

A man with dark hair and glasses, wearing a light pink shirt, is smiling and looking towards a woman. The woman has long brown hair and glasses, wearing a black top, and is also smiling. They are in an office with a large window in the background showing a grid pattern.

EMPLOYEE HANDBOOK



sonnedix

THE SONNEDIX WAY

A GUIDE TO YOUR EMPLOYMENT EXPERIENCE

MESSAGE FROM OUR CEO

Welcome to Sonnedix!

At Sonnedix, we harness the power of the sun to build a bright future. Our business is based on providing a basic fundamental service; we generate electricity. And we do it in a cost-efficient, and most importantly, green way.

In everything we do, we seek to have a positive impact on the people and environments that surround us.

This is what enables us to scale and evolve in a healthy way, to grow sustainably. And we all play an important role in achieving that sustainable growth. This is why, at Sonnedix, we empower our people to see the big picture, act courageously, and think boldly; to act with Owner's Mentality - thinking in the best interest of our organisation - and with Positive Energy, driving forward in a constructive and productive way.

The success of our business relies on our One Team embodying our values and protecting and strengthening our culture.

This Employee Handbook has been developed to guide you through our standards and policies, ensuring everyone is equipped to contribute make Sonnedix a better place to work!

Axel Thiemann
CEO



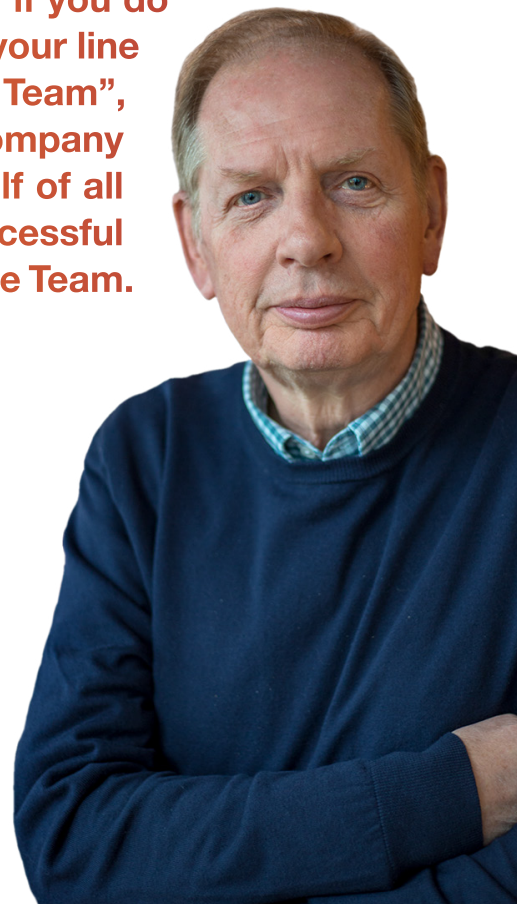
MESSAGE FROM OUR HEAD OF HR

Sonnedix is made up of One Team of truly extraordinary people from different backgrounds, working together across functions and countries towards a shared goal. It is essential that every one of us is aligned with our “Sonnedix way” of doing things.

Through this Employee Handbook, you’ll find guidance and support to help you achieve your objectives and realise your full potential within our One Team. This guideline covers different matters related to your employment at Sonnedix and ways in which we work together, including the procedures and policies that apply to our day-to-day activities, and our general code of ethic and standards.

Some of the information will be updated from time to time, and our Human Resources team will ensure the new information is distributed through our main internal communications channel – the Intranet – and your Employee Experience Hub.

I hope that this guide, and the detailed policies which support it, will provide all the information you need. However, if you do need any clarification, please feel free to speak to your line manager or the HR team. One of our values is “One Team”, which refers to us working together as a diverse company across the world to achieve our purpose. On behalf of all of us at Sonnedix, I wish you a worthwhile and successful career with us and welcome you to the Sonnedix One Team.



PURPOSE & PRINCIPLES

Our policies and procedures reflect our company values and represent the standards which Sonnedix operates by; however, if applicable law provides a higher minimum standard, employees will be entitled and/or held accountable to such minimum standard as provided by law. These policies and procedures are not incorporated into individuals' contracts of employment; however, all employees are required to comply with the provisions outlined.

This guide is reviewed regularly to ensure that it is up to date, reflects business requirements, changes in legislation and is in line with Sonnedix's commitment to treat employees with respect and integrity, while empowering people to think and work in the best interest of the whole organisation. Sonnedix reserves the right to make non-fundamental changes to the terms and conditions of employment in this guide from time to time.

Unless stated otherwise, the policies and procedures that make up this guide apply to anyone working for Sonnedix, or any of its affiliates or subsidiaries (collectively, "Sonnedix" or the "Company"), regardless of how an employee's employment is characterized (be it employee, worker, independent contractor, officer, directors, consultant, etc., all of whom shall be referred to as "employee").

This guide will refer to various official positions within Sonnedix (such as CEO, EVPs, and line managers) on numerous occasions. A current list of persons in those positions can be found online in the corporate directory.

For the purposes of this guide, confidential information is defined as any information received while engaged at the Company that is not freely and publicly available; including but not limited to business plans, products, technical data, specifications, documentation, rules and procedures, contracts, presentations, know-how, product plans, business methods, product functionality, services, data, customers, markets, competitive analysis, databases, formats, methodologies, applications, developments, inventions, processes, payment, delivery and inspection procedures, designs, drawings, algorithms, formulas, or information related to engineering, marketing, or finance.

Please contact the HR team with any questions about the information within this guide.

OUR HISTORY & VALUES

Established in 2009, Sonnedix is a leading global solar Independent Power Producer (IPP) with a proven track record in delivering high-performance, cost-competitive solar photovoltaic plants to the market. Since 2016, we are majority owned by institutional investors advised by J.P. Morgan Asset Management.

