Roche Benefits

Innovation Center Zurich

‘The flexible working at Roche means I can spend quality time with my children and also realise my professional potential.’

Roche, Switzerland
Make your mark.
Improve lives.
We are a biotechnology company owned by Roche, located in Schlieren, Switzerland near Zurich. We are a multinational team with a thriving, dynamic biotech culture, which comprises research groups in molecular biology, cell engineering, protein engineering, process biochemistry, cell biological assays, histology, preclinical in vivo pharmacology, human immunology and tumor immunology.

Our mission is to be a leader in developing new generations of engineered antibody products with increased efficacy that address unmet clinical needs and to be an antibody engineering power-house within the Roche Group.

We are proud of our diverse and stimulating environment with a thriving and dynamic biotech culture shaped by our team of highly motivated research and medical scientists from all over the world.

Our aim is to foster an atmosphere in which our employees can grow and develop both professionally and personally while making valuable contributions to healthcare and to our company.

This brochure provides an overview of our employee benefits. These are part of what makes Roche a great place to work – a place where a culturally diverse workforce can focus its abilities and energy on developing novel therapies to treat cancer.

Dr. Pablo Umaña  
Site Head Discovery Oncology and Large Molecule Research  

Dr. Michaela Stoltz  
HR Business Partner pRED  
Pharma Research and Early Development
Zurich

Zurich has a lot to offer: excellent infrastructure, beautiful countryside, an active arts scene, leading hospitality and restaurants, world-class shopping and great entertainment. The city is also a leading knowledge and business location characterized by excellent accessibility. Zurich is a city that attracts business and employees from all over the world, thanks to its high quality of life and its attractive educational and employment opportunities.
Financial incentives and employee equity

Roche offers attractive compensation and participation models which take due account of individual and Roche Group performance.

Performance Management
Performance Management (PM) is the business practice of aligning the focus, efforts and behaviour of individuals, teams and functions to achieve Roche’s objectives and continued success.

Global PM is based on clear principles designed to ensure that:
• managers take greater responsibility and employees increase their efforts and commitment
• clear performance expectations are formulated which are aligned with business objectives
• an environment is created which encourages and promotes coaching and feedback so as to help individuals reach their full potential
• the performance appraisal process is fair, nuanced and rewards achievement

Global PM facilitates:
• a common understanding of expectations
• ongoing dialogue between line managers and their reports
• regular feedback from a variety of sources
• a comprehensive overview of performance (what exactly has been achieved and how)
• an environment that enables employees to deliver results

The performance appraisals conducted as part of Performance Management determine how employees are rewarded under the Roche Annual Bonus scheme.

Roche Annual Bonus
The Roche Annual Bonus is designed to reward eligible employees who have contributed to Roche’s performance over the past year and to allow employees to share in the company’s success. Target bonuses range from 4% to 19% of annual base salary depending on job level and are the starting point for calculating actual bonus payouts based on individual, Global Function/Affiliate and Roche Group performance. The Roche Annual Bonus is paid out in the April following the performance year.

All permanent employees with individual employment contracts are entitled to participate provided they are not already covered by a bonus system.
Roche Connect
Roche Connect is an opportunity to invest in the future and share financially in Roche’s success by buying the company’s non-voting equity securities at a significantly discounted price.

Roche Connect offers:
• The opportunity to own non-voting equity securities and receive the dividends they carry
• A 20% discount on non-voting equity securities purchased under the plan
• Tax relief for employees residing in Switzerland, who are not required to pay taxes and social insurance contributions on the purchase discount
• A chance to share in Roche’s future business success and benefit from any rise in the value of the non-voting equity securities

The amount that employees designate for the purchase of non-voting equity securities is deducted directly from their salary and invested each month.

Setting up a Roche Connect account is easy!

1. Invest between 0.5% and 10% of your annual gross salary
2. Monthly investment deducted directly from your salary
3. Roche non-voting equity securities purchased every month at a substantial discount
4. Certificates held in a personal account
‘Each day I take calculated risks and make decisions that impact the business. Roche encourages me to think out of the box.’

