Roche Benefits
Basel, Kaiseraugst and Reinach
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We are driven by the desire to create an attractive working environment in which our employees feel comfortable and can develop their full potential.

For over a century, the Roche name has stood for scientific excellence, innovation and entrepreneurial spirit. We owe this success story to the commitment of our employees.

Our aim is to create an atmosphere in which our employees can grow and develop, both professionally and personally. We offer the support and flexibility they need to be able to focus fully on their work and develop innovative solutions.

We want to continue to attract talented, committed employees who share our goals and will pursue them with passion and dedication. Together we can improve patients’ health and quality of life.

This brochure provides an overview of the key benefits that Roche offers its employees so that they are able to give their best for the benefit of patients in an attractive working environment.

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Work/life integration

Roche helps employees to reconcile family and career. It offers flexible working models because a good work/life integration is the key to success.

Care of children and the elderly are central factors in helping employees cope with the challenges of family life. Roche offers its employees at the Basel/Kaiseraugst and Reinach sites a range of services designed to help them professionally and personally. These initiatives provide flexible and innovative solutions that help employees better manage the daily challenge facing working professionals with family commitments.
Flexibility is a fact of life at Roche. Flexible working models give employees more mobility and freedom to decide where and when they work.

Under the Roche annual working time system, employees can tailor their daily working patterns so that they can react flexibly to the demands of their working and private lives. Employees also have the opportunity to work part-time, or make use of job-sharing models.

And if their function permits, they may have a choice of where they work. Working from home thus becomes an option.

The family is one of the cornerstones of Roche. Roche employees must therefore be able to rely on appropriate assistance plus a wide variety of facilities to enable them to find the ideal work/life balance.

Childcare
Childcare facilities at the Basel/Kaiseraugst and Reinach sites are part of an attractive environment that aims to provide maximum support to employees in search of an ideal balance between family and career.

This support includes an adequate number of daycare places, childcare advice and referral services, as well as income-related financial assistance with care costs under certain circumstances/in certain cases.

Elder care
Roche supports employees with family members in need of care, providing free advisory services within and outside of the company which offer support with psychological stress, help in locating suitable residential places for family members, information on all aspects of care, and much more.

Roche employees are also entitled to family leave and unpaid care time to look after close relatives who are ill or have been involved in an accident.
Maternity and paternity leave
Female employees are entitled to 18 weeks of paid maternity leave – four weeks more than mandatory by law in Switzerland – while male employees are entitled to a total of six working days of paid paternity leave, as well as an additional ten days’ unpaid leave upon the birth of their children.

Reka money
Permanent Roche employees and apprentices are entitled to buy a certain number of Reka cheques at a 20% discount. Reka money is accepted by a variety of establishments in Switzerland, including restaurants, hotels, museums, mountain railways, cable cars and transportation companies.

Social allowances
Employees are entitled to child allowances until their child reaches the age of 16 or 18 (depending on the canton), which are paid with the monthly salary. Once a child reaches the cantonal age limit, employees receive an education allowance until the child completes its education or reaches the age of 25, whichever is reached sooner.

The amount paid for child and education allowances depends on the canton in which the company site is located. The allowances are as follows:

Basel-Stadt, Basel-Landschaft and Aargau

<table>
<thead>
<tr>
<th>Allowance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child allowance</td>
<td>CHF 220*</td>
</tr>
<tr>
<td>Education allowance</td>
<td>CHF 275*</td>
</tr>
</tbody>
</table>

* Including a 10% Roche supplement.

In addition, a family allowance of CHF 130 per month is paid for as long as employees are entitled to claim at least one child or education allowance.
Roche has a tradition of close ties with Basel’s artistic and cultural community, and is committed to supporting a variety of cultural projects. Employees enjoy special conditions for a variety of interesting recreational activities and cultural events.

**enjoy! – the Roche Culture and leisure Pass**
The Roche Culture Pass enjoy! offers Roche employees discounts on events and activities for the whole family both in Switzerland, and also across the border in France and Germany.

**Museum Tinguely**
Opened in 1996 as part of the Roche centenary celebrations, the Museum Tinguely has a permanent exhibition devoted to the life and work of Swiss artist Jean Tinguely. Given as a gift from Roche to the city of Basel and the region, it is a significant pillar in Basel’s rich and diverse cultural life. Roche employees and their guests qualify for a 50% discount on the admission price and on tickets for guided tours taking place on the second and fourth Tuesday of each month.

**Roche ’n’ Jazz**
A “Roche ’n’ Jazz” concert is held at the Museum Tinguely on the last Friday of every month in cooperation with Basel’s “Bird’s Eye” jazz club. The events provide music lovers with a chance to be entertained by well-known national and international jazz performers.

