



Implenia

**WELCOME
TO IMPLENIA!**

We look
forward to
getting to
know you!





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As Switzerland's leading construction services company, we can offer our employees attractive conditions. Read on to find out what you can expect from us.

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BUILDING SUSTAINABLY –
FOR HOW WE LIVE, WORK
AND MOVE TOMORROW.

MAY WE INTRODUCE OURSELVES? WE ARE IMPLENIA.

Our employees develop and build internationally successful homes, workplaces and infrastructure for coming generations. Join us and help shape the future. Together we are Implenia.

Implenia carries out significant building construction and civil engineering activities in the DACH region, as well as working in the infrastructure market in Switzerland, Germany, Austria, France, Sweden and Norway . Implenia is also a successful real estate developer in Switzerland and Germany.

Our specialists operate from consulting, planning and construction units. Together we execute complex major

projects and provide services across the entire life-cycle of a building or structure. We are always conscious of the social and environmental aspects of our work.

Implenia employs more than 8,000 people throughout Europe. Our employees shape Implenia – we owe our success to them. They earn the trust that our customers and partners show in us every day.

WHY IMPLENIA? THE THREE MOST IMPORTANT THINGS THAT MAKE US WHO WE ARE

Our values and corporate culture create the foundations for our success. Do you think the same way? Then welcome to the world of Implenia

Success

We take care of our employees because we know they are the key to our progress. Implenia believes that the people at a company should be able to get involved and express themselves on various levels – only then can the company as a whole achieve success.

We offer our employees varied jobs, exciting projects, systematic career development opportunities, and a pleasant and inspiring corporate culture.

Corporate culture

Our corporate culture is heavily influenced by our values. We work together, internally and externally, to provide excellent services. We are agile and look for new ideas. We think as a team. We collaborate. We treat each other with appreciation, respect, trust, openness and honesty. We are accustomed to acting responsibly, reliably and with integrity. We take the initiative. We take care of our environment.

Values

Implenia is committed to the following values and puts them into practice across the whole Group:

Excellence:

We meet the most demanding requirements in our projects, services and internal processes. We live up to Excellence by setting standards based on tradition and innovation that help us exceed our partners' expectations. Today and tomorrow.

Collaboration:

We merge our diverse market knowledge and insight with professional expertise to the benefit of our customers and other stakeholders. We live up to Collaboration by creating trust through fairness, transparency and respect. With all our partners.

Agility:

We recognize opportunities and threats at an early point in time, and we address them quickly – both strategically and operationally. We live up to Agility by being a highly mobile, passionate, multinational team that constantly looks for new and innovative ways of overcoming barriers, thus achieving the best value for our customers.

OUR VALUES SHAPE THE WAY WE INTERACT WITH EACH OTHER WITHIN THE GROUP AND WITH OUR VARIOUS EXTERNAL STAKEHOLDERS.

Integrity:

We meet high ethical standards, are honest, and act in accordance with the agreements we make. We live up to Integrity by being honest and reliable, acting respectfully and always doing so with a smile :-).

Sustainability:

We generate results that endure and we protect our fellow human beings and the environment. We live up to Sustainability by working to create a future worth living for everyone.





ARE YOU READY FOR TAKE-OFF? INDUCTION AND ONBOARDING

Implenia is well prepared to welcome you. We provide you with everything you need for a successful start.

Joining

At the beginning of your employment you will take part in an introductory event, the Welcome Day. As well as learning about Implenia and some of its projects, you will make contact with new colleagues from different parts of the company; so you will start your career at Implenia well prepared and well networked. You get the opportunity to say what you think at any time during these first months, and at the end of the probationary period you have a meeting to decide on the next steps in your career at Implenia.

Onboarding

Even before you join us, we will send you the information and documentation you need to start your work. If we can, we will tell you in advance about what your first projects and weeks at Implenia will look like. We create a tailored induction programme for you and appoint a named person to support you during the first weeks of your job and help you with technical and personal matters.

IMPLENIA INVESTS IN
MOTIVATED TEAMS AND
INSPIRING LEADERS.



NOW YOU'RE AT IMPLENIA, KEEP PROGRESSING!

We are keen to see you move forward in your career, which is why Implenía offers a wide range of training and development options.

Training and development programme

Our specialised courses in construction skills, technical skills and legal and IT skills form the backbone of our seminar programme. We also offer seminars to help develop your personal, social and leadership skills. And if you have individual needs that are not covered by the existing range of courses, we will work something extra out with you.