Roche, Switzerland
Work-life balance

Roche promotes a healthy work-life balance with flexible work arrangements and programmes spanning the arts, culture, sports and entertainment.

Leisure and culture

Roche has long had close ties to Basel’s cultural scene, and support for the arts and cultural projects throughout the city remains part of who we are as a company. Roche employees have access to a rich and varied range of recreational and cultural offerings at special discount rates.

Tinguely Museum

The Tinguely Museum opened in 1996 to mark Roche’s centenary and features a permanent exhibition on the life and work of artist Jean Tinguely. The museum is a gift from Roche to the city of Basel and its region and has become a major component of Basel’s rich cultural landscape. Roche employees receive a 50% reduction on admission and on tickets for the guided ‘Tinguely Tours’ that take place every second and fourth Tuesday of the month.

Roche’n’Jazz

Roche’n’Jazz concerts are held at the Tinguely Museum on the last Friday of each month in cooperation with Basel’s bird’s eye jazz club. These events bring together Swiss and international jazz greats.

Roche Commissions

Roche supports contemporary music. Each year since 2003, Roche has commissioned a new musical work by an outstanding contemporary composer. These compositions premiere at the Lucerne Festival and at Carnegie Hall in New York. Roche employees are eligible for a discount on admission.

Flexible work models

Roche supports and encourages work models that give employees greater flexibility and freedom in deciding when and where work is performed and that accommodate employees’ individual lifestyles and work habits.

- Flexible annualised working hours
- Mobile on-site workplace
- Work from home

Roche supports flexible work arrangements by equipping employees as needed with high-quality tools and state-of-the-art technologies, including: laptops, smartphones, mobile videoconferencing, remote access to the Roche network, video conference facilities and remote meeting services.
‘I have the chance to continue developing new skills while working at the cutting edge of innovation. That’s worth a lot to me.’

Nina M.
Roche, Switzerland
Pension schemes and insurance

Roche offers employees above-average benefits for a secure retirement and a comprehensive insurance package.

Pensions

**Pension Fund**
The Pension Fund (PF) of F. Hoffmann-La Roche Ltd is the primary company-operated pension scheme, providing the following benefits to protect members and their families against the financial consequences of old age, disability and death:
- Disability and survivors’ pensions
- Pension plan providing a retirement annuity and/or lump sum payout
- Capital Savings Plan paying a lump sum and/or an annuity

An employee’s total income up to four times the maximum AHV (Swiss state pension) is insured under the pension plan and the Capital Savings Plan. This forms the basis for contributions, credits and make-up payment tables. A one-time contribution to the Capital Savings Plan is deducted from bonuses when they are paid out.

Pension fund contributions consist of an employee portion and an employer portion.

**Supplementary Pension Scheme**
The Supplementary Pension Scheme (SPS) of F. Hoffmann-La Roche Ltd is a supplementary fund for incomes exceeding four times the maximum AHV retirement pension, which serves as a basis for contributions, credits and make-up payment tables. Benefits include disability and survivors’ pensions and a lump-sum payment. (A combination of lump-sum payment and pension is also available.)

Contributions to the Supplementary Pension Scheme likewise consist of an employee portion and an employer portion.

**Promotion of home ownership**
The home ownership promotion scheme allows insureds to use their occupational pension fund assets to finance a home for personal use. Funds can be withdrawn early, pledged or a combination of the two.
**Home financing**
The Pension Fund provides financing for property in Switzerland subject to its investment guidelines, offering a choice between variable, fixed or mixed mortgages. We offer a broad range of services spanning advice on property valuations through to mortgage loans.

**Employee profit-sharing**
The employee profit-sharing foundation (MGB) was set up by Roche to give employees a share in the company’s net profit, enabling them to accumulate assets/build up a nest egg and enhance their retirement provision. The MGB is a benefit which supplements the occupational pension scheme.

