



INFORMATION ON YOUR EMPLOYMENT RELATIONSHIP

This information provides you with important information about your employment relationship. You can find further information on our employee service portal on the intranet after you join m.

Please note that this is only information and not a contractual agreement.

In order to facilitate the readability of the texts, no gender-specific distinction is made. The use of the masculine form of speech addresses persons of all gender identities equally. Furthermore, the presentation is an abbreviated and summarized information. Legally binding are only the underlying legal, collective and company regulations in their respective valid versions or the regulations agreed with you in individual contracts.



Please make sure that you have read and have submitted the required documents specified in Section I "Before the start of your employment relationship".



Note keep in mind that location and job-related information does not apply to all employees and therefore may not apply to your employment relationship.

If individual job-related information only applies to employees covered by tariff agreements (tariff), exempt tariff (ET) or executive employees (EE), this is indicated accordingly as well as the validity only for office staff (OS) or sales staff (SS).

The site-related information is also marked accordingly

- with "Frankfurt" for employees at the Frankfurt-Höchst site
- with "Berlin" for employees at the Berlin site

If individual pieces of information only apply to employees who are new to the company, this is indicated as "New employees".

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I. Before the start of your employment / Before the start of your new position

To get off to a good start, we need some documents and information from you before your employment begins resp. your start in your new position.

1. Documents to be submitted

If you have received the employment contract by post, please complete, sign and return the duplicate of the employment contract and the forms listed below to us as soon as possible.

If you have received the employment contract digitally, you can retrieve the documents digitally and please complete, sign and return the following forms to us as soon as possible. You will find the link to the documents in your employment contract.

Please send the below mentioned documents to:
Sanofi-Aventis Deutschland GmbH,
People Services GSA, ELC & Time
Industriepark Höchst, Building K 703
65926 Frankfurt am Main

New hires:

- Memo Payroll
- Commitment to data secrecy and reference to the obligation to maintain confidentiality
- Declaration of accident insurance beneficiary

If you have not already done so at an earlier date, please submit the following documents to us:

- If you have private health insurance: Certificate from your private health insurance company
- If you are a member of a professional pension fund, please send us the original of your exemption from the statutory pension insurance for your new job

If you are writing your Bachelor's or Master's thesis with us, please also send us the registration form or admission to the thesis.

If your employment relationship is indefinite or limited to more than 12 months, please send the "Application for admission to the pension fund" immediately to the address of the pension provider stated on the application.

Job change:

When you take up a new position, we only need the following documents from you:

- Commitment to data secrecy and reference to the duty of confidentiality
- Members of a professional pension scheme please submit the exemption certificate from statutory pension insurance for the new position via the employee portal

2. Employment

Please contact your future supervisor and coordinate the details of your employment with them.

3. Work permit/residence title and Consultation options (for new employees)

- (1) If you are a citizen of a third country, i.e. if you are not a citizen of an EU state, a state of the European Economic Area (EEA) or Switzerland, you need a valid residence permit/work permit for the Federal Republic of Germany. If you do not have a work permit or it is not extended in good time, you cannot be employed and will lose your entitlement to remuneration.
Please send a copy of your residence permit/ work permit before your first day of work to PeopleServicesGSA@sanofi.com.
- (2) We hereby inform you that you have the option of seeking advice on all labor and social law issues and questions in accordance with Section 45b (1) sentences 1 and 2 of the German Residence Act (AufenthG). Further information can be found at <https://www.faire-integration.de>.

The following advice centers are available depending on your location:

Beratungsstelle Faire Integration Frankfurt a.M. (Hessen):

Europäischer Verein für Wanderarbeiterfragen e.V. (EVW)

Mislal Semere

Mobil: +49(0) 1605071639

E-Mail: mislal.semere@emwu.org

Maryna Shubina

Mobil: +49(0) 1759906552

E-Mail: maryna.shubina@emwu.org

Adresse: Wilhelm-Leuschner-Str. 69-77 (Haus 2, 3. OG, Raum 311, 312), 60329 Frankfurt a.M.

