



Roche Benefits & Services

Basel and Kaiseraugst



Where your voice is valued

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Welcome to Roche

in Switzerland

For almost 125 years, the Roche name has stood for scientific excellence, innovation and entrepreneurial spirit. We owe this success story to the commitment of our employees.

The work environment plays a major role when it comes to employee satisfaction. This is why for Roche as a top employer in Switzerland, our driving ambition is to make the workplace a comfortable space where staff feel respected and valued and can develop their full potential.

In addition to extensive training and development opportunities, we offer employees flexible working models, various options to promote a work-life balance including maternity and partner leave, and numerous additional services on site such as childcare facilities, medical services and cafeterias.

We want to continue to attract talented, dedicated colleagues who share our goals and will pursue them with passion and dedication.

This brochure provides an overview of the key benefits that Roche offers its employees to ensure their best efforts for the benefit of patients in an attractive work environment. Together, we strive to provide innovative solutions to improve patients' health and quality of life worldwide.

The Site Management Team in Basel and Kaiseraugst





Work-Life Integration



Roche helps employees to combine family and career. It offers flexible working models because a good work-life balance is the key to success. Child and elder care are central factors in helping employees cope with the challenges of family life. At its Basel and Kaiseraugst sites, Roche provides its employees with an extensive range of services and benefits, in both the professional and private spheres. Roche offers the support and flexibility they need if they are to focus fully on their work and develop innovative solutions.

FLEXIBLE WORKING

Flexibility is a part of life at Roche. Flexible working models give employees more mobility and freedom to decide where and when they work.

Under the Roche annual working time system, employees can tailor their daily working patterns so that they can react flexibly to the demands of their working and private lives. Employees also have the opportunity to work part-time, or make use of job-sharing models. Flexible working at Roche means flexibility not only in terms of hours, but also location, including off-site options.



FAMILY AND CAREER

Family is one of the cornerstones of Roche. Roche employees must therefore be able to rely on appropriate assistance plus a wide variety of facilities to enable them to find the ideal work-life balance.

Childcare

Childcare facilities at the Basel and Kaiser-augst sites are part of an attractive environment that aims to provide maximum support to employees in search of an ideal balance between family and career. For employees with a temporary contract of at least 1 year, this includes ample daycare places, child-care-related advisory and placement services and, under certain circumstances, an income-dependent financial support package for care costs.

Family support service

Roche supports employees with family members in need of care, providing free advisory services inside and outside the company. These offer support with psychological stress, help with the search for suitable residential places for family members, information on all aspects of care, and more besides. Roche employees are also entitled to family leave and unpaid care time to look after close relatives who are unwell or have been involved in an accident.

NATIONAL FUTURE DAY

Once a year Roche invites girls and boys between the age of 10 and 16 to spend the day at work with their parents and get an idea of what goes on at Roche.

Maternity and partnership leave

Female employees are entitled to 18 weeks of paid maternity leave – four weeks more than mandatory by law in Switzerland. The partner/second parent is entitled to a total of ten weeks of paid partnership leave, which may be taken at a stretch or in several shorter blocks during the year following the birth of the child/children.

Adoption

In the case of adoption, Roche employees are entitled to ten weeks of paid adoption leave. This applies to the adoption of children up to the age of six.

Reka money

Roche employees and apprentices are entitled to buy a certain number of Reka cheques at a 20% discount. Reka money is accepted by a variety of establishments in Switzerland, including restaurants, hotels, museums, mountain railways, cable cars and transportation companies.

Social allowances (from 1 January 2020)

Employees are entitled to child allowances until their child reaches the age of 16 or 18 (depending on the canton), which are paid with the monthly salary. Once a child reaches the cantonal age limit, employees receive an education allowance until the child completes his or her education or reaches the age of 25, whichever is reached sooner.

The amount paid for child and education allowances depends on the canton in which the company site is located. The allowances are currently:

Basel-Stadt, Basel-Landschaft and Aargau

Child allowance	CHF 220.– *
Education allowance	CHF 275.– *
Family allowance	CHF 130.– *

* Including a 10% Roche supplement

In addition, a family allowance of CHF 130 per month is paid for as long as employees are entitled to claim at least one child or education allowance.





