences

Unplanned absences (e.g. due to accidents or illness) must be reported directly to the supervisor by phone. Injured employees must also inform the HR department directly. In the case of an accident, a medical certificate must be submitted starting from the 3rd day of absence, and in the case of illness, starting from the 4th day of absence; it must be provided to the supervisor and submitted to the HR department. A medical certificate may also be requested from the first day of illness. In the case of accidents or illness abroad, the HR department must be contacted immediately.

All paid absences must be recorded in the timekeeping system. This also applies to employees who are not subject to timekeeping.

In the case of prolonged illness or injury, the supervisor must be regularly updated. Continuous medical certificates must be provided to the HR department and the supervisor before the end of the authorized sick leave.

6.2 Rules for unplanned absences of part-time employees

If a part-time employee falls ill on a day when they would normally work more than their planned daily hours, they can contact the HR department. The facts will be checked for consistency and any discrepancies will be clarified.

7 Paid absences

7.1 Overview of paid absences

Paid time off is granted to employees for the following reasons, family matters and events. Cohabiting partners are entitled to the same as married couples (registered partnerships have been treated the same as marriage since July 1, 2022).

Event	Entitlement	Pay entitlement
Relocation		
Relocation: HR informed of new address	1 day	100%
Wedding		
Own wedding	2 days	100%
Wedding of a parent, own child, sibling or grandchild	1 day	100%
Children		
Birth of own child (parental/maternity leave can be taken in addition)	1 day	100%
Maternity leave if with the company for at least 10 months	16 weeks	100%
Maternity leave if with the company for less than 10 months	16 weeks	80%
Leave for the other parent; can be taken within 6 months after childbirth	10 days	100%
Adoption leave; must be taken within one year after adoption	10 days	100%

Event	Entitlement	Pay entitlement
Care for relatives		
Helping to care for sick or injured relatives	3 days per case, up to 10 days per year	100%
Care leave for parents with a severely disabled child (Art. 16(o) Loss of Earnings Compensation Act (EOG))	14 weeks within 18 months	100%
Civilian service, civil protection and military service		
Call-up and discharge from service	1 day	100%
Service of less than one month in the calendar year	1 month	100%
Service of more than one month in the calendar year or in one go	Full length of service	80%
Youth work (J+S) for leadership courses pursuant to the EOG	1 week	100%
Fire department deployment (emergency)	Time required	100%
Bereavement		
Death of a partner, child, parent, or parent-in-law.	3 days	100%
Death of a grandparent, sibling, grandchild, son-in-law or daughter-in-law, brother-in-law, or sister-in-law.	1 day	100%
Death of other relatives or close acquaintances.	½ day	100%

7.2 Full-day attendance and absence

For full-day attendance and absence, the daily planned working time is generally credited. For part-time employees, the proportional planned time per day is credited.

For half-day paid attendance and absence, the time is credited as follows:

- Generally, half of the daily planned working time is credited. The maximum daily planned working time cannot be exceeded.
- Vacation can only be taken in full or half days.

7.3 Short absences

Under the flextime model, short absences for personal reasons or medical appointments are not considered paid absences and will be deducted from the individual time balance. Medical appointments in the interests of occupational health and safety are considered paid absences and are therefore covered by Comet AG.

8 Absences during pregnancy and maternity

8.1 Protective regulations

For health and safety reasons, the safety officer must be involved as early as possible and in all cases. The daily planned working time must not be extended for pregnant and breastfeeding employees. The daily working time of 9 hours must not be exceeded under any circumstances. If the employee feels unwell, she may stay at home or leave early. The supervisor must be informed, and the absence must be evidenced by a medical certificate.

Pregnant employees are afforded increased protection. From the eighth week before childbirth, they must not be given any work between 8 p.m. and 6 a.m. If possible, equivalent work should be offered between 6 a.m. and 8 p.m.

After childbirth, the employee is not allowed to work for 8 weeks, after which the mother may only be given work up to the 16th week if she agrees to it. It is important to note that if any work is performed during the statutory maternity leave of 14 weeks, this will result in the loss of entitlement to maternity pay.

After childbirth, the employee is entitled to paid maternity leave of 16 weeks. Further details can be found in the Terms and Conditions of Employment.

8.2 Payment during breastfeeding period

At the Flamatt site, breastfeeding of babies and toddlers is not permitted due to youth protection regulations. Furthermore, parents are not allowed to bring their children under the age of 15 into the workplace as visitors.