Beratungsstelle Faire Integration Berlin (Berlin):

Arbeit und Leben Berlin-Brandenburg DGB/VHS Berlin e.V.

Mohammad Ismael

Tel.: +49(0)305130192-64

Mobil: +49(0)1794240108

E-Mail: Ismael@berlin.arbeitundleben.de

Adresse: Lorenzweg 5, 12099 Berlin (Aufgang A, 1. Etage)

4. Recruitment health check (for new employees SS and changing from OS to SS)

Berlin site (SS only):

If you are employed in the field, we ask you to make an appointment for a pre-employment medical examination with the BAD occupational health service commissioned by us, if possible before you start work. Enclosed you will find a list of addresses of BAD centers in your area. Please hand in the enclosed "Laufzettel" there.

II. On your first day of work

1. Employment

On your first day, please be at the with your supervisor agreed upon location and time.

The address of the Frankfurt location is: Industriepark Höchst, 65926 Frankfurt am Main.

The address of the Berlin location is: Lützowstraße 107, 10785 Berlin.

2. Site ID (for new employees & location change)

- (1) At the Frankfurt site, you will receive your site ID card on your first day of work at the plant ID card office (Smart Card Center), Building K 605 at the South Gate, from 7:00 a.m. onwards upon presentation of your valid ID card. Your employment contract, together with your valid ID card, is valid as an ID card for our gatekeepers at the visitor receptions and gates.

Please note that you must also have a new ID card issued at the ID card office when changing companies.

Your old ID card will be blocked within 2 weeks after the change.

- (2) At the Berlin site, please discuss the procedure with your supervisor.

III. During the employment relationship

1. Working time

- (1) In addition to the agreements in the employment contract and the General Terms and Conditions of Employment („*Allgemeine Beschäftigungsbedingungen*“), the relevant company agreements in their most recent version, shall apply with regard to working hours for employees covered by tariff and ET employees. Executive employees have working time sovereignty.
- (2) In the case of ET and EE employees, it is not necessary to report absences from work (e.g. on business trips) or other personal absences from work (e.g. due to doctor's appointments). However, coordination with the supervisor in accordance with the applicable notification and verification requirements is necessary.
- (3) ET and EE employees shall perform the tasks assigned to them within the time limits of the Working Hours Act and in compliance with its provisions, if necessary also on Saturdays, Sundays and public holidays. The employee is obliged to be on call and to travel on business, including abroad.

2. Work location

Within the framework of company regulations, it is currently possible for you to perform your work on individual days from a freely selected work location or from the mobile office in addition to the above-mentioned work location. The place of work must be within Germany.

3. Recording of working time

- (1) Exempt tariff employees do not need to use time recording devices in accordance with the current company regulations. At the Frankfurt site, however, you must use the time recording devices if you waive the cafeteria allowance under the applicable company agreement and participate in the so-called "positive time recording".
- (2) Executive employees currently do not participate in time management due to working time sovereignty in accordance with company regulations and therefore do not have to use the time recording devices.

4. Vacation & absences

- (1) The vacation entitlement
 - is 30 days per calendar year for tariff employees in accordance with the currently valid collective agreements
 - is 30 days per calendar year for ET employees according to the currently valid company regulation
 - is based on the vacation entitlement of ET employees for executive employees in accordance with the currently valid company regulations.
- (2) Additional leave for severely disabled persons is governed by § 208 SGB IX.
- (3) Please send notifications of incapacity for work, periods of physical rehabilitation treatment, military training, etc. to the time administrator responsible for you.
- (4) On the employee service portal you will find all the information on how to apply for leave.
- (5) Members of the Mining, Chemical and Energy Industrial Union (IGBCE) employed under collective agreements who meet the requirements set out in the collective agreement receive an additional day off per calendar year. If you are a member of the IGBCE and would like to take the day off, you must apply for this by March 31 of the respective calendar year and provide proof that you have been a member of the IGBCE for at least three months on January 1. You can provide proof by submitting a corresponding confirmation from the IGBCE. If the proof is not provided or is provided late, the entitlement to the exemption for the current calendar year lapses. If you do not have access to the employer's systems during a prolonged absence (e.g. long-term illness, parental leave), please send a proof of membership to ELCandTimeGSA@sanofi.com.

