

Charter

- (1) Having regard to our AGE in Brussels, on 27/01/2020 at Hub Brussels;
- (2) Having regard to the voting of the General Conditions for the European deployment of our activities by transposing the European directives and regulations (KYC, RGPD, AML-5, ISR, TRL 5, PIC Number, TPS 1000) in all our public and private business ecosystems;
- (3) Having regard to the meeting of the Board of Directors on 01/03/2021 in Paris George V,
- (4) Having regard to our voting of the Special Conditions for the deployment of our telework activities in the context of Covid-19 and the Territorial Continuity between Metropolitan France and the Overseas Territories,

the European Network Information Exchange Area (hereinafter, “EURONIXA” or the “Employer”) has ADOPTED THIS CHARTER

CHAPTER I

General Provisions

Article 1

Subject-matter and Objectives

1. This Charter lays down rules relating to the general functioning of EURONIXA.
2. This Charter respects fundamental rights and freedoms of the employees of EURONIXA in accordance with the relevant European legislation.

Article 2

Material Scope

1. This Charter applies to the activities performed by EURONIXA employees.

Article 3

Territorial Scope

1. This Charter applies to the activities performed the personnel of EURONIXA and its clients regardless of whether said activities take place in the Union or not.
2. Where the activities are performed outside the Union, the applicable national legislation should be taken into account.

CHAPER II

Recruitment Process

Article 4

Recruitment

1. The recruitment process of EURONIXA shall take into account the principles of lawfulness, fairness, and transparency as well as the applicable provisions of the data protection framework.
2. Where the recruitment process implies the recruitment of new candidates, the following provisions are applicable:
 - a. A recruitment test will be conducted in order to assess the capacities and skills of the candidates. The recruitment test will consist on a series of questions addressed directly to the candidate as well as a series of case studies presenting work challenges that the candidate would need to answer.
 - b. During the recruitment phase three criteria will be considered to assess the performance of the applicant:
 - i. Availability: consideration will be given to candidates with ample availability. Where candidates count with limited availability, flexible solutions could be offered on a case-by-case analysis.
 - ii. Agility: consideration will be given to candidates who demonstrate a high level of agility while addressing the responses and the use cases of the recruitment process.
 - iii. Knowledge: consideration will be given to candidates who exhibit demonstrated abilities in the respective area of expertise of the recruitment position.
 - iv. Productivity: consideration will be given to candidates who demonstrate high level of productivity during the recruitment process.

- v. Soft skills: consideration will be given to candidates who exhibit high level of team spirit, intercultural abilities and results-oriented mindset.
- c. The recruitment process will be facilitated and supervised by the personnel and internal collaborators of EURONIXA who play one of the following roles:
 - i. Managers, Business Angels, Independent Directors
 - ii. Tutors
 - iii. Sponsors or Mentors

Article 5

Hiring process

1. Where the candidate has successfully finished the recruitment process, a decision on the formalization of its incorporation will be emitted by the Human Resources Department.
2. If the candidate is hired, the Human Resource Department will proceed to the signing of the contract. The candidate will not start being considered as an employee of EURONIXA until the contract is duly signed by all parties. Until such moment, the candidate is considered as a guest without any kind of working relationship.
3. The signature of a Non-Disclosure Agreement (hereinafter, "NDA") will be required before the employee starts his contract with EURONIXA. The special conditions regulating the penalties for the revelation of information outside the consortium are addressed in the NDA.
4. In case the candidate will be interested in working remotely, compliance with the relevant agencies and center for professional placements should be achieved.
5. The recruitment process of EURONIXA is highly automated. Employees should count with the necessary electronic means to electronically sign any working related documentation.

CHAPTER III

Requirements for work

Article 6

Minimum requirements

1. The personnel of EURONIXA should comply with the following minimum requirements in order to be eligible for work and ensure the smooth operation of the business activities.
 - a. Where the working day is to be conducted on-sight, the company will provide the personnel with the suitable means for work as well as the necessary spaces. Such

means will include the assignment of a professional email whose use is mandatory as well access to Laya platform for security purposes of the company's internal data.

- b. Where the working day is to be conducted remotely, the personnel should comply with the following requirements:
 - i. be reachable by landline phone and or smartphone during his working schedule (e.g. thorough Telegram);
 - ii. have the sufficient internet connection and speed to use a smartphone, a PC or a tablet to interact with the daily activity of the company; and
 - iii. participate regularly in the mandatory and multi-year professional training courses focused on management coaching.