Work interruptions and absences due to breastfeeding must be agreed between the mother and her supervisor. Breastfeeding mothers will be credited the following periods during the first year of the child's life:

For a daily working time of:

- | | |
|---------------------|-----------------|
| • up to 4 hours | 30 minutes paid |
| • more than 4 hours | 60 minutes paid |
| • more than 7 hours | 90 minutes paid |

If the breastfeeding period lasts longer than the first year of the child's life, or if the required breastfeeding time exceeds the period described above, that time will not be counted as working time. Paid breastfeeding time will not be extended to cover the commute if the breastfeeding is carried out at home.

9 Absences for business reasons

9.1 Training events

Comet AG supports training events. Participation must be authorized by the supervisor. The time is credited as follows:

- Training courses that are voluntarily requested by employees and authorized by the supervisor are credited at the actual duration of the course, but only up to the maximum daily planned working time, including the time taken to travel to and from the course.
- Training and development courses organized by Comet AG are credited at the actual duration of the course, including the time taken to travel to and from the course.

9.2 Expert for federally recognized vocational qualifications (OPET)

Professionals training as experts for occupations recognized by the Swiss Federal Office for Professional Education and Technology (BBT) receive a one-time credit of 2 training and development days. Upon request, up to 3 additional days for expert activities may be granted per calendar year.

9.3 Participation in trade shows in Switzerland

The actual time spent attending trade shows and exhibitions in Switzerland, including the time taken to travel to and from the event, is considered working time, minus the time for the regular commute. For business-related trade show visits, a credit of up to the daily planned working time is possible.

10 Flextime and overtime for employees subject to timekeeping

10.1 Flextime

The weekly working time between the planned weekly hours and 45 hours is considered overtime (flextime) and is credited to the flextime account.

If the planned working time is not met, the deficit hours are credited or deducted from the flextime balance. Within a range of +100 hours / -80 hours of the flextime balance, employees can organize their working time freely in agreement with their supervisor.

For part-time employees, this range is set proportionally. Employees are largely responsible for managing their flextime balance themselves; any company shutdowns or days off for public holidays and bridge days (Christmas/New Year) can be credited to it. Short-term variations above or below the defined range are allowed during the year.

10.2 Overtime

The maximum weekly working time is 45 hours, and the maximum daily working time is 11 hours (excluding breaks). These limits have been defined in the Employment Act. Overtime is defined as any hours worked during the week above the maximum weekly working time of 45 hours. Employees may only be called up to work overtime by their supervisor. If the weekly working time exceeds 45 hours, the overtime will be automatically credited to the overtime account by the timekeeping system.

Employees may only be called up to work overtime in certain cases:

- Due to the urgency of work or an exceptional workload
- Work required for stocktakes or at the end of accounting periods
- To reduce or eliminate operational disruptions

Overtime may not exceed two hours per day and a total of 170 hours in the calendar year.

10.3 Compensation for flextime/overtime

Flextime is compensated with an equal amount of time off. Any compensation must be requested by the employee from their supervisor via the timekeeping system. Compensation may also be mandated.

As a general rule, compensation for accumulated overtime is provided on a 1:1 basis. The following order applies for compensating overtime:

1. Take time off
2. Reduce flextime hours

Flextime (without premium) or overtime (with a 25% premium) will only be paid out in exceptional cases. The decision is made by the supervisor in consultation with the HR representative.

10.4 Deficit hours

Deficit hours occur when employees work fewer hours than agreed. Self-determined deficit hours must be made up, or they can be deducted from the pay in agreement with the supervisor. The supervisor may temporarily reduce the employee's hours for operational reasons; these must be made up at a later time and taken into account in the flextime balance.

10.5 Carryover at the end of the accounting period

The accounting period is defined as the period from January 1 to December 31 of a given year. The time balance should be settled by the end of the year or remain within the range of +100 hours / -80 hours, unless mandated otherwise by the management. If the time balance exceeds this range, it is recommended that employees discuss the matter with their direct supervisor to work out a solution for balancing it.

10.6 Settlement on leaving the company

Upon leaving the company, efforts should be made to balance the flextime and overtime balances. If this is not possible, any remaining flextime balance will be paid out without a premium. Deficit hours will be offset against any remaining holiday balance or the final salary payment. Overtime will be paid out at a premium of 25%. Mandated deficit hours that cannot be made up by the employee for operational reasons before leaving will be paid out by the company.

10.7 Work on Sunday and at night

A permit for work on Sundays and at night has been granted by the State Secretariat for Economic Affairs (SECO). Employees may only work at night (from 10:00 p.m. to 5:00 a.m.) and on Sundays and public holidays if the work is essential for the company. Temporary work on Sundays and public holidays is compensated by a premium of 50%, while work at night is compensated by a 25% premium, based on the electronic timekeeping data. Special assignments must be discussed with the HR department.

For shift work, the provisions of the Shift Work Regulation apply.

