

ADVANCED

FLEX



Advanced Medical Solutions Group plc



TABLE OF CONTENTS

Introduction.....	3
1. Where We Work.....	5
2. When We Work.....	6
3. How We Work.....	7
4. Health and Well Being Support.....	8

INTRODUCTION

Our Vision is to create a world where the outcome of every patient can benefit from our products and a company where every employee feels invested and valued. We embed our vision via our Cultural Values.

Our Cultural Values:



Care

Respects colleagues, encourages and values all contributions
Focuses on the bigger picture
Open minded and takes appropriate action



Fair

Takes **accountability** and **responsibility**
Transparent and open in our communication and actions
Acts as a **team player** to deliver outcomes



Dare

Demonstrates **determination & persistence**
Uses **critical thinking and creativity** to find solutions
Finds value added improvements

And our strategic pillar of “being a great place for our employees to work”.

We recognize to deliver in this area, employees need to understand our policies and procedures relating to flexibility for them as employees and hence we have developed Advanced Flex which helps to outline what support we have available in four key areas:

- Where we work?
- When we work?
- How we work?
- What health and wellbeing support we have available?

Because we employ individuals in numerous different countries with different governing laws and also individuals in many diverse functions, Advanced Flex is intended to be an overview of policies and procedures available across the group and will need to be reviewed in more detail against local policies within each geography. The HR team will be able to assist with any questions.

A summary of how this all comes together for our employees is below



Where we work

Flexibility to work in the office or remotely to suit different jobs:

- Site based
- Hybrid roles
- Mobile Workers
- Home Workers
- Hot Desks



When we work

Flexibility aligned to our job role.

Examples could include:

- Flexible Working Hours
- Flexible Working Policy
- Career Break Policy
- Authorised Absence
- Family Friendly Policies



How we work

Flexibility to optimise the ways we work:

- Embedding Care, Fair, Dare
- Working with Diverse Teams
- Environmentally Friendly Collaboration
- Meaningful Face to Face Collaboration
- Maintaining and Improving Performance
- Employee Engagement

Health and Well Being Support

- Employee Assistance Helpline
- Mental Health First Aiders
- Social and Charity Committee
- Employee Communications Groups / Works Councils
- Altogether AMS
- ESG Committee

1. WHERE WE WORK

As far as possible we want to provide flexibility to employees in where they work, whilst ensuring we can meet the high-quality standards our customers and patients who use our products. Expect flexibility to work in the office or remotely to suit different job roles and individual preferences will need to discuss this with their line manager. However as a guiding principle in our business we will have individuals who are classed as:

- Site Based - these are roles which are required onsite so that we produce high quality products and meet customer requirements.
- Hybrid Roles - these are roles where can allow flexibility for individuals to flex between home working and being onsite and generally require at least 2 days per week onsite to maintain some level of connection to stakeholders and / or products we are producing.
- Mobile Workers – these are individuals who tend to have home as their base location but are required to spend time outside the home in the fulfilment of their job function. Sales and Marketing being examples.
- Home-based workers – these are individuals who do 100% of their role from home and would only be expected to occasionally travel to meet a business need. Due to the regulated nature of our business, we have limited home-based workers.

Specifically for Hybrid roles, Mobile workers, and Home-based workers, we ask that these individuals nominate one flexible location which is their primary location outside the office to work from – this location is normally the persons home.

We understand there will be times when individuals wish to work from locations other than their nominated flexible location and in instances where they wish to do this, we ask that they speak to their line manager.

On occasions individuals may wish to work from another country for short periods and whilst we are open to looking at this to assist individuals, it is not a standard policy and does require HR input to ensure we are not creating tax burdens for the individual or the company or creating any right to work legal issues. As a general principle we will be considerate to requests where individuals have a personal need to be in another country (as an example a sick family member).

2. WHEN WE WORK

The Company has a number of policies in each country which support individuals. