

JANUARY 1 - DECEMBER 31 | 2024



BENEFIT GUIDE +++

EMEA REGION



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REMOTE WORKING

Our **flexible working** policies, including **6 weeks of remote work**, with a maximum 2-week period at once, **and a hybrid work schedule**, emphasize our dedication to fostering a healthy work-life balance.

6 WEEKS REMOTE WORK
(MAXIMUM 2 WEEKS AT ONCE)

MIN. 2 DAYS A WEEK AT OFFICE

240 HOURS OF VACATION

100% PAY FOR SICK DAYS

100% PAY FOR SICK LEAVE

YEARLY HOLIDAY ALLOWANCE

PAID TIME OFF (PTO)

We prioritize the well-being of our employees with comprehensive benefits such as **240 hours of vacation**, a sponsored home office setup, and **100% pay for sick days, and 100% pay for sick leave in the first year**. Our commitment extends to providing special leave for short appointments and a **yearly holiday allowance of 8% of the last 12 months' total gross salary**, paid out once in May.

FLEXIBLE WORKING HOURS

As we all experienced, 2020 has demanded that we change the way we approach work. Rather than resist that change, here in Waldom EMEA we've decided to embrace it and take Ownership. One of the ways is how we spend the 40 hours we work per week. We found that the old way of working didn't work for everyone, and more flexibility was needed. So, in September 2020 we introduced our Flexible Working Hours policy with the option for employees to choose between three different work hour schedules.

The Traditional

8 hours per day,
5 days a week

The Alternator

9 hours per day,
2 Fridays a month off

The Afternoon

9 hours per day, get an
afternoon off per week

PENSION SCHEME

We initiate a monthly contribution to the pension scheme, equating to a **substantial 8% of each employee's salary**. Notably, this contribution is **not deducted from the employee's salary** but is an additional financial investment matched by Waldom.

SUBSTANTIAL 8% OF SALARY

MENTAL HEALTH DAY

We have introduced a Mental Health Day, requiring **only a 1-day notice period**, to provide employees with dedicated time for mental wellness.

1 DAY PER YEAR

TRAVEL COST

Recognizing that transportation can be a barrier, we **fund travel costs** and provide employees with an **NS Business Card**, ensuring that everyone has the means to build a brighter future.

OPENUP **openup**

If you are struggling with either a major or minor mental health problem, this can create an entire range of additional challenges both at home and at work. We want you to know that Waldom takes these sorts of things very seriously and we are here to help.

To ensure that all Waldom employees have direct access to any mental health support they may require, we are proud to showcase our collaboration with OpenUp.

It is possible to arrange an appointment without notifying anybody internally first.

Furthermore, anything shared with one of the psychologists is confidential. This means we do not get any information about what you discussed with the psychologist. We only receive information about how many employees use the service.

Who and what is OpenUp?

OpenUp provides quick and approachable access to mental health courses, health checks, interviews, and 1-on-1 consultations with a psychologist via phone, online chat, and video.



CARE

COMMUNICATION

HOME OFFICE PACKAGE

Waldom prioritizes your wellbeing no matter where you are. This **home office package** is not about providing you with basic office supplies, but to ensure the right home working atmosphere. As a Waldomer, you have the Ownership to evaluate your needs as well as to decide the best setup for you. Waldom will take care of the expenses!

Equipment		Budget	
Keyboard	€30	Office Chair	€300
Mouse	€25	Desk	€200
Screen	€250	Wellness*	€35

VOLUNTEER TIME OFF (VTO)

Our Volunteer Time Off (VTO) program provides full-time employees with one day per quarter paid time off to support community involvement of their choice or organized by Waldom. Our goal is to progressively increase our commitment, aiming for 150 dedicated hours in 2024. By actively engaging our workforce in volunteer activities centered around environmental impact, we seek to foster positive partnerships and contribute meaningfully to sustainable development.

MATERNITY LEAVE

Waldom wants to give you the valuable time you need to bond with your baby, that's why we give you 16 weeks paid maternity leave. Your maternity leave will begin at least 4 weeks before your expected delivery date. If you give birth later than the due date, the maternity leave will be longer than 16 weeks. If you give birth earlier, the period of leave remains 16 weeks.

SPECIAL LEAVE

In the below, children, brothers and sisters are also understood to mean step- and foster children, brothers and sisters. Parents and grandparents are also understood to mean step- and foster parents and grandparents. Wherever in the above there is mention of husband or wife, this is also understood to mean a permanent life partner.

ONE DAY OFF	TWO DAYS OFF	THREE DAYS OFF
Registration for marriage license by employee	The marriage of an employee	Relocation from one country to another
The marriage of grandparents, parents, foster-parents or in-laws, or grandchildren	25-, 40-, or 50- year terms in office and/or marriage of employee	
The 12 ½ year anniversary of the employee		
The 25th, 40th, or 50th wedding anniversary of children, parents, grandparents, stepparents or foster parents		
Moving to a new house or apartment		

CHILDCARE SICK DAY

Not only does Waldom Care about our employees, but we also want to extend this Care to your family. Can't find anyone to help you with child-care during their illness? We've got you covered!

All we need from you is for you to Communicate this to your manager with Bethan in the cc, they will confirm if you are able to take a Childcare Sick Day. For days that you take to look after your child, Waldom will pay **70% of your wage**. As we don't want you to have to choose between looking after your family and coming in to work, **any day that you take to care for your children will not be counted as a day off** and therefore not deducted from your hours.

LEFTOVER PTO?

We encourage you to use your time off throughout the year. However, if you have any left over when December comes around, you can **transfer any remaining PTO to the next year**. This will be added to your loket.nl account. But be warned, any transferred holiday **must be used before the end of June** the following year.

LEARNING & DEVELOPMENT

To enhance knowledge, we invest in employees through various channels, including courses available on **Udemy**, **ECIA courses** focusing on the electronics industry, **NINJIO cybersecurity awareness training**, and in-house created Learning and Development courses on **Loop**. This project-based approach emphasizes our dedication to developing well-rounded professionals. Through these initiatives, we actively contribute to the global effort to ensure inclusive and equitable quality education.

We have also implemented a comprehensive **leadership training program** for all new leaders within our company. By prioritizing continuous learning and professional development, we aim to equip our leaders with the necessary skills, knowledge, and strategic insights to foster a culture of excellence, innovation, and effective management.



DEATH OF RELATIVES

Firstly, Waldom would like to express our condolences for your loss. The EMEA People Team is here to provide support wherever it is needed and help you through this difficult situation. We want to make sure you have time to grieve and so have put measures in place for you to take some time to Care for yourself and your family.

Below you can find the time off Waldom gives depending on your situation:

- The death of the spouse, parents, stepparents, foster parents, either their own or by marriage stepchildren or foster children **from the day of death until the day of the funeral or cremation.**
- The death of grandparents, brother, sister and grandchild of an employee or of his spouse **one day.**

As well as this, if your spouse becomes seriously ill, please send an email to Bethan with your manager and the People Team in the cc. We will work together to determine how much time off you are able to take and work with your manager to find cover for you.

2024 PUBLIC HOLIDAYS

All public holidays in the Netherlands in 2024. Holidays highlighted in **bold** are extra days off.

New Year's Day	January 1
Easter Sunday	March 31
Easter Monday	April 1
King's Day	April 27
Ascension Day	May 9
Whit Sunday	May 19
Whit Monday	May 20
Christmas Day	December 25
Boxing Day	December 26