



**STONEWEG**  
EUROPEAN REIT

# **Flexible and hybrid working arrangements policy statement**

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**Stoneweg EREIT Management Pte. Ltd**

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## 1. Purpose

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The Flexible Working Arrangements Policy outlines principles, guidelines and requirements for Stoneweg EREIT Management Pte Ltd ("SEM")

## 2. Scope

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- a) SEM is the Manager of Stoneweg European REIT which is listed on SGX – ST
- b) This policy applies to all SEM employees

## 3. Policy statement

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- a) Flexible or hybrid working arrangements can provide benefits for our employees. Adopting a flexible working arrangements approach requires a balance between business needs and job-functions and will be employee specific. The details of such arrangements are subject to reasonable business needs, confidentiality and work safety considerations and could include flexi-time (staggered arrival and departure times) and flexi-place working (telecommuting and working remotely).
- b) Flexible or hybrid working arrangements that are implemented should meet CEM's business needs while empowering employees to manage work and personal responsibilities.

## 4. Key policy provisions

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Flexible working arrangements is dependent on trust and mutual respect. Flexible working comes in different shapes and sizes and will mean different things for different people. A *one-size-fits-all* approach is not possible and there are a number of areas that must be consistent.

Flexible Working Arrangements may be for a defined period of time or ongoing. Regardless, the agreed arrangements will be reviewed regularly to ensure that the operational requirements of the business are met.

### 4.1 Types of flexible work

#### 4.1.1 Flexi-time

Flexible start and finish times refer to the adjustment of start and finish times without reducing the total number of hours worked in a day. There may be core hours requirements for certain roles and within certain teams.

#### 4.1.2 Flexible and hybrid working

In the event that an employee's role lends itself to being able to be partially completed remotely, an employee may be allowed to work remotely. Therefore, SEM operates a hybrid model with a maximum of 1 day per week to be worked remotely, which is currently designated to be Friday.

### 4.2 Safety

SEM and its employees share responsibility for ensuring Health and Safety, particularly when the employee has requested to work remotely.

### **4.3 Reviewing flexible working arrangements**

A completed and approved Flexible Working Arrangement will form the basis of ongoing reviews of the arrangement. If not reviewed more frequently, the agreement should be reviewed at mid and end of year reviews.

### **4.4 Declining flexible working arrangements**

Flexible Working Arrangements are dependent on a number of considerations including the nature of the role, the location of the role's stakeholders, the performance of the employee, the technological and equipment requirements of a role and the safety of a workspace. Flexible Working Arrangements may be declined on reasonable business grounds such as:

- The location requirements of a role
- The nature of a role
- A business activity or event (eg. AGM, Board Meeting, CEM Social Event)
- The location of a role's customers or key stakeholders
- Business hour requirements
- Non-performance of the employee requesting flexibility
- Inability to ensure the health and safety of an employee
- The cost of implementing flexible arrangements
- Lack of suitable childcare arrangements

It is important to note that Flexible Working Arrangements do not replace personal Leave. If employees are unwell then it is CEM's preference that the employee take personal Leave and recover.