LEISURE AND CULTURE

Roche has traditionally maintained close links with Basel's artistic and cultural scene. That's why supporting a variety of cultural projects is a natural part of our philosophy. Employees enjoy special conditions for a variety of interesting recreational activities and cultural events.

enjoy! – Roche arts and leisure pass

Roche's *enjoy!* arts and leisure pass offers Roche employees discounts on events and activities for the whole family. Provider organisations are located not just in Switzerland, but also in the border regions of France and Germany.

Museum Tinguely

Opened in 1996 as part of the Roche centenary celebrations, the Museum Tinguely has a permanent exhibition devoted to the life and work of Swiss artist Jean Tinguely. A gift from Roche to the city of Basel and the region, it is a mainstay of Basel's rich, diverse cultural life. Roche employees and their guests qualify for a 50% discount on the admission price and on tickets for guided tours taking place on the second and fourth Tuesday of each month.



ROCHE 'N' JAZZ

A "Roche 'n' Jazz" concert is held at the Museum Tinguely on the last Friday of every month in cooperation with Basel's "Bird's Eye" jazz club. The events provide music lovers with a chance to be entertained by well-known national and international jazz performers.

Roche Commissions

Roche Commissions fit seamlessly into Roche's long-term commitment to supporting modern art and culture. Roche regularly commissions works from outstanding contemporary composers, which are then premiered at the Lucerne Festival and at Carnegie Hall in New York. Roche employees benefit from a discount on admissions to concerts in Lucerne.

Exhibitions at Roche

Roche Basel holds occasional exhibitions of contemporary art and architecture. Admission to these events is free of charge for Roche employees.



SITE SERVICES

Roche employees have access to a wide range of services designed to help them to achieve an ideal work-life balance.

Legal advice

Employees can obtain initial legal advice for private affairs free of charge.

House purchase

The Pension Fund provides employees with funding for home ownership in Switzerland within the scope permitted by its investment guidelines.

Discounts

Roche arranges special terms for employees in a wide range of areas, from bicycle repairs to gym subscriptions or even buying a new car. In addition, the Roche Employees' Association maintains a comprehensive list of shops that grant Roche employees discounts on purchases.



Post office and ATMs

Several cash machines are available at both the Basel and Kaiseraugst sites. The Basel site also has a post office with a counter service where employees can hand in letters and parcels.

Dry-cleaning and shoe-repair services

There are paid dry-cleaning and shoe-repair services on the Basel site.

Concierge service

For a fee, the concierge service helps employees with personal services like shopping, moving house, cleaning and babysitting.

Relocation Services for people moving to Switzerland from abroad

A change of location for work is a big step, one for which Roche provides assistance and support for employees.



MOBILITY

The large number of employees at Basel and Kaiseraugst calls for an intelligent and sustainable mobility strategy that covers public transport, non-motorised transport and private cars. Parking spaces are available for cars under certain circumstances. Employees who are not entitled to a parking space or waive their entitlement are paid a mobility bonus. Employees who use a parking space provided by Roche pay a monthly fee.

By bicycle

Employees can borrow bicycles for short periods of time, for example to get to meetings at off-site offices or to go into town. What's more, we offer tyre inflation points, charging points for e-bikes and repair kits in Basel and Kaiseraugst.

Car sharing – Corporate Mobility Concept (CoMoCo)

The complete flexibility of a car without the expense that normally goes with owning one? Roche's Corporate Mobility Concept (CoMoCo) is aimed at employees who are entitled to a parking space under the company's Mobility Policy. As the vehicles concerned are small cars, the model is aimed especially at employees wishing to do without a second car, for example families needing a second car alongside the family car for their commute.

Ride sharing

Flexible travel, cutting costs together and still being sustainable. Roche's in-house ride sharing app helps our employees to organise everyday car sharing easily and with minimum effort and cost.



Your health is important to us



Roche offers employees a wide range of services to help them stay healthy. Among them are professional health advice, balanced, healthy meals in the staff restaurants, access to a swimming pool and discounts on external sports facilities.

