

Working at ZEAL

Our Standards

We want to offer our employees the best possible working conditions and consider the entire ZEAL Group as one team. Because we know that our employees are our greatest asset, we want to give them the opportunity to develop personally and professionally by providing them with an inspiring environment. In doing so, we comply with all applicable laws and regulations as well as the relevant minimum standards of the industry.

1. Working Hours

Working Hours: At ZEAL, we have a standard 40-hour week, which is spread over Monday to Friday. In addition, we have many employees who work part-time depending on their individual needs. The maximum working hours at ZEAL are in line with the Working Hours Act. In some areas, such as IT, there is on-call duty.

Overtime: Overtime at ZEAL is compensated by time off; minus hours are worked in arrears. In the context of on-call time, overtime worked is compensated.

Flexible working time: At ZEAL, there is trust-based working time in combination with flextime, i.e. all employees are free to decide on the position of their working time as well as breaks, whereby compliance with rest periods and breaks is ensured. ZEAL allows employees the maximum possible flexibility with regard to mobile working. Attendance at the office is only mandatory on at least three days per quarter and at company events. In accordance with legal requirements, our employees record working hours digitally in our HRIS.

Break times: The location of the break times can be freely selected, but reflects at least the legal requirements, i.e. a longer break is always possible due to our trust-based working hours. Rest periods are prescribed by law and are observed accordingly.

Vacation: At ZEAL there are "unlimited holidays", i.e. no upper limit on vacation days. The first 30 days are requested in HRIS and automatically released, for further days the manager releases the request in HRIS. For planning purposes, the teams coordinate among themselves internally.

Illness: Information about illness/absence should be reported to the manager as soon as possible and entered in HRIS. The certificate of incapacity for work must be submitted on the third day of illness and uploaded to HRIS. Continued payment of wages is made for 6 weeks. Seven "my-child-is-sick" days are paid without submission of a certificate, after which submission is required and reimbursement for lost wages is made through the health insurance fund. Again, information is provided to the manager as early as possible, and an entry (plus any necessary verification) is made via HRIS.

Recording of working hours: At ZEAL, working hours are recorded electronically via HRIS - start, end, break, and duration are entered. There is a monthly report by People & Culture about the transmitted data and notices to employees in case of violations of rest breaks and times as well as exceeding the daily maximum working hours with appropriate follow-up measures. There are no working time accounts at ZEAL.

2. Cooperation at the Office

Clean Desk Regulation: Confidential information must not be lying around openly and freely accessible each time the employee leaves the workplace. Computers and tablets need to be locked each time the employee leaves the workstation.

Use of Meeting Rooms and Phone Booths: Meeting rooms of varying sizes are available for digital booking. All meeting rooms are equipped with cameras, microphones and whiteboards. ZEAL also offers Creative Space,

where one or more areas can be booked digitally. There is also a Phone Booth, which can be used for confidential conversations/phone calls. Meeting rooms are always to be left clean and tidy.

3. Work Life Balance

Working time models: "Work where you want"! For 4 weeks per year ZEAL employees can work remotely in the EU/EEA, in other countries on a case-by-case basis.

Home office: In principle, all employees at ZEAL work hybrid. The company allows employees maximum flexibility with regard to mobile working; presence in the office is only mandatory on at least three days per quarter and for company events. In accordance with legal requirements, our employees record their working hours in our HRIS. Technical equipment for mobile work at home is provided (screen, keyboard, mouse, desk chair), generally all employees are equipped with notebooks. The same working time regulations apply for work in the office (see above).

Training and Development: All employees have access to an annual training budget of €1,500, which can be used freely. If there are further training courses that are necessary for the performance of the job, these can also be attended in consultation with the manager. Internal knowledge transfer and development are currently being established and implemented.

Sabbaticals: Sabbaticals are possible after one year of employment in consultation with the manager.

4. Contact Persons

Both the direct supervisor and our Director People&Culture can be contacted at any time with questions or problems in the HR area. In the event of violations of our ZEAL Code, which reflects our corporate values and standards for dealing with colleagues and business partners, our Compliance Officer can also be contacted at ethics@zealnetwork.de or anonymously via our [online tool](#).