5. Remuneration

(1) Bonus

Upon joining, you will participate in the bonus system applicable to you. The bonus system currently applicable to office staff is known as the "short term incentive" ("STI"). There are currently separate bonus systems for tariff, exempt tariff and executive employees, which are governed by the applicable tariff agreement (tariff), the applicable company agreement (ET) and the applicable global regulation (EE).

Trainees do not receive a bonus, but a one-time payment for each full year of employment in the amount of one month's gross salary at the time of payment. This is paid out pro rata in February of the year of entitlement in the regular salary cycle. For years of employment that are not full years, the entitlement is one twelfth of the one-time payment for each full calendar month up to the date of payment. The prerequisite for entitlement to the full or pro rata one-time payment is the existence of a trainee employment relationship on February 28 of the year of entitlement and an entitlement to remuneration or continued remuneration for at least twelve working days per month.

(2) Cafeteria allowance (ET and EE at Frankfurt and Berlin site)

You currently receive a cafeteria allowance within the framework of the applicable tariff agreement (ET) or the applicable company regulations (EE) regarding the cafeteria system, the amount of which you can find in your employment contract. Trainees and other employees in a non-tariff training relationship do not receive a cafeteria amount. Part-time employees receive the cafeteria amount on a pro-rata basis. In the event of an increase in the cafeteria amount (e.g. due to transfer to another job), the deferred compensation conversion amount, if any (see section 7 below), may be adjusted. The cafeteria amount shall be

remunerated for each calendar month in which there is a statutory or collectively agreed entitlement to remuneration.

You can decide whether you want to have the cafeteria amount paid out after deduction of taxes and, if applicable, social security contributions, or whether you want to convert it for a specific purpose.

ET employees at the Frankfurt site receive the cafeteria amount only under the conditions of the applicable company agreements, in particular if they participate in the working time sovereignty.

For EE, the granting of the cafeteria allowance is a voluntary benefit of the company, which does not constitute an entitlement for the future, even if it is granted several times or on an ongoing basis.

(3) Year-end performance, variable compensation, loyalty bonus (tariff employees at the Frankfurt site)

Tariff employees at the Frankfurt site receive a year-end bonus in accordance with the provisions of the tariff agreement. In addition, employees at the Frankfurt site covered by tariff agreements participate in the arrangements for variable remuneration and a loyalty bonus as well as the company annual bonus for tariff employees in accordance with the applicable general works agreement. Temporary employees participate in the variable remuneration arrangements for the first time from the 13th month of uninterrupted employment with the company.

(4) Variable compensation (tariff employees at the Berlin site)

Tariff employees at the Berlin site participate in the variable compensation arrangements for tariff employees in accordance with the applicable general works agreement. Temporary employees participate in the variable compensation arrangements for the first time from the 13th month of uninterrupted employment with the company.

(5) Mobility budget

We provide all our active employees with a monthly mobility budget of € 30.00 gross. This can be used to finance the journey to work as well as private mobility. The mobility budget is managed via the Deutsche Bahn Bonvoy app. The access data will be sent to you separately.

(6) BVG job ticket (Berlin)

Permanent employees and employees with a fixed term of at least twelve months at the Berlin site have the option of taking advantage of a BVG job ticket (AB) on the basis of the company agreement currently in force. The company pays the monthly costs for the job ticket. You have to bear the taxes attributable to these costs.

(7) Leasing vehicle

The rights and obligations in connection with the use of a leased vehicle are governed by the Company's Leasing Car Policy, in the most recent version.

Eligibility for a car allowance in the field is based on the guidelines in effect at the company.