HEALTH IN THE WORKPLACE

An employee in poor physical or mental health might not have a positive attitude to work. Roche offers its employees a wide range of support services.

Medical Services

Health promotion in the workplace covers a broad range of services, from travel medicine to advice on individual health problems, physical exercise, nutritional advice, health and vaccination campaigns, as well as preventive measures to optimise the working environment. Medical Services also serves as an independent medical examiner, offering confidential advice on personal problems with health consequences, work-related health problems, support with rehabilitation



and reintegration following illness and/or accident, assistance with questions of medical insurance and medical second opinions. Medical Services outpatient clinics are available to employees with acute health problems and in emergencies.



Employee Counselling

As a company, Roche has a social responsibility towards all its employees. The support offered by the Employee Counselling service provides employees with professional and confidential advice on personal, occupational, financial or health concerns and challenges, as well as challenges such as returning to the workplace after an accident or an extended period of illness.

AVR member support

To protect the interests of Roche employees, the Roche Employees' Association (AVR), as an independent point of contact, provides discreet support in the event of problems at the workplace.

Worldwide insurance for business travellers

Roche's Global Business Travel Accident (BTA) insurance is a comprehensive package of insurance cover and services offering protection to Roche employees, accompanying spouses and children.

FITNESS

Sports enthusiasts find what they are looking for at Roche.

Roche Sports Club

The Roche Sports Club offers a wide variety of sports, including badminton, volleyball and climbing to name a few. Anyone who is interested is welcome to take part, regardless of level. The Sports Club centres on the company's own sports complex.

Fit@Roche

The Fit@Roche fitness centre at the Basel and Kaiseraugst site offers Roche employees a fantastic opportunity to focus a little more on their own wellbeing again: fitness and medical training at a high level.

Swimming pool

The pool complex on the Basel site has a 25-metre sports pool: perfect for swimming courses, sports club activities and individual swimming.

Fitness club discounts

As well as its own fitness centre, Fit@Roche, Roche has also negotiated special conditions for employees at several other fitness clubs in and around Basel. Most of the discounts apply not only to employees, but also to their partners.



CATERING

It is important to Roche to help its employees eat a healthy and balanced diet.

Staff restaurants, cafeterias and takeaways

Tavero AG, the Roche catering service, offers a variety of dining options. It operates all the staff restaurants, cafeterias and other catering outlets on the sites, and it is also responsible for the “Chez Jeannot” restaurant in Basel’s Museum Tinguely. Varied, healthy food and drinks are available to employees and their family members at reduced prices in the staff restaurants in Basel and Kaiseraugst.

Free drinks at the workplace

Water, coffee and tea are available to employees free of charge in kitchenettes and break rooms.





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New professional and personal perspectives



Making the most of each employee's individual talents is a central tenet of our corporate philosophy. For us, working at Roche means experiencing a continuous learning process, whereby employees share our common passion and curiosity to learn new things, to consolidate and safeguard that learning, and to create sustainable knowledge transfer. Because of this, we offer employees a variety of development opportunities within the company.



NURTURING TALENT, CONTINUOUS LEARNING

We live and work in a dynamic environment, and the pace of change is continuously increasing. The new tasks, demands and technologies that we face in our careers mean that we have to continuously expand and renew our knowledge. With the increasing digitisation of the working world, many fields of work are changing in a fundamental way. However, this is also allowing us to work together on new and innovative solutions for patients.

Training

In the workplace and in modern learning environments, Roche offers opportunities for development and enhancement of professional, social and personal skills which will be important in the future. The portfolio ranges from IT and language training to scientific and technical subjects, management and cooperation. The new Roche Learning Center is a platform for exciting events, inspiring workshops and innovative training opportunities.



Employee and leadership development

Employees have scope to work in partnership with their line managers to proactively structure their development. This is because professional skills and experience are just as pivotal to a person's career as mindset and behaviour. Roche supports this through professional advice, e.g. at its own Roche Career Center and through a range of programmes and development offerings for employees, managers and teams. Workshops and training courses geared to individual needs can be provided if necessary. In addition, Roche oversees change processes in its own organisation.

