

WORK-LIFE BALANCE & FAMILY CONSIDERATIONS POLICY

CAYMAN PHARMA, CZECH REPUBLIC

Cayman Pharma s.r.o. promotes a balanced approach to work and personal life, with a focus on supporting family values among all employees. Therefore, following principles apply within employment relationships:

1. **Job Protection During Parental Leave:** Cayman Pharma guarantees the preservation of an employee's job position during paid parental leave (maternity and paternity leave) until the child reaches 3 years of age.
2. **Flexible Working Hours:** Cayman Pharma provides flexible working hours to all parents until the child reaches 15 years of age. The number of working hours may be adjusted at any time during this period without limitation.
3. **Parental Leave Policy:** Paternity, maternity, parental, and family leave allow parents to care for children or family members without sacrificing their careers. During this leave, employees are entitled to salary increases reflecting inflation adjustments if such increases are granted to other employees.
4. **Remote Work:** Cayman Pharma offers the possibility of working from home up to 2 days per week for all eligible positions (i.e., positions that can be performed remotely).
5. **Protection Against Dismissal and Discrimination:** Cayman Pharma ensures the protection of parents and their professional careers against dismissal and workplace discrimination.
6. **Reduced Workweek Option:** Cayman Pharma allows employees who are not eligible for remote work to reduce their working time to 4 days per week to support a healthy work-life balance.
7. **Medical Check-Ups:** Cayman Pharma provides employees with regular free medical check-ups based on workplace exposure risks. Comprehensive medical examinations are also available at the start of employment and upon leaving the company.
8. **Social Fund Support:** Cayman Pharma provides a one-time annual payment from the social fund to support employees in difficult life situations, such as the death of a family member, serious illness, or natural disasters.
9. **Support for Pregnant Employees:** Cayman Pharma supports pregnant employees by transferring them to positions that are not associated with hazardous exposure to chemicals.
10. **Special Leave:** Cayman Pharma allows employees to accompany their children on the first day of compulsory schooling. The company also provides:
 - a. 2 days of paid leave for the employee's own wedding
 - b. 1 day of paid leave for the wedding of children or parents
 - c. 3 days of paid leave in the event of a death in the family if the employee arranges the funeral

- 11. Annual Leave:** Employees of Cayman Pharma are entitled to 6 weeks of annual leave, which significantly supports work-life balance, especially for parents who need to provide childcare during school holidays.
- 12. Support for Children's Activities:** Cayman Pharma provides financial contributions to support children's extracurricular activities.
- 13. Internships for Employees' Children:** Cayman Pharma facilitates internship opportunities for employees' children.
- 14. Additional Work Opportunities During Parental Leave:** Cayman Pharma offers employees the opportunity to improve their financial situation during maternity, paternity, or parental leave by allowing them to undertake short-term work through agreements for work performance or work activity.