(8) Data connection (SS)

The costs of a data connection are reimbursed within the framework of the respective valid company agreement on data communication and cell phone in the field. Please submit proof of your telephone connection for the application. The company agreement applies analogously to executive employees.

SS employees receive a lump-sum reimbursement of expenses for storage space, office space and garage/parking space in accordance with the regulations applicable in the company. The reimbursement of expenses currently amounts to € 60.00 gross per month.

(9) Other compensation components

Other remuneration components as well as the composition of supplements, allowances, bonuses, reimbursement of expenses (SS only) and special payments and other components of remuneration and their due dates are governed by the relevant collective agreements (Tarif), works agreements (tariff and ET) and company representative committee agreements (EE) as amended from time to time.

(10) Career system (ET)

Insofar as your remuneration has been determined in accordance with the remuneration system pursuant to the currently valid General Works Agreement on the remuneration of non-tariff employees, your salary development shall be governed by the provisions of this Works Agreement in its currently valid version.

6. Additional accident insurance

For the duration of your active employment, we will take out an additional accident insurance policy in your favor, which covers the accident risk for work-related activities. The amount and scope of the insurance benefits are based on the company's current guidelines. At present, the insurance sums amount to 3 times the individual gross annual salary including or bonus, excluding other variable remuneration components. The insurance premium is paid by the company. In the event of an insurance claim, payment is made in accordance with the applicable tax regulations. Any taxes and social security contributions incurred shall be borne by you. In the event of your death as a result of an accident due to work-related activities, the sum insured will be paid to your surviving spouse or legal heirs or to a beneficiary to be named by you.

7. Long-term account

Employees having an unlimited term contract have the option, based on the currently applicable company regulations, of transferring certain time and/or remuneration components from the employment relationship to a long-term account in order to enable longer-term paid time off within the employment relationship. The applicable company regulations shall apply.

8. Company pension scheme

(1) Pension provider of the company pension plan

The current name and address of the current external pension provider for the company pension plan and the collectively agreed pension plan are:

Höchster Pension Fund VVaG
Brüningstrasse 50
65926 Frankfurt am Main

(2) Deferred compensation under the collective agreement on one-time payments and pensions (tariff & ET)

Under the collective agreement on one-time payments and retirement benefits (TEA) in the chemical industry, tariff and ET employees have the option of participating in deferred compensation for an additional company pension plan offered by the pension provider. Participation in deferred compensation is available for the first time after the end of the 6th calendar month of uninterrupted service with the company. Only tariff employees receive the basic deferred compensation amount regulated by the tariff agreement. Further information can be found on the employee service portal.

(3) Deferred compensation under the collective agreement on one-time payments and retirement benefits (ET & EE)

For ET and EE employees, there is the option of making a deferred compensation payment via Höchster Pensionskasse VVaG in accordance with the provisions in the company agreement (EE) or Speaker Committee Agreement (EE).

(4) Company Matching (ET & EE)

Office staff (including MSL):

Permanent and non-terminated employees in office, e-Commerce Key Account Managers and Medical Scientific Liaison (MSL) currently have the opportunity to participate in the Company Matching pension plan by waiving part of their salary. In doing so, they can waive parts of their annual fixed salary, which corresponds to 10% of their target bonus.

If you participate in Company Matching, you will receive, in addition to the guaranteed interest in accordance with the benefit table, an additional pension expense from the Company amounting to 100% of the amount you have contributed.

A detailed description of your design options with regard to the company pension plan is available in the employee service portal.

Sales staff:

Only regional managers of the Global Business Units, Institution Strategies & Relationship Managers and Sick Fund Strategies & Relationship Managers as well as E-Com KAM CHC also participate in Company Matching in accordance with the company regulations.

(5) Deferred compensation

ET and EE employees in the office as well as employees in the sales force have the opportunity to participate in deferred compensation in accordance with company regulations. Trainees do not participate in deferred compensation.

Detailed information including the conversion amount can be found on the employee service portal.