**Roche Commissions**
Roche Commissions fit seamlessly into Roche’s long-term commitment to supporting modern art and culture. Roche regularly commissions works from outstanding contemporary composers, which are then premiered at the Lucerne Festival and at Carnegie Hall in New York. Roche employees benefit from a discount on admissions to concerts in Lucerne.

**Art in the workplace**
Employees can select suitable works of art from Roche’s extensive collection for their personal workplace, subject to space restrictions.

**Exhibitions at Roche**
Roche Basel holds occasional exhibitions of contemporary art and architecture. Admission to these events is free of charge for Roche employees.
Roche offers employees in Basel, Kaiseraugst and Reinach a wide range of services and discounts to simplify their working lives and enrich their leisure time.
Roche employees have access to a wide range of services designed to achieve ideal work/life integration.

**Legal advice**
If needed employees can obtain initial legal advice for personal affairs free of charge.

**House purchase**
The Pension Fund provides employees living in Switzerland with funding for home ownership within the scope permitted by its investment guidelines. Both variable and fixed-rate mortgages are available.

**Discounts**
Roche arranges special terms for employees in a wide range of areas, from bicycle repairs to gym subscriptions or even buying a new car. In addition, the Roche Employees’ Association maintains a comprehensive list of shops that grant Roche employees discounts on purchases.

**Roche Shop, post office and cash dispensers**
Roche Shops carrying wide product ranges are available at both the Basel and Kaiseraugst sites, as are several cash dispensers. The Basel site has a post office with a counter service where employees can hand in letters and packages.

**Dry cleaning and shoe repair services**
There are also dry cleaning and shoe repair services on the Basel site, which are subject to charges.

**Concierge service**
For a fee, the concierge service helps employees with personal services like shopping, moving house, cleaning and babysitting.
Mobility
The large number of employees in Basel, Kaiseraugst and Reinach calls for an intelligent and sustainable mobility strategy which covers public transport, bicycles and private cars. Parking spaces are available for cars under certain circumstances. Employees who are not entitled to a parking space or who waive their entitlement are paid a mobility bonus. Employees who use a parking space provided by Roche pay a monthly fee.

Bicycle service
Employees can borrow bicycles for short periods of time, for example to get to meetings at off-site offices or to go into town.

Relocation services
A change of workplace is a major step, and Roche helps employees to make it a painless one. This assistance is not restricted to logistics, e.g. organising the move, arranging temporary furnished accommodation and handling formalities in the host country. It also covers cultural adaptation, e.g. by familiarising employees with the special cultural characteristics of their new country of residence.

Services for international employees
To help employees who are moving to Switzerland from other countries feel at home as quickly as possible, Roche offers them and their partners assistance with things like taxation, enrolling children in school, language courses, and jobseeking for partners.
Roche offers employees a wide range of services to help them stay healthy, among them professional health advice, balanced and healthy meals in the staff restaurants, access to the company fitness centre and swimming pool, and discounts at external sports facilities.
An employee in poor physical or mental health will not have a positive attitude to work. Roche offers its employees a wide range of support services.

**Medical Services**
Health promotion in the workplace covers a broad range of services, from travel medicine to advice on individual health problems, physical exercise, nutritional advice, health and vaccination campaigns, as well as preventive measures to optimise the working environment.

Medical Services also serves as an independent medical examiner, offering confidential advice on personal problems with health consequences, work-related health problems, support with rehabilitation and reintegration following illness and/or accident, assistance with questions of medical insurance and medical second opinions.

Medical Services outpatient clinics are available to employees with acute health problems and in emergencies.

**Employee Counselling**
As a company, Roche has a social responsibility towards all employees. The support offered by Employee Counselling gives employees professional, confidential help with their concerns, be they personal, financial or related to their work or their health – as well as challenges such as returning to work after an accident or a long period of illness.

**Worldwide insurance for business travelers**
The Roche global business travel insurance (BTA) is a comprehensive insurance for all employees on business trip, their accompanying spouses and children. The insurance cover includes direct settlement or reimbursement of costs for medical emergencies abroad, death and disability cover as well as coverage of travel inconveniences such as travel cancellation, delay or baggage loss.
Sports enthusiasts find what they are looking for at Roche.

**Fit@Roche**
Employees who enjoy sports can make use of the on-site fitness centre, where fitness and medical exercise courses are provided in state-of-the-art facilities.

**Roche Sports Club**
The Roche Sports Club offers a wide variety of sports including badminton, volleyball and climbing to name but a few. Anyone who is interested is welcome to take part, regardless of level. Most sports club activities take place at the company’s own sports complex.