Continuous learning

Implenia wants to grow together with its employees. Our aim is to provide continuous, needs-based support and training. We do this in part through our eCampus platform, which offers professional and personal development training, including country-specific courses and interdisciplinary seminars. And all just a mouse click away.

Apprentices

Our apprentices are very important to us. At any time, around 200 of our employees are young people who are completing apprenticeships in either office or site-based professions. By training its own young talent, Implenía is not only investing in its future, but simultaneously performing an important skills-building task for society as a whole.

Trainee programme

University and technical college graduates with construction-related or business degrees can join us for a 12-month modular programme. They are put through various practical training sequences, which are tailored to their career objectives and open the doors to a specialist or management career at Implenía.

Professional career programme

Implenia has developed a specific career development programme for our construction workers, which highlights the possible career steps and associated training.

Conversations with employees

Your professional and personal development is close to our heart. We create the foundations for this through transparent assessment processes. We place great importance on the annual official meeting between

employees and their direct line managers. The meeting produces key points for your personal and professional development at all career levels.

Advance

Implenia wants to get more women into the company and into management positions. We announced this intention some time ago and have acted accordingly. Implenía is committed to wage equality, and was one of the first members of Advance, the leading industry association for equality of opportunity for women and men in Switzerland. Advance offers a network of over 100 Swiss-based companies that are working to increase the proportion of women in management positions.

Young Generation

Tomorrow belongs to the young. This applies particularly to Generation Y, the “digital natives” who are now entering the world of work. Well educated and adept with new technologies, they are sought-after on the labour market – and by us. With its Young Generation initiative, Implenía is taking the needs and ideas of Generation Y seriously and bringing them directly into the company and its management.

Working abroad with “Smiling Gecko”

Dedicated Implenía employees with practical construction experience can spend three instructive months helping to build a self-sufficient village in Cambodia. One of the things that the “Smiling Gecko” aid project does is build schools, enabling hundreds of children to have an education. As an Implenía employee you can help these children secure a better future.



NO CONTRADICTION
AT IMPLENIA: CLEAR
GUIDELINES AND LOTS
OF FLEXIBILITY.



DAY-TO-DAY WORK AT IMPLENIA: IN HARMONY WITH YOUR LIFE

Our employees can arrange their working hours to suit their needs – with clear agreements.

Working hours

Implenia's working time model is based on the principle of trust-based working time. Employees organise the start of their working day, their breaks and the end of their working day on their own responsibility and in line with current business. Implenia grants its employees a great deal of flexibility in the way they organise their working hours (taking into account legal requirements and Implenia's internal working time guidelines). All employees have a target working time of 42.5 hours per week. Of this, 1.5 hours per week are considered as catch-up time for nine additional non-working holidays/bridge days.

Holiday

We want you to be fully engaged in your work and fully operational. This is only possible if you take breaks and recharge your batteries regularly. So Implenia grants its employees between 25 and 33 days of holiday per year. We like to see you come back from your holiday well rested and motivated.

For office and site-based employees

- up to the age of 49 25 days
- from the age of 50 30 days

For managers and those in a senior leadership role

- up to the age of 49 28 days
- from the age of 50 33 days

Company holidays/bridge days

The company holidays/bridge days allow employees to extend their holidays by nine additional days. All employees have brought forward the working hours with their target working hours.

Paid absences

In many cases Implenia offers employees paid days off for personal events such as their wedding or the birth of a child. We also support employees' work-life balance by arranging temporary and permanent part-time working on an individual basis.

Maternity and paternity leave

Implenia grants mothers maternity leave of 16 weeks. Fathers get two weeks of fully paid paternity leave.

Mobile working and working from home

Implenia offers flexible mobile working and home working solutions where practicable. Our communications infrastructure enables conference calls and video conferencing from all our locations, from the road and from home. This cuts down on travelling and allows you, for example, to spend break times with your family. In most departments, Implenia works on a principle of trust, allowing you to divide up your working day as you see fit.

IT PAYS TO WORK AT IMPLENIA.

Implenia pays competitive, fair wages and provides additional rewards through bonus schemes.

Salary and 13-month wages

The annual salaries of office-based and construction site employees are divided into 13 equal monthly instalments. Those of managers and employees in senior leadership roles are paid in 12 equal monthly instalments.