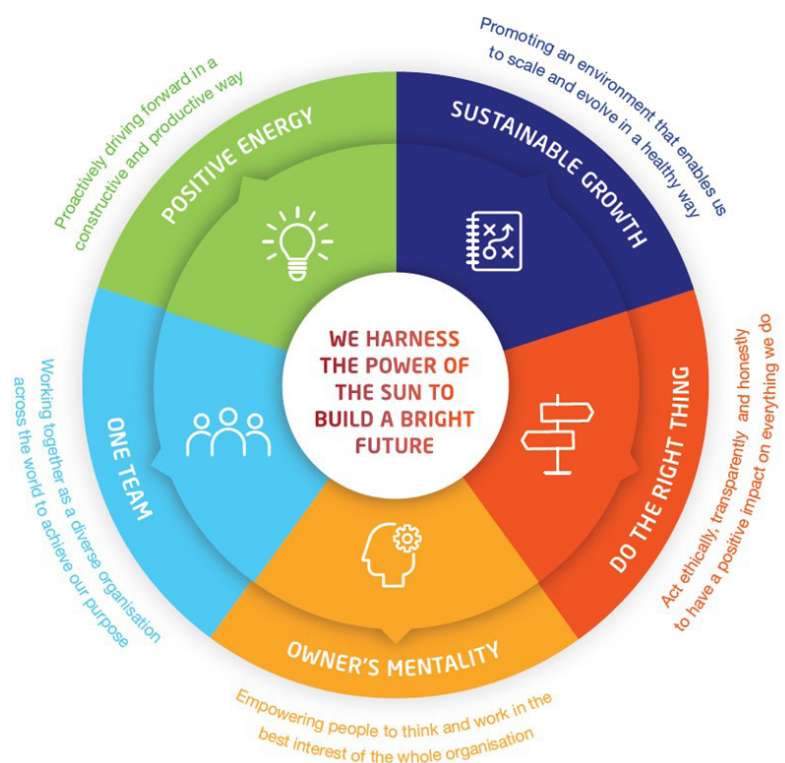
At Sonnedix, we work towards a shared purpose: to harness the power of the sun to build a bright future.

Solar energy's potential to transform daily life is what drives us to build long-term partnerships to deliver a continuous, reliable, and efficient supply of clean electricity to our communities.

We are fully committed to our role as a social citizen, protecting our environments, improving the lives of the people in our communities, and promoting the education of the problem-solvers of tomorrow, inspiring future generations to overcome the problems of climate change.

We believe the future is solar, and we are doing everything in our power to get there sooner!

SEE THE BIG PICTURE
THINK BOLDLY
ACT COURAGEOUSLY



CONTENTS

HOW WE WORK TOGETHER	6
GLOBAL POLICIES	12
OUR STANDARDS	20
HOW WE COMMUNICATE	27
HEALTH AND SAFETY	31
APPENDIX	35

A photograph of three people in an office setting. In the foreground, a man with a beard and glasses is looking at a computer screen. Behind him, another man with glasses is also looking at the screen. To the right, a woman with glasses and a colorful scarf is pointing at the screen with her right hand while her left hand is on a computer mouse. The background is a plain, light-colored wall.

HOW WE WORK TOGETHER

YOUR WORKING ARRANGEMENTS

HOW WE WORK TOGETHER

Our working procedures are designed to ensure that all employees are treated fairly and consistently in their working arrangements, so they are able to achieve their potential and maximize their contribution to Sonnedix's goals. One of Sonnedix's values is sustainable growth, which also applies to creating a workplace that considers everyone's wellbeing and enables the company to scale and evolve in a healthy way.

Please refer to the [Working Arrangements Policy](#) in your country local supplement

WORKING HOURS

Sonnedix aims to provide all colleagues with a balance between work and personal life however from time to time, employees may be required to work additional hours in excess of their normal hours of work as are reasonably necessary for the proper performance of their duties and to meet the needs of the business. Please check the local working arrangement policy to check the working hours in your location.

Please refer to the [Working Arrangements Policy](#) in your country local supplement

FLEXIBILITY OF WORKING HOURS

Sonnedix believes that flexible working can increase employee motivation, promote work-life balance, reduce employee stress and improve performance and productivity. Employees should raise the matter with their line manager, who will discuss with HR. Sonnedix will always endeavour to make the decision quickly and will always treat requests fairly, as per our value "do the right thing".

Additional time at lunch, to accommodate gym trips, appointments or similar is allowed, with Employees expected to make up the time within the flexible working hours' boundaries.

Please refer to the [Working Arrangements Policy](#) in your country local supplement

FLEXIBLE WORKING

Sonnedix is committed to promote a positive work-life balance. As we transition towards our Evolve phase, our new global flexible working policy will allow employees to work remotely for up to 3 days per week. Which two days you work in the office requires agreement with your line manager and RD. Please consult the Global Flexible Working Policy to have more details about implementation guidelines and exceptions.

PROBATION

It is Sonnedix's policy to operate probationary periods for all new employees, and in some cases at Sonnedix's discretion in respect of employees who have been transferred to or promoted into different posts. During the probationary period, employees will be subject to all the terms and conditions of their contracts of employment.

Please refer to the global [Talent Management and Development Policy](#)

INTERNAL ASSIGNMENTS

Sonnedix is a global business and on occasion offer opportunities for international assignments for its people.

An international assignment is likely to arise:

- When there is no local person available and qualified to perform a role in the desired location.
- Where Sonnedix wishes to transfer skills and best practice to a new location.
- When it is appropriate for the development of an employee and in the interest of both the individual and the company.

It is important for managers and employees to identify the business case for an international assignment and understand the costs prior to formal agreement.

Please refer to the global [International Assignments Policy](#)

END OF EMPLOYMENT

Sonnedix is committed to acting ethically, transparently and honestly through all its HR policies. This policy and associated procedures are designed to ensure that the process by which an employee exits Sonnedix is handled with integrity and respect at all times. The company will handle any cases of termination of employment as dictated by law with discretion, professionalism and formal documentation.