Encouraging young talent

As a research-oriented company, Roche has been supporting the Swiss youth science foundation „Schweizer Jugend forscht (SJf)“ for over 50 years. Moreover, our company is a founding partner of the International Swiss Talent Forum established in 2009 – the „SJf“ think tank at which 70 young people from all over the world meet once a year to discuss and seek solutions to current global challenges. The „EXPERIO Roche“ school laboratory in Kaiseraugst is also part of this tradition, giving around 2,500 interested schoolchildren and teachers a year the opportunity to gain practical insights into the world of the pharmaceutical industry.

Vocational training

Every year, around 100 young people complete their basic vocational training at the Basel and Kaiseraugst site, gaining a Federal Vocational Education and Training Diploma (EFZ). With their practical training, these young professionals offer significant added value to the business and are supported in their professional and personal development by opportunities to gain additional qualifications (e.g. assignments abroad or courses of study alongside their jobs).

From internship to career launch

Through university internships and thesis work, we offer aspiring young academics the opportunity to apply their theoretical knowledge directly in challenging projects. In doing so, we emphasise that an internship offers a unique learning experience and at the same time a first, and important, step in the direction of a career in the industry. Every year, over 500 students from all over the world avail themselves of this opportunity. Keeping in touch, offering opportunities at all levels, identifying talent early on and thus attracting it to us for the long term is our motivation for this. That's why we offer university graduates a variety of entry programmes and positions in all areas of our company. Furthermore, both PhD positions and Postdoc/Fellowship programmes form part of a long-term understanding of support for future employees – GenerationNext!



Examples from our wide range of training and development opportunities

- Individual assessment and development advice
- New perspectives/job rotation programmes
- Extensive range of training courses
- Local and global management development programmes
- IT training
- Vocational training and subsequent programmes for professional and personal development
- Internships, thesis projects
- PhD positions and Postdoc/Fellowship programmes
- Entry-level positions, trainee positions
- LinkedIn Learning
- Wellbeing Week to promote health & wellbeing



Ideal conditions



By offering its employees attractive terms of employment, Roche enables them to develop their own individual gifts and skills to the fullest. The Group-wide remuneration policies are based on motivation, profit-sharing, fairness, transparency and a balanced relationship between base salary and performance-based pay.

TERMS OF EMPLOYMENT

Conditions that benefit employees and the company alike.

Base salary

The annual salaries agreed by Roche with its employees are paid out in twelve monthly instalments that are transferred directly in Swiss francs to bank or post office accounts in Switzerland or adjoining countries.

Work schedule

On the basis of an eight-hour working day and a five-day working week, the total annual planned working time for a full-time employee, averaged over several years, is 1982 hours (pro-rated for part-time employees and those joining or leaving during the calendar year).

Holiday entitlement

23 days
for employees aged between 20 and 45

up to

30 days
for employees aged between 46 and 60

Additional non-working days

In addition to statutory bank holidays, Roche also grants employees five non-working days (or ten half-days) a year. These additional days are mainly used to bridge gaps between statutory bank holidays and weekends.

Probationary and notice periods

There is no probationary period at Roche. The termination notice period is one month during the first year of employment. After the first year, the notice period is three months until age 45, after which it is six months.

TOTAL REWARD STATEMENT

The Base Salary is one component of the Total Reward which Roche offers to its employees. Roche employees have access to an individualized Total Reward Statement which shows the full range of Benefits offered.



Pension schemes and insurance for a carefree future



Roche offers employees above-average benefits to build a solid retirement plan and a comprehensive insurance package.

PENSION SCHEMES AND INSURANCE

Thinking and acting ahead provides not only professional but also private security.

Pension Fund/Supplementary Pension Scheme

In combination with the state old age, survivors' and invalidity insurance (AHV/IV), the Pension Fund of F. Hoffmann-La Roche Ltd lays the foundations for future retirement benefits and insures employees and their families against the economic consequences of lost earnings due to old age, disability and death. Insured income for the Pension Fund is equal to total income, up to no more than four times the maximum AHV retirement pension. Any income in excess of this amount is covered by the Supplementary Pension Scheme of F. Hoffmann-La Roche Ltd. More details of occupational pensions in Switzerland can be found in the Pension Fund brochure.



