



Balance & *Flexibility*

Flexible Working Policy
October 2025



Introduction

At Redevco we believe our colleagues are best placed to contribute to the success of our organisation if they feel happy, healthy, and engaged. Many factors play a role in creating an optimal balance in this respect. One of the areas where we as an organization can support our colleagues in improving their health & well-being is by helping them to find the right **balance** between all their activities, being work-related, social, or other related to other activities that together define “life” for them.

In our efforts to create this healthy balance and having had the experience of working remotely for an extensive period during COVID, we collectively believe that we will benefit from a flexible, hybrid way of working going forward. “Hybrid” in this sense means:

- **Flexibility in space:** we divide our working hours between the office and elsewhere – probably mostly at home but occasionally it could be from a different location.
- **Flexibility in time:** we plan our working day in such a way that it meets both the needs specific to each personal situation and considering the different needs of the various teams in & with which we all work.

We believe the core of our policy lies in this “hybrid” balance or: it is not **either** at home **or** at the office; it is about the combining both (“**and-and**”). Because although we know it is technically possible to only work from home (we have proven this during COVID), we also know we need “together-time” to stimulate our cohesive, connected team spirit, which is one of our core values. Our policy should therefore respect both the interests of the individual and that of the collective as “two sides of the same coin”.

Equally importantly, with our balanced approach towards flexible working we also generate a beneficial effect towards Mission 2040, reducing the commuting footprint, which will help to reduce our platform’s CO₂ emissions.

Flexibility within a structure

To provide a framework to create optimal balance for all, we have created seven basic principles that we feel provide the right balance between individual flexibility, professional efficiency, and company culture:

- We have a **shared responsibility**, both as a company as well as an employee, to create the optimal way of working for everyone. Creating a flexible working climate involves a certain degree of reciprocity – flexibility and trust is given, enjoyed, and accountability is expected in return.
- We are **respectful of each other's time**; we allow “view-access” to our calendars and use status notifications to plan and inform so those we work with know when we are available and how to reach each other. We consider who needs to be in which meeting and why and avoid filling up each other's calendars.
- Of the working week, Redevco offers **2 days** where employees have the flexibility to work from a different location than the office. This provides flexibility in place and the opportunity to organise the working week in a way that best meets (y)our needs. For employees who work part-time, we apply a pro rata number of days.
- We offer the possibility to organize the work through **flexible working hours**, but in the end amounting to the numbers of hours that have been contractually agreed.
- We pre-agree on a rhythm of **physical team meetings** within our teams and respect these agreements to ensure that we can depend on each other “to be there and open for business” during the appropriate moments.
- When planning **virtual meetings**, we strive for 50- or 20-mins slots to allow for time to process information/actions (or to simply have a chat).
- We are mindful of **local customs**, requirements and of course time zones, as we are an international company and collaborate across countries.

Benefits and responsibilities when working from home:

- All provisions of the employment agreement signed with the employee will remain in full force and effect.
- All policies and benefits with regard to absence, sickness and holidays remain in place in the context of this policy.
- Flexible working may impact travel allowance and lunch allowances as per local policy.
- The employee can work remotely from any other country but limited to a 1-week period (and not in combination with a longer (e.g., summer) holiday), with the understanding that all related costs and expenses are for the account of the employee. Working longer periods of time outside the country of contractually agreed employment is not possible due to potential fiscal and/or legal consequences.
- At home, the employee is responsible for creating a workspace that meets the requirements of the local Working Conditions Act or health regulations in the country of residence (see further detail below).
- The employee is responsible for ensuring adequate/stable connectivity from home (internet connection, phone) and the cost thereof.
- The employee is able to create an undisturbed workspace where productivity can be ensured.
- The employee informs the relevant colleagues & reception about the flexible working schedule that applies to their current & future working weeks

Working Conditions Act

When working from home, the employee is responsible for their own health and safety. The employee conducts a review of their workspace. Please check this [short film](#) for guidance (to be made available in the Redevco Skills Builder). If the workspace is not satisfactory, employee and manager to agree on what is necessary in order improve to meet requirements.

A personal budget to a maximum of EUR 750.- (excl. VAT) is available every seven years for furnishing the home office should that be deemed necessary (chair, desk, etc.). A WFH contract is made available by HR. A refund scheme applies to this budget: 100% refund if the employee leaves voluntarily within one year after signing the homework contract, and 50% refund if the employee leaves within 1-2 years after signing the homework contract. The employee will declare the costs by submitting the invoice(s) through the normal expenses process.

IT support

At the employee's request, Redevco can make equipment available if necessary (e.g. monitor, mouse, keyboard, and docking station). The employee is responsible for keeping Redevco equipment in good condition. If there are problems with the equipment or the connection, the employee should contact IT Support.