Please refer to the [End of Employment Policy](#) in your country local supplement



HOLIDAY

Annual leave entitlement and public holidays

All employees have an entitlement to paid holidays and the annual leave entitlement is set out in each individual's contract of employment. All employees receive a level of holiday entitlement which is both competitive with local markets and in line with local legislation.

Where an employee joins Sonnedix part way through the year, they are entitled to a proportion of their annual leave entitlement based on the period of employment in that holiday year.

Where business objectives allow, Sonnedix aims to be flexible and allow employees to take leave on other religious holidays and make all efforts to reasonably accommodate religious practices. If such days are not official public holidays, these days will be taken from the employee's annual leave entitlement.

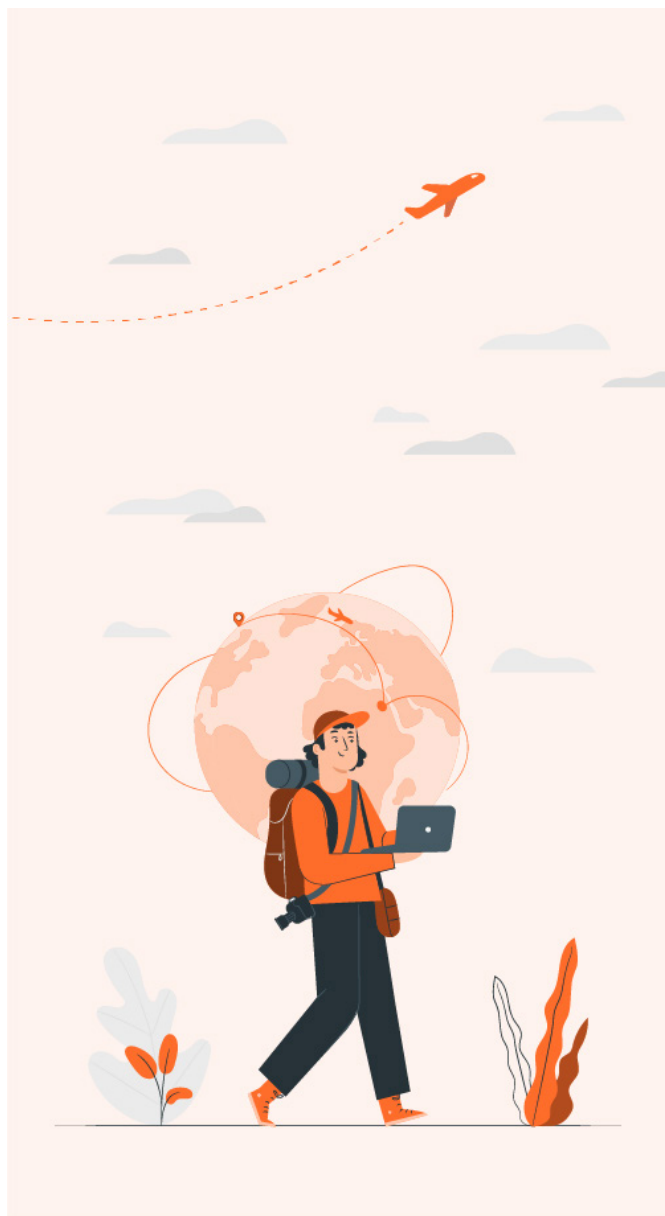
Requesting holiday

Annual leave requests need to be submitted through the Employee Experience Hub - Solaris, before the start of the proposed period of absence. Line managers have the authority to approve leave requests and always aim to approve the employee's chosen dates wherever business requirements allow.

Carrying annual leave forward

When an employee has not used all of their holiday entitlement during the annual leave period, they may be able to carry forward some or all of their entitlement subject to local legislation.

Please refer to the [Working Arrangements Policy](#) in your country local supplement



HOW WE MANAGE ABSENCE

Sonnedix is committed to working with our people in a transparent, respectful and consistent way and will support employees who need to take leave for special circumstances or who are absent from work due to ill health. The Absence Policy details how we aim to help and support colleagues who need to take leave for special circumstances or sickness.

Please refer to the [Absence Policy](#) in your country local supplement

MEDICAL APPOINTMENTS

Sonnedix recognises that employees will, from time to time, need to attend medical appointments. Employees should try to arrange medical appointments in their own time or, if this is not possible, at times that will cause the minimum amount of absence from work. However, because we understand that it is not always possible to arrange medical appointments outside working hours, it is our policy to permit reasonable time off work for such appointments provided that employees give their line manager reasonable notice of the date and time of an appointment. If people follow the guidelines then time off with pay will normally be granted, although this is subject to the discretion of their line manager.

Please refer to the [Absence Policy](#) in your country local supplement

COMPANY SICK PAY

Sonnedix will normally pay company sick pay for specified periods of certified incapacity, provided that the absence is reported following the correct reporting procedure, subject to local regulations.

Please refer to the [Absence Policy](#) in your country local supplement

DISABILITY-RELATED ABSENCES

Sonnedix is committed to supporting all employees to perform effectively and successfully, and we take our duty of care to make reasonable adjustments for disabled employees very seriously. Other adjustments to the procedures set out in the policy may also be made. If in doubt, the line manager should contact the HR team for clarification.

Please refer to the [Absence Policy](#) in your country local supplement

SICKNESS ABSENCE

On the first day of sickness absence, an employee should inform their line manager as soon as reasonably practicable that they will not be working because of illness or injury. This should be, wherever practically possible before 9am, and entered into Solaris, the Employee Experience Hub, as soon as practically possible.

Sonnedix aims to strike a reasonable balance between the pursuit of its operational needs and the needs of employees to take time off work because of ill health.

The management of sickness absence is subject to local regulations.

Please refer to the [Absence Policy](#) in your country local supplement

LEAVE FOR SPECIAL CIRCUMSTANCES

Time off for Public Duties

Employees are entitled to unpaid time off for a range of different public duties subject to local legislation. Employees should discuss and obtain their line manager's written approval before beginning any voluntary public service, and if they already hold such a position on joining Sonnedix, they need to confirm to their line manager's and discuss continuation. In the case of mandatory public duties, employees should notify their line manager as soon as possible and must record their absence in Solaris.