CHAPTER IV

Working modalities, remuneration, and expenses

Article 7

Working modalities

1. Employees of EURONIXA will be assigned to an establishment or subsidiary of EURONIXA SNA Group in accordance with the organigram of the company.
2. The working modalities are described in the following:
 - a. Full-time work: 35h/week.
 - b. Part-time work: as negotiated.
 - c. Telework: the employee should adapt to the normal business hours of EURONIXA, i.e. 9:00 – 12:00 and 14:00 – 18:00 Central European Time (CET). In case the employee works in a different time zone, justification of his working hours and their alignment will be pursued.
 - d. Special consideration will be given to certain teams located outside CET, e.g. the cybersecurity team who can, on request, work on Saturdays and/or Sundays by recovering its working hours of the week in order to fit with the availability of Mauritius and Martinique.
3. EURONIXA compromises to reach a fair distribution of work according to the necessities of its employees under the principles of flexibility, autonomy and respect of the private life.

Article 8

Remuneration

1. Remuneration will be based on a flat rate compensation according to the working modality.

2. The control of the working hours will be made on internal reporting tools, in which the employee will need to submit its working hours. The employee's salary will be due after the validation by the management team of the individual working hours.
3. Additional compensation and benefits may include access to profit-sharing and participation in EURONIXA.

Article 9

Expenses

1. The compensation of working expenses will be done upon agreement with the management team of EURONIXA. Certain expenses in relation to telework will be eligible for reimbursement, in particular the fixed expenses, the variable expenses, the expenses of acquisition of furniture, the expenses related to the adaptation of the room, the expenses of data-processing material and peripherals, the consumable ones and also the expenses of connection to the telephone network, and subscription expenses. The rate of reimbursed expenses depends on the nature of the expenses.
2. Further professional expenses derived from the on-sight work can be covered by the use of a Qonto card for professional expenses. Such expenses may include meals, transportation costs, access to telecommuting solutions, management of supplier budgets between €1,500 and €20,000. The scale of professional expenses for lunch is estimated at 6,50€ per number of working days.
3. In relation to the Qonto card, specific rules will apply for the covering of expenses:
 - a. All business expenses must be justified. Justification will take the form of a scanned invoice/quote on the Qonto application.
 - b. All business expenses must be reported. The invoice/quote must also be submitted to the finance team.
 - c. Inquiries about the Qonto card should be sent to the finance team (finance.team@euronixa.eu).
 - d. For any request regarding the increase of the limit due to business reasons such as planned travel or unexpected expenses please contact the finance team.
 - e. Another professional Qonto card may be attributed to the employee depending on its activity within EURONIXA.

CHAPTER V

Duties

Article 10

Duties of personnel

1. Employees of EURONIXA commit to conduct their work with due diligence. They equally commit to master the digital tools required for their work.
2. Employees of EURONIXA commit to report their working schedule to the management team through the suitable reporting tool, e.g. Bitrix24.
3. Employees of EURONIXA commit to participate in the webinars and morning briefings, where webinars are usually held on Mondays from 10:30 to 12:30 and on Fridays from 10:30 to 12:30 and morning briefings every morning from Monday to Friday from 8:45 to 9:30 am CET. In some cases, upon agreement of tutors and coaches, online meetings from 11am to 12pm CET may be held.
4. Employees of EURONIXA commit to avoid calling other employees after 7:00 pm CET.
5. Employees of EURONIXA commit to check and update their email during the working day, especially in the morning.
6. Employees of EURONIXA commit to assist to the trainings available throughout the year, which are mandatory for regulatory activities and reskilling for senior profiles and optional for junior profiles.

Article 11

Duties of employer

1. The Employer commits to provide their employees with the suitable tools, materials and spaces, where applicable, to conduct their work. These may include, inter alia, 5G smartphones, tablets, laptops, digital certificate keys, token security keys, professional cell phone lines, dedicated phone lines on the Internet network, 5G routers and fiber optic/broadband connectivity, augmented reality headset, or printers/scanners.
2. The Employer commits to organize a welcome week to their new employees and provide the suitable training to integrate them in the team.
3. The Employer commits to provide the relevant insurances to their employees and spaces, e.g. a hardware insurance will be set up so that the collaborators and employees can benefit from a spare equipment in case of failure of the latter or a technical assistance to solve the problem in question.
4. The Employer commits to respect the fundamental rights and freedoms of the employees as well as their labor rights in accordance to Article 1 of this Charter.
5. The Employer commits provide the relevant tutorials and trainings to its employees and any other formation made on-demand. Such trainings will be provided by moderators, coaches, trainers, service providers, software and hardware solution providers.

6. The Employer will provide each tutor with the necessary training should it be necessary. The training will be compulsory.
7. The Employer commits to recognize and pay special consideration to the quality of disabled employees, allowing them to access employment or to maintain their job. In particular, special attention will be paid on their professional integration (rehabilitation and re-education courses, apprenticeship contracts, etc.), their incorporation into the civil service, either through a special competitive examination or through specific contractual recruitment, the adjustment of working hours and workstations, and the provision of specialized support.

