

PEOPLE & CULTURE

Employee Handbook v9.0

Terms, policies, benefits, hybrid working, expenses and conduct. Group-wide with country annexes.

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This document is fictional and forms part of a training environment.

Welcome

This handbook sets out how Terravek works: the terms that apply to you, the policies you are expected to follow, and what you can expect from us. Country-specific annexes follow the group sections and take precedence where they differ.

If something here contradicts your contract, your contract wins. If something is unclear, ask People & Culture at hr@terravek.com rather than guessing.

Working here

Hybrid working is the default: two office days a week, set by team rather than by company. Roles requiring lab, clean-room or field presence are stated in the job description.

Core hours are 10:00 to 15:00 local. Outside those, arrange your time with your team. We do not monitor hours worked and we do expect you to say something if the workload is unsustainable.

Leave

Annual leave entitlement is set by country — see the annexes. Two days of paid volunteering leave a year are available to everyone, taken when the organisation needs you rather than when it suits our calendar.

Parental leave is enhanced above statutory in every jurisdiction. Details in the country annex.

Pay and reward

Salary bands are published internally. The annual review takes place in March. Terravek publishes its gender pay gap for every country regardless of local reporting thresholds.

All permanent employees become eligible for the employee share participation plan after twelve months' service. Contact sharpplan@terravek.com.

Learning

€1,500 per person per year (local equivalent), plus separately funded conference attendance. Terravek Academy is free to all staff, including certification.

Expenses and travel

Book travel through the corporate tool. Economy is the default for flights under six hours. Claims are submitted within 60 days with receipts.

Terravek is materially behind its scope 3 emissions target and business travel is the main reason. Please take the train where it is reasonable.

Information security

You are issued a managed device and phishing-resistant authentication. Do not use personal accounts or unmanaged devices for company data.

Report anything suspicious to security@terravek.com. We would rather see a hundred false alarms than miss one campaign, and reporting is never penalised — including when you clicked something first.

Conduct

The Code of Conduct applies to everyone. Harassment, discrimination and bullying are disciplinary matters. Concerns can be raised with your manager, with People & Culture, or through the whistleblowing channel, which reports to the Chair of the Audit Committee, bypasses management entirely and accepts anonymous reports. Retaliation against anyone who raises a concern in good faith is itself a disciplinary matter.

Leaving

Notice periods are in your contract. Access is revoked on your last working day through the leaver process. Equipment is returned to Facilities.

We conduct exit interviews and we do read them.