Compassionate or Carer's Leave

Requests for Compassionate or Carer's Leave will be considered on a case by case basis and where possible accommodated. Employees should contact their line manager as soon as possible if they need to make use of this provision.

Please refer to the [Absence Policy](#) in your country local supplement

RETURN TO WORK ARRANGEMENTS

On the first day back after a period of sickness absence where the sickness is seven calendar days or more, the line manager will arrange a return to work interview with the employee.

When an individual returns to work after a long sickness absence, their line manager should ensure that arrangements are made to support them on their return and integrate them back into the team effectively.

Please refer to the [Absence Policy](#) in your country local supplement



**GLOBAL
POLICIES**

OUR FAMILY FRIENDLY POLICIES & PRACTICES - "ONE TEAM"

Sonnedix supports all colleagues who are, or about to become, parents, and we ensure that we observe and operate within the requirements set out in law on maternity, paternity, adoption and parental rights. The Parental Rights Policy details how Sonnedix aims to help and support employees.

Please refer to the [Parental Rights Policy](#) in your country local supplement



MATERNITY

Sonnedix is committed to providing a supportive environment to pregnant employees and line managers will ensure that women are fully informed of their rights.

A pregnant employee can expect support from her line manager and should discuss any concerns that she has about any aspects of her work in relation to her pregnancy, with her line manager or HR team as soon as possible.

Sonnedix seeks to promote an environment where our people work constructively and with consideration and respect for each other's needs. The HR team will arrange a workplace risk assessment for the employee as soon as possible and will discuss any issues with her.

As of January 2021, any pregnant employee who has a minimum of 1-year continuous service at the expected date of the childbirth will be entitled to 6 months (26 calendar weeks) Company Maternity pa to be used immediately following the birth of the child. For all other entitlements, pregnant employees should refer to their country specific policy.

Please refer to the [Parental Rights Policy](#) in your country local supplement

ADOPTION

At Sonnedix we provide adoptive parents with the same benefits provided under our maternity & paternity/co-parenting policies.

Please refer to the [Parental Rights Policy](#) in your country local supplement



ANTENATAL CARE

All future parents are entitled to take a reasonable amount of paid time off to attend an antenatal clinic, irrespective of length of employment, on the advice of a registered medical practitioner, midwife or health visitor. The Company may ask you to provide a medical certificate confirming that you are pregnant, and an appointment card showing your scheduled antenatal visit.

Please ensure that you give your manager as much advance notice of your appointments, and wherever possible you should endeavour to make them outside work hours or at the beginning or end of a working day. You should keep your manager notified of your appointments and any changes to them.

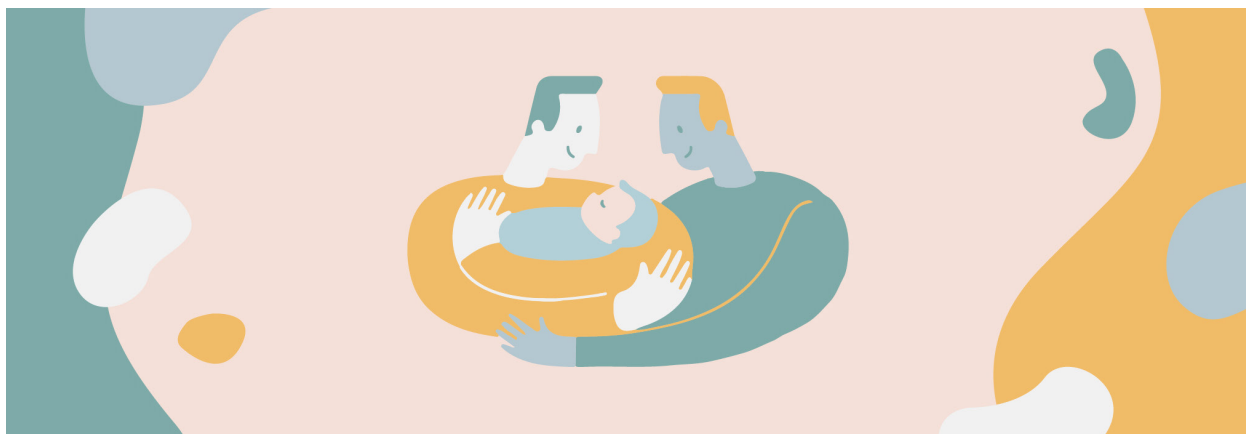
Please refer to the [Parental Rights Policy](#) in your country local supplement

PATERNITY/CO-PARENTING

Sonnedix employees who will have responsibility for bringing up a child either as the child's biological adoptive father; or the husband or partner (including same sex partners) of the child's biological or adoptive mother have a right to paternity/co-parental leave.

As of 1st January 2021, Sonnedix provides 4 week's co-parental leave at full pay for employees with at least 1 year of continuous service at the expected date of the childbirth, to be used within once calendar year of the child's birth. If local country legislation provides for more than this, then Sonnedix will comply with that provision.

Please refer to the [Parental Rights Policy](#) in your country local supplement



OTHER MATTERS

Employment continues through the Maternity, Paternity/Co-parenting and Adoption Leave period and all rights, privileges, benefits and concessions that accrue with service will be unaffected. All terms and conditions of employment continue to apply during Maternity, Paternity/Co-parental and Adoption Leave other than those relating to remuneration. Holiday entitlement therefore accrues throughout Maternity, Paternity/Co-parenting and Adoption Leave. You may wish to take some holiday before going on maternity leave or use some holiday at the end of your maternity leave.