CHAPTER VI

Organization

Article 12

General organizational tools

7. The management of agile teams and project groups of EURONIXA is flexible according to the priorities of each team.
8. All documents circulating within the company must be in PDF format and in the Cloud solutions selected by EURONIXA criteria.
9. EURONIXA will use a wide variety of tools and applications to organize its business activity. These include, inter alia, software solutions such as BITRIX24, MEET.JIT.SI, LAYA, TELEGRAM, MACOMPTA, AGICAP, BOX, QONTO, KIWHR, TRELLO, GITHUB, F6S, SCALE UP BUSINESS GAME BY ODOO, VIRBELA, HOLASPIRIT, ADOBE SIGN, MULA.

Article 13

Specific organizational activities

1. Missions are available for employees upon the positive progression in the consortium on the coach's recommendation. The participation on missions will be based on a free basis, with no obligation of acceptance.
2. Employees are free to propose missions corresponding to their skills.
3. Each employee will have his own avatar in order to have his own identity. The avatar is used in particular activities, such as on the VIRBELA platform, a 3D virtual application that

represents premises in an interactive virtual world in order to work better in telecommuting.

Article 14

Telework

1. Only the employer determines the amount of work that can be done at telework and whether employees must alternate between telework and part-time work.
2. The employer may allow the employee to conduct his work remotely if the working conditions allow it.
3. The employer may allow the employee to work remotely in exceptional occasions, according to a case-by-case analysis.
4. The employer may require the employee to take time off, but may not require him to telework during said time.
5. As long as the employee is teleworking, he cannot be on part-time work at the same time.
6. The employer has the right to require the employee to use certain monitoring software on work computers in order to be able to monitor his performance while respecting the privacy of its employees.
7. The employee can use his personal computer but is not obliged to do so as the employer commits to provide the employee with the suitable material and tools as laid down in Article 11 of this Charter.
8. The employee will be covered if he suffers an accident while teleworking.

CHAPTER VII

Privacy, data protection, and cybersecurity

Article 15

Privacy and data protection

1. The Employer commits to respect the data protection framework when processing their employees information as well as any other information that EURONIXA processes.

2. The Employer commits to adopt the necessary technical and organizational measures to comply with the General Data Protection Regulation (GDPR). Special attention will be paid to secured storing systems on the cloud, secrecy of communications, as well as the relevant test, assessment and evaluation procedures.
3. The Employer commits to respect and enable the data subjects right of their employees according to the GDPR.
4. The Employer commits to establish the processing records and keep them up to date.
5. The Employer has established a Data Protection Officer (DPO) for compliance purposes. The DPO can be contacted for any relevant inquiry at dpo@euronixa.eu.

Article 16

Cybersecurity

1. The Employer commits to respect the relevant cybersecurity framework by adopting the necessary measures to protect its infrastructure.
2. The Employer has established a cybersecurity team which puts all its talents in order to guarantee a high level of security in its identifiers, passwords, and personal and professional information to avoid leakages.
3. The DPO of EURONIXA can be contacted for any relevant inquiry relating to cybersecurity at dpo@euronixa.eu.

CHAPTER VIII

Support

Article 16

Support team

1. The Employer commits to provide support to its employees by establishing a support team reachable at support.team@euronixa.eu for any working related inquiry.

2. The support team will be at disposal 30 minutes/day with or without appointment to check if the minimum requirements contained in Article 6 of this Charter are met and to ensure the employability of teleworkers in the period of the health crisis.

CHAPTER IX

Offboarding process

Article 17

1. The Employer will proceed to the termination of the working relationship and the cancelation of all the signed documents upon the initiation of the offboarding process.
2. The Employer will cancel the access rights of the leaving employee from all the sources and applications.
3. The Employee must return all the provided materials and tools to the Employer.

CHAPTER X

Transitory stipulations

Article 18

Special situations in health pandemic

1. Telework must be generalized for all the activities which allow it.
2. A medical visit during COVID -19 pandemic in the form of a local consultation or teleconsultation is mandatory maximum 2 months after recruitment.
3. The organization of the work during COVID-19 pandemic must prioritize the telework. To this extent, EURONIXA imposes special rules derived from this situation:
 - a. Teleworking is mandatory as long as the activity allows it, and remains mandatory if the employer requires his employee to practice this method of work.
 - b. For an employee who is 100% teleworking, a return to face-to-face work is possible within the limit of 1 day per week.

4. It would be advisable for employers and employees to have in their power the EU Digital Covid Certificate according to the stipulations established by the European Commission for ensuring a safe working environment.

CHAPTER X

Final provisions

Article 19

Entry into force

1. This Charter shall enter into force the day after its publication on the website.
2. This Charter shall be binding in its entirety and directly applicable to the Employer and its employees.

For the Employer

For the employees

Done in Leuven, 16th August 2021