**Swimming pools**
The Basel site has a 25-metre indoor pool: perfect for swimming courses, sports club activities and individual swimming. Employees in Kaiseraugst can use the Liebrüti indoor pool free of charge, while employees of Roche Pharma (Switzerland) Ltd can use the outdoor pool in Reinach free of charge from Monday to Friday upon presentation of their Roche ID cards.

**Fitness club discounts**
As well as its own fitness centre, Fit@Roche, Roche has also negotiated special conditions for employees at several other fitness clubs in and around Basel. Most of the discounts apply not only to employees, but also to their partners.

**Employee sponsorship**
Roche supports employee volunteering, and, upon request, provides t-shirts and baseball caps to groups taking part in sporting events.
It is important to Roche to help its employees eat a healthy and balanced diet.

Staff restaurants, cafeterias and take-aways
Tavero AG, the Roche catering service, offers a variety of dining options. It operates all the staff restaurants, cafeterias and other catering outlets on the sites, and it is also responsible for the “Chez Jeannot” restaurant in Basel’s Museum Tinguely.

Varied, healthy catering is available to employees and their family members at reduced prices in the staff restaurants in Basel, Kaiseraugst and Reinach.

Free drinks at the workplace
Water, coffee and tea are available to employees free of charge in kitchenettes and break rooms.
New professional and personal perspectives

Because the training and development of talented, dedicated employees is central to our corporate philosophy, Roche offers its employees a wide variety of development opportunities within the company.
The new tasks, demands and technologies that we face in our careers mean that we have to continuously expand and update our knowledge. Roche gives its employees the best possible support and assistance with this ongoing learning process.

Training
Roche has its own training centres offering a large number of courses for developing and expanding professional, social and personal skills. They range from IT and language training to scientific and technical subjects, management and teamwork.

Employee and leadership development
One of the most important tasks facing employees and managers alike is the continuing development of themselves and their teams. However, employees are responsible for developing and strengthening their own skills, and it is up to them to take the initiative. Roche provides professional advice and offers a variety of development programmes. Workshops and training courses geared to individual needs can be provided if necessary. In addition, Roche oversees change processes in its own organisation.

Training and talent promotion
Each year some 100 young people begin their occupational training with Roche, gathering insights into their future working lives. In addition, approximately 400 students undergo varied internships. Roche operates a continuous process of employee development and talent promotion for everyone from apprentices to what are known as “high potentials”.

As a research-based company, Roche has been a partner of the “Schweizer Jugend forscht” youth research foundation for over 20 years, making a significant contribution to inspiring approximately 400 young people a year to take an interest in scientific subjects. The “EXPERIO Roche” school laboratory in Kaiseraugst is also part of this tradition, giving interested pupils and teachers the opportunity to gain practical insights into the world of the pharmaceutical industry.

Examples of training opportunities
- Individual assessment and development advice
- Change of perspective/job rotation programmes
- Extensive range of training courses
- Local and global management development programmes
- IT training
- Apprenticeships
- Talent management programmes for high performers
- Postdoctoral programmes
- Student internships

Per year

- 100 new apprentices employed
- 400 students employed as interns
- 400 young people inspired by science
Ideal conditions

By offering its employees attractive terms of employment, Roche enables them to develop their own individual gifts and skills to the full. The Group-wide remuneration policies are based on motivation, profit-sharing, fairness, transparency and a balanced relationship between base salary and performance-based pay.
Conditions that benefit employees and the company alike.

**Base salary**
The annual salaries agreed by Roche with its employees are paid in twelve monthly installments and transferred directly in Swiss francs to bank or post office accounts in Switzerland or adjoining countries.

**Work schedule**
On the basis of an eight-hour working day and a five-day working week, the total annual planned working time for a full-time employee, averaged over several years, is 1982 hours (pro-rated for part-time employees and those entering or leaving during the calendar year).

A time and attendance recording system registers hours worked above or beneath the planned working time. This enables employees to work within a range between minus 60 and plus 120 hours.

**Holiday entitlement**

- **23 days**
  for employees aged between 20 and 45

- **up to**

- **30 days**
  for employees aged between 46 and 60

**Additional non-working days**
In addition to statutory bank holidays, Roche also grants employees five non-working days (or ten half-days) a year. These additional days are mainly used to bridge gaps between statutory bank holidays and weekends.

**Probationary and notice periods**
There is no probationary period at Roche. The termination notice period is one month during the first year of employment, three months until the age of 45, and six months thereafter.
Pension schemes and insurance for a carefree future

Roche offers employees above-average benefits to build a solid retirement plan and a comprehensive insurance package.
Thinking and acting ahead provides not only professional but also private security.

