

HR Policy

Nova Property Fund Management AG (hereinafter NPFM) offers a working environment with state-of-the-art infrastructure at all its locations (Pfäffikon, Zurich and Lausanne) that promotes the well-being and health of its employees. They receive free drinks and fruit, and have access to a fitness and recreation area to support their physical and mental health. NPFM complies with all applicable laws and regulations regarding maximum working hours, in order to ensure that employees' working hours are reasonable. We support our employees' work-life balance through flexible work models based on personal responsibility, which include flexible working and part-time work as well as working from home by agreement. The holiday entitlement for all employees is at least five weeks, and six weeks for those aged 50 and over. Occupational health and safety is a priority, and all employees must comply with the relevant regulations. NPFM has an emergency manual that contains the necessary procedures and measures in the event of emergencies, such as fires, natural disasters or medical emergencies. A defibrillator is available at multiple locations to provide rapid medical assistance in the event of an emergency.

As a responsible employer, NPFM promotes the professional and personal development of its employees and places importance on equal opportunities and discrimination protection. We value the diversity of our employees as an essential element of business success. Different education/training and experience as well as skills and perspectives lead to innovation and ensure the company's long-term success and further development. Fairness and respect are the cornerstones of our corporate culture. We distance ourselves from any discriminatory acts. Employees are urged to report any misconduct, such as discrimination, harassment or other violations, immediately via their line manager or the external compliance office.

We promote teamwork and dialogue among employees through internal company events. In addition, employees are regularly trained on individual topics and transparently informed about NPFM's course of business and other topics during employee meetings. The hiring and induction of new employees is carried out through a structured recruitment and onboarding programme. Vacancies are advertised internally and externally and the recruitment process is based on objective criteria such as qualifications, experience and skills. NPFM provides support and regular feedback to ensure that new employees are quickly trained in their roles and feel comfortable working at NPFM. NPFM aims to retain employees in the long term and ensure the best possible platform for their personal and professional development.

The Management Board is responsible for the HR policy and staff satisfaction. An anonymous employee survey is conducted annually and serves as a valuable basis for continuous improvement and the promotion of employees' well-being. Key topics include employee satisfaction, teamwork and interaction, and working conditions. The Management Board is responsible for implementing measures based on the results of the employee survey and for regularly reporting on the progress made. In principle, NPFM promotes an open culture of communication which encourages employees to address their concerns and put forward suggestions, and which acknowledges them appropriately.

By adhering to this HR Policy, we jointly contribute to creating a positive working culture and driving forward the success of Nova Property Fund Management AG.

Pfäffikon (Canton of Schwyz), 22 May 2023

The Management Board of Nova Property Fund Management AG