11 International assignments for employees subject to timekeeping

11.1 Timekeeping

For international assignments, a different timekeeping method must be used. The Employment Act is limited to the territory of Switzerland. For work conducted on an international assignment, the actual productive working time is recorded in the timekeeping system using the attendance type "international assignment". The statutory breaks and rest periods according to the Employment Act must also be observed during an international assignment.

The time taken for breaks and rest periods, for the regular commute or for lunch/dinner (with clients) at the assignment location are not counted as working time.

11.2 Travel time

Travel time is defined as the time needed to travel from the place of residence to the assignment location, minus the travel time to the regular workplace and minus any breaks and rest periods during the journey. Travel time is limited to a maximum of 11 hours per day. The attendance type "travel time" must be recorded in the timekeeping system.

11.3 Waiting time

If work cannot be performed at the assignment location for technical or operational reasons, a maximum of the daily planned working time will be recorded as working time.

11.4 Local holidays

Employees working abroad are subject to the local holidays that apply at the place of work. This means that a business traveler may need to work on a day when their colleagues in Switzerland have the day off or receive a premium for public holidays.

In exceptional cases, we will compensate employees for public holidays in Switzerland after their return from a business trip. The decision on this is made by the supervisor and the HR representative. The absence type "paid absence" must be recorded in the timekeeping system. Under this rule, the business traveler must work or take the day off (flextime or vacation) on public holidays at the assignment location.

11.5 Pay premiums and time allowances

No premiums or allowances are granted for travel and waiting times or for training.

11.6 Rest period after return travel

If the daily or weekly maximum working time is exceeded due to the return travel, a rest period of 11 hours must be granted immediately after the return. This rest period starts on arrival at the place of residence.

12 Remote - Work

12.1 Reference to the Remote - Work Regulation

Flexible working arrangements are becoming increasingly important in today's working world. Remote work is actively supported, and the corresponding provisions are set out in the Remote Work Regulation.

12.2 Working on the train

If agreed with their supervisor, employees can use train journeys productively by carrying out work-related activities during the journey. The time spent on these activities can be recorded as working time. However, to ensure that the work performed while traveling is efficient and beneficial, the train journey should be at least approximately 45 minutes each way. The data protection regulations must be fully complied with.

13 Double-entitlement to pay premiums, timing of payment

13.1 Simultaneous night and Sunday work

If employees perform night work and Sunday work simultaneously, they are not entitled to a pay premium for both; the most beneficial premium for the employee will always be paid. Time allowances are not affected by this and are granted in addition to the pay premiums. Monthly shift premiums and pay premiums are paid out in the following month for the entire previous month.

14 Binding provisions

Both the legal and company-specific regulations must be adhered to for all forms of working time.

The regulation on shift work, short-term assignments and on-call duty provide detailed descriptions of the specific working time arrangements that apply only to certain occupational groups.

15 Effective date

This regulation comes into effect on January 1, 2025. It replaces the previous regulations. The management reserves the right to amend or supplement the Terms and Conditions of Employment at any time.

Flamatt, January 1, 2025

Comet AG


Stephan Haferl (Nov 8, 2024 05:36 HST)
Stephan Haferl
CEO


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.

16 Revision history

Rev no.	Date	Details	Prepared by
01	01.01.2025	The FLEX working time regulations now also applies to the Executive Board and Senior management	Bettina Hertner
02	01.01.2023	Simplification and standardization of our working time regulations in one single reference book	Bettina Hertner
03	01.01.2022	Shorter weekly working hours Increased holiday entitlement	Bettina Hertner

Created:	2024-11-08
By:	Bettina Hertner (Bettina.Hertner@comet.ch)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAct-BiKAnrHy2Mr1fUBNq4d22-qar4EUg

"FLA_FLEX_EN" History

-  Document created by Bettina Hertner (Bettina.Hertner@comet.ch)
2024-11-08 - 1:58:59 PM GMT
-  Document emailed to Meike Boekelmann (meike.boekelmann@comet.ch) for signature
2024-11-08 - 1:59:02 PM GMT
-  Email viewed by Meike Boekelmann (meike.boekelmann@comet.ch)
2024-11-08 - 2:30:54 PM GMT
-  Document e-signed by Meike Boekelmann (meike.boekelmann@comet.ch)
Signature Date: 2024-11-08 - 2:31:05 PM GMT - Time Source: server
-  Document emailed to Stephan Haferl (stephan.haferl@comet.ch) for signature
2024-11-08 - 2:31:07 PM GMT
-  Email viewed by Stephan Haferl (stephan.haferl@comet.ch)
2024-11-08 - 3:36:09 PM GMT
-  Document e-signed by Stephan Haferl (stephan.haferl@comet.ch)
Signature Date: 2024-11-08 - 3:36:36 PM GMT - Time Source: server
-  Agreement completed.
2024-11-08 - 3:36:36 PM GMT