9. Application of tariff agreements (tariff)

The employment relationships of tariff employees are currently governed by the applicable tariff agreements of the chemical industry. These contain, in particular, provisions on:

- Working hours including night work, on-call duty, partial retirement and long-term accounts
- Remuneration including annual benefit, bonuses, overtime, work on Sundays and public holidays
- Mobile work
- Vacation and vacation pay
- Beginning and end of the employment relationship
- Retirement provision
- Cut-off periods
- Long-term care insurance
- Exemption

10. Cut-off periods (tariff)

We expressly draw your attention to the regulation on preclusion periods contained in the tariff agreement, which currently reads as follows:

§ 16 Preclusion periods

(1) The employee shall be obliged to immediately check the correct and complete settlement of remuneration for shift, overtime, night, Sunday and holiday work and, in the case of cash payments, that the amount stated in the settlement agrees with the actual payment. The claims of both parties arising from the employment relationship must be asserted in text form within a preclusion period of 3 months after the due date. After expiry of this period, the assertion is excluded. This shall not apply if the invocation of the preclusion period is an inadmissible exercise of rights due to the existence of special circumstances.

3. in the event of departure, the claims of both parties must be asserted in text form no later than one month after termination of the employment relationship.

4. if a claim only becomes due after termination of the employment relationship, it must be asserted in text form no later than one month after the due date.

(5) The aforementioned preclusion periods shall not apply to mutual claims for damages and to mutual subsequent claims arising from the employment relationship.

11. Other company regulations

(1) Signature authorizations

With regard to signature authorization, reference is made to the Guideline for the Allocation of Legal Signature Authorizations and the Signature Guideline in their respective valid versions.

Accordingly, employees are authorized to sign legal transactions and documents when performing their duties within the area of responsibility assigned to them. The addition "i.A." must be added to the signature before the name.

(2) Obligations to notify and provide evidence in the event of incapacity to work

If you are prevented from starting work due to illness or other unforeseeable events, you must inform your superior immediately - or the next higher superior if the superior is unavailable, or the HR department if the superior is also unavailable - stating the reasons and the expected duration of the prevention. You must expressly point out any activities in your area that cannot be postponed.

In all other respects, the provisions of the Continuation of Remuneration Act („Entgeltfortzahlungsgesetz“) apply. In particular, this means that if your incapacity for work lasts longer than three calendar days (longer than one calendar day for interns, bachelor's and master's degree students), you must provide evidence of this in accordance with the statutory regulations. Detailed information and instructions can be found on the employee service portal.

12. Location change

With your transfer, a change takes place within the responsibility of the local works council. After your transfer, you will no longer be represented by the former works council, but by the works council at the new site. With your transfer, all local works agreements that previously were applicable to you will therefore cease to apply on a collective basis. With your transfer, all works agreements concluded at your new location – within their respective scope of application – will apply directly and mandatorily to you. Your change of location does not affect the fact that you will continue to be represented by the Joint Works Council within the scope of its competence. The joint works agreements will remain applicable to you, within their respective scope.

IV. Termination of the employment relationship

1. Registration with the employment agency for temporary employees

In order to maintain unreduced entitlement to unemployment benefits, you are obliged to register personally with the employment agency as a jobseeker three months before the end of the contractual employment relationship. If the employment relationship is limited to a period shorter than three months, this obligation exists within three days of knowledge of the termination date. Furthermore, you are obliged to actively search for employment.

2. Cancellation

- (1) Pursuant to Section 623 of the German Civil Code (BGB), notice of termination must be given in writing. Termination in electronic form (also by e-mail) is excluded.
- (2) Employees who wish to legally claim that a termination is socially unjustified or legally invalid for other reasons must file an action with the Labor Court within three weeks of receipt of the written notice of termination in accordance with Section 4 of the German Unfair Dismissals Act („Kündigungsschutzgesetz“) for a declaration that the employment relationship has not been terminated as a result of the termination.

3. Updating your professional social networks

If you have indicated that you work for the company in professional social networks such as LinkedIn or Xing, we kindly ask you to update this information after termination of the employment relationship.



You can find more information in the employee service portal