Please refer to the [Parental Rights Policy](#) in your country local supplement

OUR APPROACH TO TALENT SUSTAINABLE GROWTH

At Sonnedix we recognise our people as our most valuable asset. Our approach to talent management is designed to provide a framework to ensure Sonnedix recruits, retains and develops the best person for each role. Our employees are provided with every opportunity to realise their full potential, and we are committed to establishing an environment which encourages innovation and creativity.

We have a comprehensive and continuous approach to maximizing each employee's contribution: Career Planning, Professional Study Support, Annual Performance Management Process and Career and Development Plan, Resourcing activities – which all contribute to creating such an environment and will create opportunities for our colleagues.

We encourage our people to own the development of their careers within Sonnedix, by discussing their Career and Development Plan with their line managers, reviewing vacancies and discussing career opportunities with their line manager on a regular basis.

A key reason for the success of Sonnedix is our people – their energy, focus and intellect drive our business and we believe that our business goes from strength to strength because we share the same core values and purpose. As we grow, we need more talent that can add value and support our mission to create a brighter future.

The Sonnedix Group referral scheme is a process that encourages our people to use their network to identify and recommend talented individuals who share our values and purpose to join our team.

Please refer to the global: [Talent Management and Development Policy](#), [Performance Management Policy](#), [Training and Development Policy](#)



OUR APPROACH TO REWARD

Our Rewards Policy details how Sonnedix rewards our people and provides the framework to empower employees to do what is best for Sonnedix, to achieve the company's goals and their individual objectives.

Please refer to the global [Reward Policy](#)

PAY AND REVIEW

Salaries for our permanent and fixed term employees are paid monthly by transfer directly into each individual's nominated bank account. If individuals are paid via a third party, such as a recruitment agent, then they will need to discuss their payment arrangements with the third party directly.

Employees will receive a written itemised pay statement of their earnings and deductions on a monthly basis.

Pay reviews

Our employees' basic rates of pay will usually be reviewed annually in January as part of the Performance Management Process, although any increases will be at the absolute discretion of Sonnedix. Reviews may take place at other times of the year to reflect a change in circumstances. Any resulting changes to pay will be notified to employees in writing.

Please refer to the global [Reward Policy](#)

Levels of basic salary

At Sonnedix we are committed to ensuring that:

- Salaries remain competitive in the local labour market, through conducting an annual pay review, paying individuals in line with normal industry practice and standards, and benchmarking salaries against other employers;
- Recognising individual performance and rewarding employees financially accordingly;
- Providing equal opportunities to all employees, free from artificial considerations based on any status or condition protected by law in the relevant jurisdiction, such as race, sex, gender origin, marital status, family situation or pregnancy, religion, nationality, sexual orientation, age, veteran status, political opinion or disability. Sonnedix explicitly states that we do not prevent employees from associating freely. Only those qualifications and skills that are important to the job will form the criteria for pay.

Bonus

Employees will be informed during their hiring process if they are eligible to participate in any Sonnedix discretionary bonus schemes. The performance year runs from January to December and an employee's discretionary bonus will be based on Sonnedix's performance and the individual's own performance in their role with reference to the targets established in their annual Performance Management Plan.

Further information in relation to the distribution split of bonuses can be found in the respective plan each year as amended from time to time.

Please refer to the global [Reward Policy](#)

Benefits

At Sonnedix we recognise the contribution that all employees make to its success by providing a package of benefits that supports employees and their family in each location.

Please refer to the [Benefits Policy](#) in your country local supplement

EXPENSES

The principle of the Expenses policy is to ensure that all employees are reimbursed for all necessary expenditure reasonably incurred in the performance of their Sonnedix duties and to ensure that these expenses are treated appropriately for tax purposes.

The basis of expense claims will be actual expenditure up to limits as specified in the Global Expenses policy; limits will be reviewed annually. Although this provision is global in nature, specific limits will differ based on the employee's geographic location.

Please refer to the global [Expenses Policy](#)



DISCIPLINE & GRIEVANCE

At Sonnedix we expect all our employees to act ethically, transparently and honestly – “Do The Right Thing”. Through our value “Owner’s mentality”, there is an expectation that people think and work in the best interest of the whole organisation. This is why we have a disciplinary procedure that protects our “DNA” and ensures consistency in managing instances where disciplinary action is seen as necessary.

If an employee is unhappy about the treatment that they have received or about an aspect of their work, they should discuss this with their line manager, who will attempt to resolve the situation on an informal basis. If it is not possible to resolve on an informal basis then the employee has the right to raise a formal complaint.

Everyone involved in these processes is entitled to be treated in line with Sonnedix’s values, ethically and with respect. Sonnedix will not tolerate abusive or insulting behaviour from anyone taking part in or conducting grievance procedures and will treat any such behaviour as misconduct under the Disciplinary policy.

Advice is available from the HR team at any time during either a disciplinary or grievance procedure.

Please refer to the [Discipline & Grievance Policy](#) in your country local supplement





OUR STANDARDS

PROFESSIONAL STANDARDS

Through the “Do the right thing” value, Sonnedix expects all its employees to act ethically, transparently and honestly. As “One Team”, we work together as a diverse organisation to achieve a shared purpose, and through the “Owner’s mentality” value, there is an expectation that people think and work in the best interest of the whole organisation.

Sonnedix is committed to maintaining the highest standards of honesty and accountability. Each employee has an important role to play in achieving this goal, as they may be the first to know of or suspect wrongdoing.

This policy applies to all Sonnedix employees and any other third-party employees providing functions for Sonnedix are encouraged to use it.

This Policies ensures that:

- All employees are aware of the importance of preventing and eliminating wrongdoing at work. Employees should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of;
- Line managers and employees understand their responsibilities and the Sonnedix’s policy in relation to preventing and eliminating wrongdoing at work.

Any matter raised under this will be investigated thoroughly, promptly and confidentially, and (subject to any legal constraints) the outcome of the investigation will be reported back to the employee who raised the issue.