Welfare Foundation

Roche Risk Guarantee (RRG)

With its RRG benefit plan, the employer-funded F. Hoffmann-La Roche Ltd Welfare Foundation covers treatment costs for severe illness where these costs are not or only partly covered by existing insurance arrangements.

Roche Term Life Insurance (RRL)

The employer-funded F. Hoffmann-La Roche Ltd Welfare Foundation includes the RRL benefit plan, which covers capital payments in the event of death resulting from accident or illness for all employees.

Old age, survivors' and disability insurance (AHV/IV) and unemployment insurance (ALV)

In Switzerland, employees are legally obliged to pay contributions to old age, survivors' and disability insurance as well as unemployment insurance based on their entire income. Roche matches the employees' contribution.

Accident insurance

Occupational accident insurance is mandatory for all employees in Switzerland. Premiums are paid by the employer. Accident insurance also includes worldwide cover for non-occupational accidents.

Medical expenses insurance in the event of an accident

In order to provide employees with the best possible support in the event of an accident, Roche has concluded additional medical expenses insurance which automatically covers all employees. This valuable addition to the existing mandatory accident insurance ensures that employees receive private hospital treatment in the event of an accident.

General information on insurance not subsidised by Roche

Voluntary death and/or disability insurance

Thanks to a collective agreement, Roche employees can choose to enhance their insurance coverage. In this case, the costs are borne by the insured individual.

Roche collective treatment cost insurance

Employee health is very important to Roche. Under a partnership with the SWICA health-care organisation, Roche's health-related offering is supplemented by extensive expertise, innovative insurance solutions and outstanding services. Employees and their families can benefit from the attractive terms of the Roche collective treatment cost insurance.

WHAT YOU NEED TO KNOW ABOUT SWISS HEALTH INSURANCE:

Health insurance is compulsory in Switzerland. Employees are required to choose their own health insurance. It covers basic outpatient and inpatient medical care for illness, accident or childbirth. Everyone who resides in Switzerland is subject to compulsory insurance. This includes non-Swiss nationals with a residence permit valid for three months or longer. Cross-border commuters resident in Germany, Austria, Italy or France have the right to choose whether to purchase health insurance in Switzerland or in their home country. This right also applies to non-employed family members. These individuals must decide in which country they will take out health insurance within three months from the validity date of their cross-border commuter permit.





RECOGNITION

Committed employees are a central component of a successful company. The “Applause” programme was created to recognise and encourage this commitment.



APPLAUSE

Applause is a global Roche online platform which encourages employees to express their recognition of their colleagues’ good work. Applause enables employees to send colleagues personalised greeting cards (e-cards) or to nominate them for a financial reward in the form of Applause points.

These points can be redeemed for products or vouchers from a catalogue.

Financial incentives and share ownership



Roche offers attractive remuneration and profit-sharing models that reflect the performance of both employees and the organisation. Roche’s goal is to motivate its employees on as many levels as possible. This also includes monetary incentives.

Performance Management

The purpose of Performance Management is to adjust the focus, commitment and attitudes of individuals, teams and functions so that Roche’s goals can be achieved and its success assured. The rewards which employees receive under the Roche Annual Bonus are based on their Performance Management appraisal.



Roche Annual Bonus

The Roche Annual Bonus rewards employees who have contributed to the company’s business development in the past year by giving them a share in its profits. Starting from a target bonus which is linked to the employee’s function class, the final bonus amount depends on the performance of the individual, the global function or affiliate and the Roche Group as a whole. All permanent employees with individual employment contracts are eligible unless they are enrolled in a different bonus system.

Roche Connect

Roche Connect enables employees to invest in the future and share financially in Roche’s success. Employees can acquire Roche non-voting equity securities at a reduced price.

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This brochure provides only an overview of existing benefits. It is not part of a contract of employment, which takes precedence in all cases. Roche has the right to define changes or divergent agreements within the framework of the contract of employment. Detailed documentation is prepared as a supplement to the contract of employment.

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