The sums to which employees are entitled are invested each year as part of the foundation’s asset base. Payouts are usually made on retirement or, in the event of early departure from the company, under the portable benefit rules.

**Employer-subsidised insurance**

**Old age and survivors’ insurance (AHV/IV)**
Employees in Switzerland are required by law to pay old age and survivors’ insurance (AHV/IV) contributions on all income. Roche contributes the same amount as the employee.

**Unemployment insurance (ALV)**
Employees in Switzerland are required by law to pay unemployment insurance (ALV) contributions on their income. Roche contributes the same amount as the employee.

**Continued salary payment during protracted incapacity for work**
In the event of temporary incapacity for work resulting from illness or accident, Roche will pay the full amount of the employee’s salary for 720 days out of a 900-day period, starting with the first day of absence from work.

**Accident insurance**
Occupational accident insurance is mandatory for all employees in Switzerland; premiums are paid by the employer. The insurer in this case is the Swiss National Accident Insurance Fund (SUVA), which provides comprehensive worldwide cover for all occupational accidents up to the statutory limits. In particular, SUVA pays the cost of treatment and care (doctors’ and hospital costs) and provides compensation for lost income in the form of a daily allowance during periods of temporary care. It also provides disability and survivors’ pensions.

As long as an employee works at least eight hours a week, SUVA also provides worldwide cover in the same amount for non-occupational accidents (accidents that occur during recreational activities, sports, etc.).
Roche Risk Guarantee for Severe Illness (RRG)
The RRG insures employees for illness-related medical costs that are not covered or not covered in full by other policies. To be eligible for benefits, employees must have mandatory or private health insurance and the medical costs must exceed any deductible under their existing health policies.

Roche term life insurance
Roche takes out life insurance that pays 50% of one year’s gross salary in the event of an employee’s accidental death, and 100% in the event of death due to illness (excluding variable components), in a lump sum. All employees are covered. This term life insurance supplements the benefits provided under compulsory accident and health insurance, old age and survivors’ insurance (AHV) and the Roche Pension Fund.

Health insurance in case of accident
Roche covers all permanent employees for supplementary health insurance in case of accident through CSS Versicherungen. All permanent employees automatically benefit from this insurance (does not apply to temporary employees and family members). This insurance is a valuable supplement to the existing mandatory accident insurance and ensures that our employees are covered for private hospital treatment in case of an accident.

Voluntary death and disability insurance
Employees with a Swiss contract can add cover for the financial consequences of disability or death regardless of cause (illness or accident). This type of insurance is suitable for purposes such as securing a loan, or borrowing to finance a home or children’s education.

Health insurance
Health insurance is compulsory in Switzerland and covers basic outpatient and inpatient medical care in case of illness, accident and pregnancy. Everyone who resides in Switzerland is subject to compulsory insurance. This includes non-Swiss nationals with a residence permit valid for three months or longer. Employees are required to choose their own health insurance.

Cross-border commuters resident in Germany, Austria, Italy or France have the right to choose whether to purchase health insurance in Switzerland or in their home country. This right also applies to non-employed family members. These individuals must decide in which country they will enrol in a health insurance fund within three months from the validity date of their cross-border commuter permit.
‘Learning & Development supports everyone in consolidating their position, developing their skills and even striking out in new directions within Roche.’

Roche, Switzerland
Professional and personal development

Training and developing talented and dedicated employees is central to our corporate philosophy. Roche offers all employees a wide range of opportunities within the organisation.

**Education and training**
Roche offers numerous courses for developing and expanding professional, social and personal skills. Unlike other companies, Roche conducts occupational training using its own educational infrastructure, allowing a rapid response to market requirements and company needs. For example, the subject of biotechnology was incorporated into Roche’s educational programmes in record time.