Please refer to the global [ESG Governance Policy and Standards](#)



EQUAL OPPORTUNITIES

Sonnedix is committed to encouraging equality and diversity and eliminating unlawful discrimination. This is part of the company's DNA and is reflected in our values, including "Do the right thing" - act ethically, transparently and honestly, "One Team" - working together as a diverse organisation across the world to achieve our purpose, and "Sustainable Growth" - promoting an environment that enables us to scale and evolve in a healthy way. The aim is for Sonnedix to be truly representative of all sections of society, and for each employee to feel respected and able to give their best.

Sonnedix strive to ensure that the work environment is free of harassment and bullying and that as an important aspect of ensuring equal opportunities everyone is treated with dignity and respect.

Please refer to the global [Equal Opportunities and Dignity at Work Policy](#)

DIGNITY AT WORK

Sonnedix is committed to creating a work environment free of harassment and bullying, where everyone is treated with dignity and respect. Harassment and bullying can have very serious consequences for individuals and Sonnedix. Employees found guilty of harassment or bullying may face disciplinary action, up to and including dismissal, could be personally liable to pay compensation in legal claims, and may find their own family and social relationships are adversely affected.

Please refer to the global [Equal Opportunities and Dignity at Work Policy](#)

CODE OF CONDUCT

Under our "Do the right thing" value Sonnedix is committed to maintaining the highest standards of honesty and accountability. Each employee working for Sonnedix has an important role to play in upholding this code of conduct. If an employee has any concerns that:

- Any criminal offence has been or might be committed;
- A legal obligation is not being met by Sonnedix or that any malpractice is being committed by Sonnedix or any of its clients, customers or other third parties;
- There are health and safety risks to them, their colleagues or the public at large;
- There are any dangers to the environment;
- There has been a violation of the Code of Ethics and Business Conduct; or
- Any person is attempting to conceal evidence relating to any of these matters, then they should raise their concern immediately.

Please refer to the global ESG Governance Policy and Standards policy, which includes the reporting and investigation procedure, and potential outcomes.

Please refer to the global [ESG Governance Policy and Standards](#)



ANTI-BRIBERY

Sonnedix is committed to the highest ethical standards in the company's work and interactions with customers, suppliers, utilities, co-investors, competitors and the community. To that end, Sonnedix has put in place a strict compliance program with regard to the active avoidance of corrupt practices and compliance with local laws, and the conduct of best business practices in general.

Please refer to the global [ESG Governance Policy and Standards](#)

CONFLICT OF INTEREST

A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by person's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

The employee should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest.

Please refer to the global [ESG Governance Policy and Standards](#)

APPEARANCE

All employees working for Sonnedix are responsible for promoting a professional and positive image of Sonnedix. We expect all employees to take a formal and professional approach to dress and appearance, cleanliness and personal hygiene.

When employees are on a business trip to another country they should observe and respect the dress practices and norms for that country.

As an exception to the formal dress requirements, employees may wear casual clothing to work every Friday, unless advised otherwise by their manager and subject to business requirements. Clothing must be neat, clean and in a good state of repair.

INTERNAL COMMUNICATION

At Sonnedix we work together as a diverse organisation across the world. Sonnedix seeks to promote an enjoyable and friendly working environment for all of its employees and does not wish to prevent them communicating on a relaxed and informal basis where appropriate. However, inappropriate banter, speculation and gossiping, whether between colleagues or outside Sonnedix and whether verbal or by email or other means, can have significant and damaging consequences including but not limited to the following:

- Breaching Sonnedix's regulatory obligations or obligations to its customers and clients;
- Demonstrating a lack of personal and professional integrity;
- Harming the feelings of others; and
- Distracting colleagues or destabilizing the working environment.

It is impossible to give an exhaustive list of communications that may be inappropriate.

Employees are expected to exercise their discretion and integrity in this regard. Employees who have any queries in this regard or are concerned that they may have received an inappropriate communication should raise the matter with their line manager or the HR team in the first instance.

Breach of this policy may be considered a disciplinary offence and will be dealt with in accordance with Sonnedix's Disciplinary policy.



RELATIONSHIPS

In order to avoid the appearance of impropriety it may be necessary to make changes to employees' reporting lines and/or roles where a personal/intimate relationship begins between two employees. Such employees should inform the HR team or their line manager(s) of any such relationship as soon as possible.

The following approach will generally be followed:

- Each situation will be considered by Sonnedix on a case-by-case basis, taking into consideration the degree of conflict of interest or potential perception of conflict of interest that exists or may exist, in order to determine if an immediate change needs to occur;
- The change may be a job move or merely an alteration of the reporting line for some or all purposes;
- If it is determined that a job move is the best solution, every effort will be taken to redeploy one of the employees into a comparable position in Sonnedix. So far as possible both the employees will be directly involved in the decision-making, and their interests and input will be given full consideration when Sonnedix is determining which party should be redeployed;
- In the interests of Sonnedix, the decision as to which party should relocate will only be taken after due consideration has been paid to the fact that the party who is redeployed should be one whose redeployment will cause the least disturbance in the day-to-day running of Sonnedix;
- It is to be stressed that a decision by Sonnedix to require a change under this policy in no way means that it necessarily suspects either party to a relationship of actually abusing it.

WORK RELATED SOCIAL EVENTS

As a token of its appreciation for the work that employees do for Sonnedix, and to foster team spirit and good working relationships, Sonnedix aims to offer employees the opportunity to attend social events from time to time.

Sonnedix may also run work-related social events to which external parties, as well as employees, are invited.

Although such social events usually take place away from the workplace and outside of normal working hours, Sonnedix's standard of conducts applies.

Although such social events usually take place away from the workplace and outside of normal working hours, Sonnedix's standard Code of Business Ethics and Conduct applies to such events. It can be found in the ESG Governance policy and Standards.

The following rules and principles apply:

- Employees should consume alcohol only in moderation at work-related social events, irrespective of whether Sonnedix provides or pays for the drinks;
- Employees should not say or do anything at a work-related social event that could offend, intimidate, embarrass or upset any other person, whether as a joke or not, as per the policy on harassment/bullying which will apply at work related social events;
- Swearing and intemperate language are unacceptable at work-related social events; and
- Employees should always maintain a professional attitude at any work-related social event, the same as they would in the working environment.