Pension Fund/Supplementary Pension Scheme
In combination with the state old age, survivors’ and disability insurance (AHV/IV), the Pension Fund of F. Hoffmann-La Roche Ltd lays the foundations for future retirement benefits and insures employees and their families against the economic consequences of disability and death due to illness.

Insured income for the Pension Fund is equal to the total income, up to a maximum of four times the maximum AHV retirement pension. Any income in excess of this amount is covered by the Supplementary Pension Scheme of F. Hoffmann-La Roche Ltd. More details of occupational pensions in Switzerland can be found in the Pension Fund brochure.

Insurance with a Insurance partly subsidised by Roche

Old age, survivors’ and disability insurance (AHV/IV) and unemployment insurance (ALV)
In Switzerland, employees are legally obliged to pay contributions to old age, survivors’ and disability insurance as well as unemployment insurance based on their entire income. Roche matches the employees’ contribution.

Continued payment of salary during protracted incapacity for work
In the event of temporary incapacity for work due to illness or accident, Roche pays the full amount of the employee's salary for up to 720 days out of a 900-day period, starting from the first day of absence from work (and including advice and support from Roche Case Management professionals) in accordance with the provisions of the Roche General Terms and Conditions for individual contracts of employment.

Accident insurance
Occupational accident insurance is mandatory for all employees in Switzerland. Premiums are paid by the employer. Accident insurance also includes worldwide cover for non-occupational accidents.
What you ought to know about Swiss health insurance
Health insurance is compulsory in Switzerland. Employees are required to choose their own health insurance. It covers basic outpatient and inpatient medical care for illness, accident or childbirth. Everyone who resides in Switzerland is subject to compulsory insurance, including non-Swiss nationals with a residence permit valid for three months or longer. 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 for health insurance within three months from the validity date of their cross-border commuter permit.

Medical expenses insurance in the event of an accident
In order to provide employees with the best possible support in the event of an accident, Roche has concluded additional medical expenses insurance which automatically covers all employees. This valuable addition to the existing mandatory accident insurance ensures that employees receive private hospital treatment in the event of an accident.

Roche Risk Guarantee for serious illness (RRG)
The RRG covers illness-related medical expenses which are either not covered or not fully covered by existing insurance.

Roche Term Life Insurance (RRL)
The RRL is a supplementary policy which forms part of all employees’ contracts. It covers them for a lump sum in the event of death due to illness or accident. Roche bears the costs of the premiums.

General information on insurance that is not subsidised by Roche

Voluntary death and/or disability insurance
A collective agreement gives Roche employees the option of extending their insurance cover at their own expense.

Roche collective health insurance agreement
Employee health is very important to Roche. Under a partnership with the SWICA healthcare organisation, Roche’s health-related offering is supplemented by extensive expertise, innovative insurance solutions and outstanding services. Employees and their families can benefit from the attractive terms of the Roche collective health insurance agreement.
Roche offers attractive remuneration and profit-sharing models that reflect the performance of both employees and the organisation.
Financial incentives and employee equity

Roche’s goal is to motivate its employees on as many levels as possible. Monetary incentives are one way of doing so.

Performance Management
The purpose of Performance Management is to adjust the focus, commitment and attitudes of individuals, teams and functions so that Roche’s goals can be achieved and its success assured.

The rewards which employees receive under the Roche Annual Bonus are based on their Performance Management appraisal.

Roche Annual Bonus
The Roche Annual Bonus rewards employees who have contributed to the company’s business development in the past year by giving them a share in its profits. Starting from a target bonus which is linked to the employee’s function class, the final bonus amount depends on the performance of the individual, the global function or affiliate and the Roche Group as a whole. All permanent employees with individual employment contracts are eligible unless they are enrolled in a different bonus system.

Roche Connect
Roche Connect enables employees to invest in the future and profit financially in Roche’s success. Employees can acquire Roche Genussscheine (non-voting equity securities) at an attractive discount.

Recognition
Committed employees are a central component of a successful company. The “Applause” programme was created to recognise and encourage this commitment.

Applause
Applause is a global Roche online platform which encourages employees to express their recognition of their colleagues’ good work. Applause enables employees to send colleagues personalised greeting cards (e-cards) or to nominate them for a financial reward in the form of Applause points.

These points can be redeemed for products or vouchers from a catalogue.
This brochure provides only an overview of existing benefits. It is not part of a contract of employment, which takes precedence in all cases. Roche has the right to define changes or divergent agreements within the framework of the contract of employment. Detailed documentation is prepared as a supplement to the contract of employment. All the information in this brochure applies to permanent employees with individual employment contracts. Regulations applying to temporary or part-time employees may differ in certain respects.