**Employee and leadership development**
Moving themselves and their teams ahead personally and professionally is an important part of all Roche managers’ responsibilities, as it is of their reports. We help managers and their teams to develop and strengthen their skills by providing professional advice and various learning tools and courses. On request, Roche also organises tailor-made workshops and advanced training courses. Long-term development beyond the individual’s current responsibilities is becoming increasingly important here. Targeted career and development counselling centred on personal responsibility is provided to help employees realise their goals.

**Training and talent promotion**
Each year some 100 apprentices begin their occupational training with Roche, gathering insights into the world of work. In addition, some 240 university students take part in extended internships at Roche each year. From apprentices to ‘high potentials’, development and talent promotion is an ongoing process at Roche, with needs-based activities tailored to every target group. Moreover, for over 20 years Roche has been a partner of Schweizer Jugend forscht (youth science foundation). By hosting study weeks for around 400 secondary school students every year, it makes a significant contribution to encouraging young people to study science.

Overview of education and training programmes
- Opportunity Management
- Change of perspective scheme
- Task-specific training and education programmes
- IT trainings
- Apprentice training
- Postdoctoral programmes
- Internship programmes for students
- Development/trainee programmes for university graduates
- Talent management programmes for top performers
- International job rotation programmes

Roche Benefits 17
Roche offers employees at the Innovation Center Zurich a number of services and discounts to simplify working life and enrich leisure time.

### Reka money
Permanent Roche employees and apprentices are entitled to purchase a certain number of Reka money at a 20% discount. Eligibility for new hires is prorated for the first year.

### Free beverages
Roche has installed water coolers and stocked the many conveniently located kitchenettes, break rooms and self-service cafeterias with coffee and tea.

### Legal advice
The legal department offers staff a free legal advice service covering private issues such as divorce, inheritance, rent and home ownership, criminal law, insurance questions, etc. The purpose of these consultations is to provide initial guidance.

### Discounts on products and services
Employees can purchase computer hardware and software for everyday use on favourable terms.

### Peace of mind for travellers
To keep you safe and in good health while travelling abroad, Roche now offers company-wide membership of International SOS. This free service is available to all Roche employees worldwide and applies for both business and personal travel.

Further information: www.internationalsos.com

### Relocation services
Roche helps employees surmount the logistical and cultural challenges of relocating. Employees can turn to the company, for example, for assistance in organising the move, finding furnished temporary accommodation, completing formalities in the host country or hunting for a new home. Additional services are available to help employees settle into their new surroundings as quickly as possible.

### Services for international employees
Permanent employees and their partners who move to Switzerland from other countries also receive our support through the following services:
- Spouse Career Service
- Tax advice (from external consultant)
- German language lessons
- Family care leave in the event of accident or sickness of a close relative.
- Unpaid care leave in the event of a close relative in need of care and assistance.
Elder care
Roche supports employees in caring for family members by offering:
• Consultations on all matters about relatives who are in need of care. The topics
  range from household assistance to caregiving issues to suitable residential
  caregiving institutions. Consultations pertain to relatives living in Switzerland,
  Germany or France.
• Family care leave in the event of accident or sickness of a close relative.
• Unpaid care leave in the event of a close relative in need of care and assistance.

Bring your children to work day
Once a year Roche invites girls and boys between the ages of 10 and 16 to spend the
day with their parents at work and get an idea of what goes on at Roche.

Health in the workplace
Confidential medical services
The medical service is open to all Roche employees and offers the following services:

Confidential medical advice and assistance
• Counselling and support regarding personal problems (at home/work)
  that affect health and performance
• Support for health-related insurance issues
• Expert opinions and Pension Fund applications

Occupational medicine
• Advice on work-related health problems
• Work area inspections/risk analysis
Overview of employment terms and conditions

Roche offers attractive employment conditions and allows you to fully develop your talents and abilities. Corporate compensation policies are based on performance, profit sharing, fairness and transparency and are designed to balance base salary and performance-based pay.