Bonus

Our bonus scheme is an integral part of Implenia's overall compensation philosophy. It is based on the principle of performance-related pay and supports Implenia's financial and strategic objectives. The bonus is determined by the achievement of personal goals on the one hand, and financial benchmarks on the other. It rewards managers and employees in senior leadership roles who have contributed to Implenia's success; it also motivates them and gives them have a financial stake in the company's achievements.

Continued salary payment when unable to work

If an employee is unable to work because of an accident, illness, pregnancy or maternity, Implenia will continue to pay their full salary for a period determined by their years of service.

- 4 months to 1 year at Implenia: 1 month
- 2 to 3 years at Implenia: 2 months
- 4 to 6 years at Implenia: 3 months
- 7 to 9 years at Implenia: 4 months
- 10 to 14 years at Implenia: 5 months
- 15 or more years at Implenia: 6 months

After the end of the salary continuation period, 80% of insured salary will be paid for a maximum of 730 days in case of illness in accordance with the sickness benefit insurance policy. In the event of an accident, 80% the insured salary will be paid in accordance with the provisions of Accident Insurance Law or the insurance policy.

If they are doing Swiss military service, employees continue to receive their full salary for four weeks per calendar year. Swiss civil, Red Cross and fire brigade service are treated the same as military services. The same applies to Youth and Sports Leader courses, as well as voluntary military service, such as participation in a mountain specialist course.

**THE FINANCIAL SMALL
PRINT IN BLACK AND
WHITE.**





PENSIONS AND INSURANCE AT IMPLENIA: YOU CAN COUNT ON US!

Our employees' needs change as life changes. Implenia ensures you are provided for flexibly and for any event.

Pension fund

Implenia Vorsorge is Implenia's in-house pension fund. It offers its members a great deal of flexibility. You can choose between three contribution scales when you join (Standard, Light, Platinum), and can review this choice each year. The amount saved every year from the 1 January after your 25th birthday varies according to age group and contribution scale:

Age group	Employees			Implenia
	Standard	Light	Platinum	
25-34 Jahre	4,25%	2,75%	7,25%	7,75%
35-44 Jahre	5,75%	4,25%	8,75%	9,25%
45-54 Jahre	8,25%	6,75%	13,25%	11,75%
55-65 Jahre	9,75%	8,25%	14,75%	13,25%

of insured income (income minus coordination contribution). The risk premium for all employees is 2.5%, and for Implenia 2.9%.

On reaching pensionable age, insured employees have great flexibility with regard to pension savings – they can withdraw all the capital from the pension fund or convert it all into an annuity, or anything in between.

Accident and sickness benefit insurance

Your health and safety are our top priority. Implenia pays 100% of your accident and sickness benefit insurance. All employees are insured against accidents anywhere in the world from their first working day. An additional insurance covers the cost of a private hospital ward following an accident. Search, rescue and recovery costs are also covered. So if things go wrong, you are very well insured.

Travel insurance

Implenia employees (and people who live in the same household) have free travel insurance wherever they go and whether it's for Implenia or a private trip, and benefit from the following:

- Unlimited coverage of doctor's and hospital costs in a private ward in the event of illness/accident abroad
- Coverage of cancellation costs up to CHF 20,000 following illness or accident
- Compensation for lost, damaged or stolen luggage up to CHF 15,000
- Travel-related legal and personal liability insurance
- Medical assistance
- 24/7 support in the event of emergencies and crisis situations

ON THE MOVE WITH IMPLENIA: MOBILITY TO SUIT YOU

Implenia prioritises sustainable mobility – whether it’s the commute between home and office, the journey to a construction site, or a business trip.

Company car

The construction industry involves a lot of travel, because construction sites are rarely outside your front door. We try to make the time you spend travelling as pleasant as possible. Employees who need a company car as an integral part of their work (e.g. project managers and site managers), can get one if they drive at least 5,000 km per year for work. All other employees can get a company car if they drive at least 10,000 km per year for work. Company cars can also be used for private trips in return for a wage deduction of CHF 0.30/km.

Public transport season tickets

We will pay all or part of the cost of a network (“Generalabonnement”) or journey-specific season ticket (2nd class) for employees who travel a lot for work (at least 10,000 km a year) and prefer to take the train. If you don’t travel this much, but regularly use public transport for work purposes, Implenia may agree to pay for a half-price discount ticket (“Halbtaxabonnement”). You can then help protect the environment and get to your destination with less stress. And again, we also allow you to use the ticket for private purposes.