In the unfortunate event of any breach of the above rules it may render the employee liable to disciplinary action under Sonnedix's Disciplinary policy.

The above rules are in place for the benefit of all employees and to ensure that everyone can enjoy work-related social events in an atmosphere of conviviality without fear of being made to feel uncomfortable by another employee's conduct.





HOW WE
COMMUNICATE

COMMUNICATIONS

We recognise the importance of our reputation and profile in shaping stakeholder's perceptions and understanding of the company. Finding appropriate opportunities in, and building relationships with, the media can support the sustainable growth of our company.

Employees should be familiar with how we handle media inquiries, press releases and speaking at events. The Communications Policy is designed to ensure that Sonnedix makes the most of its public relations activities and media coverage to help protect and boost its reputation.

Please refer to the global [Communications Policy](#)

SOCIAL MEDIA POLICY

The social media policy outlines how Sonnedix and its employees should conduct themselves online, to safeguard the brand reputation, defend against risks and empower employees to act in the best interest of the company and appropriately share and post message.

Please refer to the global [Communications Policy](#)



PROTECTING THE BUSINESS

The Protecting the Business Policy ensures that Sonnedix is meeting its legal requirements and empowering its employees to act accordingly in the safe and compliant treatment of information, data and intellectual property, and the appropriate use of the internet and the company's email system.

This policy details how Sonnedix and its employees should comply with data regulations and protect themselves when sharing information and data whilst at work (both internally and with third parties), and how to report any concerns internally.



DATA PROTECTION

Sonnedix takes its obligations with regard to data protection seriously. The company processes personal data collected in accordance with its Global Data Protection Policy and Employee Privacy Notice.

Data collected as part of the operation of these policies and procedures is held securely and accessed by, and disclosed to, individuals only for the purposes of managing these policies and procedures. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the company's Global Data Protection Policy immediately.

Please refer to the: [Global Data Protection Policy](#) and [Employee Privacy Notice](#)

WHISTLEBLOWING

Sonnedix is committed to the highest ethical standards in its work and in its interactions with customers, suppliers, utilities, co-investors, competitors and our community.

Where it operates an important aspect of accountability and transparency is a mechanism to enable all individuals to voice concerns internally in a responsible and effective manner when they discover information, they believe shows wrongdoing.

Please refer to the global [ESG Governance Policy and Standards](#)

COMPUTER, EMAIL & INTERNET USE

Sonnedix expects all employees to act responsibly when using company computers, phone, email and the internet. All hardware, software and data used in the delivery of an employee's role is Sonnedix property and misuse may lead to disciplinary action. Please refer to the Computer, Email and Internet policy for permitted uses, prohibited uses and usage considerations.

As part of their onboarding process employees will receive instructions on the official corporate information they should include on their emails and there is an auto-signature template in Box. This should be set up before sending emails outside of Sonnedix. The line manager or a member of the HR team can help if this is needed.

Please refer to the global IT policies: [Sonnedix Office Managers Guide to Approved Hardware Models and Specifications](#), [Email and Computer Use](#), [Laptop and Phone Policy](#), [IT Acceptable Usage Policy](#)

RECORDS RETENTION AND DESTRUCTION

The purpose of the Records Retention and Destruction policy is to ensure that all necessary records and documents of Sonnedix are adequately protected and maintained to ensure that records that are no longer needed by the company or are of no value are discarded at the proper time.

The policy also helps employees to understand their obligations in retaining electronic documents – including, email, web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Please refer to the: [Global Data Protection Policy](#) and [Employee Privacy Notice](#)



INTELLECTUAL PROPERTY

Sonnedix Intellectual Property ("IP") includes all things the company have created as a business at Sonnedix and any work created by any employee during their employment. This IP includes everything from names, logos, designs, trademarks, copyrights, licenses, trade secrets and patents to confidential business and technical information. Employees must also respect the intellectual property rights of others, including company suppliers, customers, business partners,

competitors and any former employers, and employees must not steal or misuse the intellectual property rights owned or maintained by another. If employees think Sonnedix's IP has been used in an unauthorized way, tell the legal department or contact the EVP, Global Head of Legal Compliance. The same applies to the unauthorised use of a third party's intellectual property by one of Sonnedix's employees.

Please refer to the global [ESG Governance Policy & Standards](#)



**HEALTH &
SAFETY**

HEALTH AND SAFETY

The Health and Safety Policy and associated procedure are designed to ensure that all employees are provided with a safe and comfortable environment, so they are able to achieve their potential and maximize their contribution to Sonnedix's goals. One of Sonnedix's values is sustainable growth, which also applies to creating a workplace that considers everyone's wellbeing and enables the company to scale and evolve in a healthy way.

Please refer to the global [Social Policy and Standard](#)

FIRE AND EMERGENCY PLANNING STANDARD

In the unlikely event of a fire in the office it is important that everyone is familiar with what actions they should take and where they should assemble. All employees should have been provided with a leaflet which provides office information including the actions to take in the event of a fire, along with details of the evacuation routes and assembly point. If the employee does not have a copy, then please contact the Office Manager.

ALCOHOL AND SUBSTANCE MISUSE

Attendance at work whilst under the influence of alcohol or drugs is strictly forbidden, except where these drugs are prescribed by a doctor for medical purposes, or alcohol is consumed in moderation during a designated company social, management or client function.