Work schedule
Based on an eight-hour day and five-day working week, the standard annual working time for a full-time employee is 1982 hours. (This total is prorated for individuals joining or leaving the company during the calendar year and for part-time employees.) Hours worked in excess of or which fall short of standard working time are recorded by a time recording system. Employees should avoid accumulating more than 120 hours in overtime or a shortfall which exceeds 60 hours but anything in between is permissible.

Vacation entitlement
Employees aged from 20 to 45 are entitled to 23 days of vacation leave per calendar year. Starting at age 46, this allowance increases by stages up to a maximum of 30 days from age 60 onward.

Additional days off
In addition to public holidays, Roche grants five days (or ten half-days) off per year, most of which serve as “bridging” days between public holidays and the weekend.

Maternity and paternity leave
Female employees are entitled to 18 weeks of paid maternity leave. Male employees are entitled to a total of 6 workdays of paid paternity leave at the birth of their own children.

Family Leave
Employees are entitled for a family care leave in the event of accident or sickness of a close relative, as well as unpaid care leave in the event of a close relative in need of care and assistance.

Probationary period and termination notice
There are no probationary periods. The termination notice period is one month during the first year of employment. After the first year, the notice period is three months until age 45, after which it is six months, effective in each case at the end of the month.

Base salary
An annual salary is negotiated and paid out in twelve monthly instalments. Pay is transferred directly to bank or postal accounts in Switzerland (cashless payment).
**Social allowances**

Employees are entitled to a child allowance for each child below the cantonal age limit (16 or 18) and an education allowance is paid for each child which has reached the cantonal age limit up until the completion of education or until age 25, whichever comes first. Employees’ eligibility is determined by the Familienausgleichskasse (family allowances fund).

The child/education allowances payable are set by the canton in which the employee’s place of employment is located, and currently stand at:

**Zurich**

<table>
<thead>
<tr>
<th>Allowance</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Child allowance</td>
<td>CHF 220* (age 1 to 12)</td>
</tr>
<tr>
<td>Child allowance</td>
<td>CHF 275* (age 13 to 16)</td>
</tr>
<tr>
<td>Education allowance</td>
<td>CHF 275* (age 17 to 25)</td>
</tr>
</tbody>
</table>

The family allowance, currently CHF 130 per month, is paid for as long as the employee is entitled to at least one child/education allowance.

Allowances are paid with your monthly salary.

* includes 10 % Roche premium
**Benefits at a glance**

**A** Accident insurance
- Additional days off
- Anniversary gift

**B** Bring your children to work day

**C** Capital Savings Plan
- Case Management
- Child allowances
- Confidential medical advice and assistance
- Confidential medical services
- Continued salary payment in case of illness or accident
- Counselling services

**D** Defibrillators for medical emergencies
- Discounts on products

**E** Education and training
- Elder care
- E-learning
- Employee development
- Employee profit-sharing

**F** Family Leave
- Flexible work models
- Free beverages

**H** Home financing

**I** Insurance coverage for accidental injuries

**L** Language courses
- Leadership development
- Legal and welfare counselling

**M** Maternity leave
- Medical Service

**O** Occupational medicine
- Old-Age Pension and Survivors'/Disability Insurance (AHV/IV)

**P** Paternity leave
- Peace of mind for travellers
- Pension Fund
- Promotion of home ownership

**R** Reka money
- Relocation services
- Roche Annual Bonus
- Roche Commissions
- Roche Connect
- Roche Risk Guarantee for Severe Illness
- Roche term life insurance
- Roche'n’Jazz

**S** Services for international employees
- Software for private use
- Supplementary Pension Scheme

**T** Talent promotion
- Tinguely Museum

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You will receive detailed documentation on signing your employment contract. All information contained in this brochure is applicable to permanent employees with individual employment contracts. Different arrangements apply in some cases for part-time employees or employees with fixed-term contracts. This brochure is not part of your employment contract, and Roche reserves the right to make changes or establish alternative terms in the employment contract.