Travel management

Travel and hotels can be conveniently booked and paid for via our partner travel agencies Onesto and BCD Travel.

Mobile phone

We will make a business mobile phone available free of charge to employees who often work away from base and need to use the phone a lot. The mobile can also be used for private purposes within reason.

Bicycles and e-bikes

Sustainability, and therefore sustainable travel, play a big role at Implenia. In many locations, we offer employees the opportunity to borrow bicycles and e-bikes free of charge through our partner Urban Connect – for business and private use. Implenia also participates regularly in the “Bike to Work” campaign.



ALWAYS ON THE MOVE.
AT IMPLENIA, WE MAKE
SURE YOU GET WHERE
YOU NEED TO BE.

FIT AND HEALTHY: KEEP WELL!

Implenia promotes the physical and mental well-being of its employees in various ways.

Occupational health management

Our occupational health team actively looks after the health of our employees. They offer support in difficult situations – whether caused by illness or accident – with the aim of integrating people back into working life. Our health managers are bound by a duty of confidentiality and can also answer case-related questions about insurance.

Health platform

Our internal health platform keeps employees informed about prevention topics relating to physical and mental health. For example, Implenia offers its employees free and confidential psychological counselling from external partners, as well as an annual flu vaccination.





ALSO INCLUDED: THE BENEFITS WE ALL SHARE

We offer our employees the additional benefits that come with working for a large company.

Employee share scheme

Our success depends largely on our employees' commitment and hard work. The share purchase scheme for employees offers you an opportunity to acquire company shares and so participate directly in Implenía's performance. After you have worked at Implenía for a year, you can buy registered shares in Implenía Ltd. every year at reduced cost. Implenía generally grants a discount of 30% on the price of the shares.

Service anniversaries

It's worth staying loyal to Implenía. We show our gratitude for your hard work and commitment. After working here for 10 years, employees receive a long-service payment of CHF 1,000 every five years up to their 40th year of service.

Other discounts

Employees in Switzerland benefit from discounts at many outlets and service providers. Our Corporate Procurement

department has negotiated special rates with a number of well-known companies:

- Vehicles and fleet discount
- Office and household
- Insurance
- Heating and heating oil
- Building materials
- Food and drink

Employees recruit new employees

We know that good employees also know good people. So we welcome it and are grateful if you activate your contacts and networks to help find new colleagues. Through our referral program we reward the successful recruitment of new employees with a thank you payment of CHF 2,000.



AND LAST BUT NOT LEAST: IMPLENIA CONNECTS

The Implenia Community: we connect through work, but also communicate with each other, exchange views and form a community.

**TOGETHER WE ARE
STRONG. SO COME AND
JOIN US AT IMPLENIA!**

Implenia defines compliance

Our corporate values and culture govern our dealings with customers and business partners. The “Code of Conduct” is our rule book and guides our day-to-day activities. It goes without saying that we always comply with directly applicable regulations and laws, and never do anything that could be construed as unethical or immoral.

Internationality

We work successfully in the international arena, on transnational projects in the European market. Our employees have different geographical, cultural and linguistic backgrounds and bring these qualities to their work. We encourage this intercultural exchange because it enriches us all.

Keep up to date and contribute

Implenia is keen to encourage everyone at the company to communicate with each other. Our SharePoint platforms allow people to pass on specialist expertise and best practices across departments and disciplines. Internal corporate news and the latest developments are communicated transparently – over the intranet and through regular information from Group management. Our internal social network “Yammer” facilitates informal communication with colleagues. Staff magazine “Impact” is published twice a year in print and online.

Celebrations

Alongside our work, we also think it’s important to celebrate private events together – whether it’s a summer barbecue, a Christmas party or an action-packed works outing. Our divisions and units organise parties and celebrations that are greatly appreciated by our employees. Join in and get to know your colleagues from a different perspective!

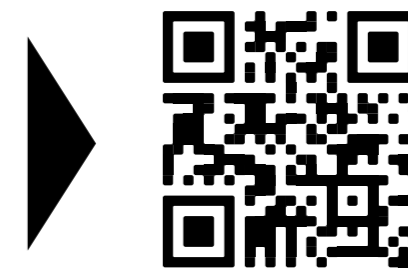


TO SUM UP: WE LOOK FORWARD TO MEETING YOU!

Bring your personality and your talent to us and we'll build tomorrow's world together!

You can find all our vacancies on our job portal.

Scan the code to find
Implenia's job portal:



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HUMAN RESOURCES**

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