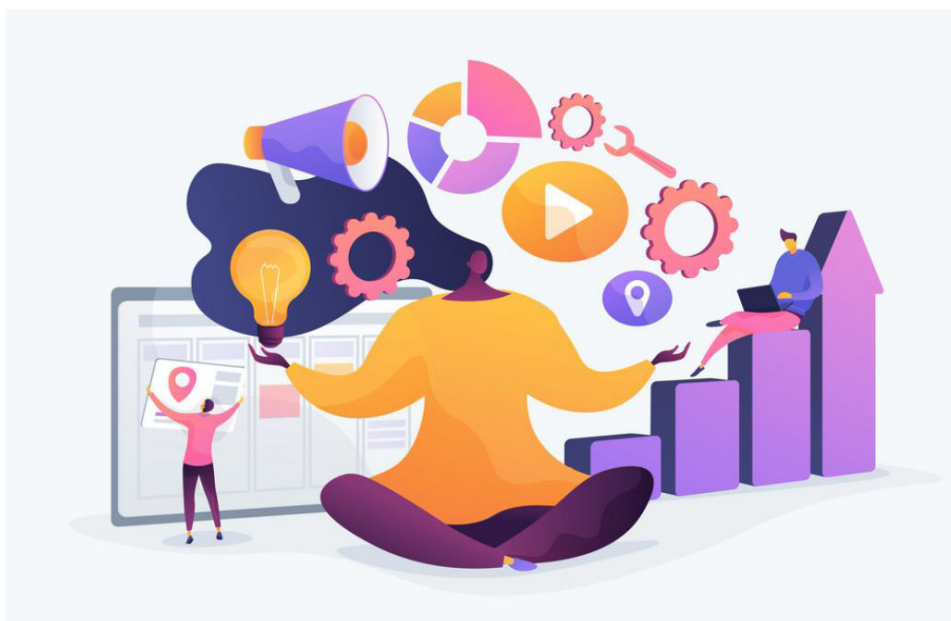
FIRST AID

In the unlikely event that an employee is injured at work they should notify the Office Manager and ensure that a record is kept in the accident book.

First aid kits locations are clearly marked in each location. If an employee takes anything from a first aid kit, they should let the Office Manager know so that they can arrange for its replacement.

SMOKING

As part of its commitment to Health and Safety, the company considers it important to protect employees and visitors from exposure to smoke. Accordingly, smoking is banned in all the company's workplaces. Employees may only smoke outside in designated areas and must ensure that they dispose of cigarette butts in a responsible manner.



STRESS AT WORK

Stress affects everybody differently, and what stresses one person may not affect another. Recognising the signs of stress will help us to take steps to stop, lower and manage stress in the workplace. If an employee feels stressed at work, then it is advised that they discuss it with their line manager, Function Head, the HR team or anybody that the employee feels comfortable discussing the matter with.

OVERSEAS TRAVEL

There may be times when employees will be required to travel overseas for work. It is the employee's responsibility to maintain a current passport with more than six months until the expiry date and to ensure that any visas which are required are obtained in advance of travel. The cost of visas can be recovered, and frequent travellers may claim for the cost of a second passport.

Employees are responsible for checking, implementing and maintaining on an ongoing basis any necessary health requirement for the destinations to which they are travelling. The cost of inoculations can be reclaimed on production of a receipt and a copy of the relevant advice.

DRIVING FOR WORK

It may sometimes be necessary to travel by car for business, but before driving on Sonnedix business it is important to consider whether driving is the most appropriate method of travel and to avoid driving at night wherever possible. Both the driver and any passengers should follow all appropriate safety procedures and laws of the road and the driver should ensure that they are familiar with the traffic and driving regulations for that country or state.

HAZARD IDENTIFICATION

The identification and management of risk is a fundamental element in safeguarding the Health and Safety of everyone working on Sonnedix projects and in Sonnedix offices and the people and environment which may be impacted by them. It is the duty of everyone working on Sonnedix projects and in Sonnedix offices to ensure they are familiar with any risks and controls detailed in the risk assessments relevant to them.

It is important that everyone working in Sonnedix is aware of the hazards and resulting risks associated with their workplace and work activities, and the reporting of new hazards upon identification is greatly encouraged.

ACCIDENT REPORTING AND INVESTIGATION

Accidents and incidents should be reported to raise awareness of events, to prevent reoccurrence and to help us improve safety.

The process for reporting incidents and the actions to be taken are set out in the Sonnedix' [Incident Reporting and Investigation Process](#).

If the employee has any doubt contact the ESG team at ESG@sonnedix.com.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is provided for employees when required based upon the risks presented. Employees based in offices will rarely be required to wear PPE, unless visiting a plant or working with any chemicals/cleaners. If a task does require PPE, this will be identified within the supporting Risk Assessment and will be provided to eliminate injury, incidents and ill health.

MANUAL HANDLING

Manual handling means any transporting or supporting of a load by hand or by bodily force, including lifting, putting down, pushing, pulling, carrying or moving. Prior to undertaking any activity which involves manual handling, the Risk Assessment Method Statements or equivalent documents must be reviewed to assess whether manual handling has been fully addressed and suitable control measures implemented where appropriate.





APPENDIX

LINKS TO THE LOCAL SUPPLEMENTS



CHILE



FRANCE



GERMANY



ITALY



UNITED STATES



PUERTO RICO



SPAIN



UNITED KINGDOM

EMPLOYEE ACKNOWLEDGEMENT

The Sonnedix Global Handbook and local Supplement (collectively, the “Handbook”), together, represent an important document intended to help you become acquainted with Sonnedix. The Handbook is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because Sonnedix’s operations may change, the contents of the Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the statements, sign to indicate your receipt and acknowledgment of the Handbook within 7 days before joining Sonnedix or, if the Handbook is an update/you are already an employee, within seven 7 business days of receipt of this notice.

I have received and read a copy of Sonnedix’s Global Handbook and my local Supplement. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Sonnedix at any time.

I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” status except in a written agreement signed by the employee and the CEO of Sonnedix.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Handbook.

I agree and acknowledge the wage deduction authorisation agreement as stated in my country local supplement (if applicable).

Employee’s Printed Name: _____ Position: _____

Employee’s Signature: _____ Date: _____

Please return the signed original copy of this acknowledgement form to the HR team or fill in the electronic form at the following link:

[ACKNOWLEDGMENT OF THE EMPLOYEE HANDBOOK](#)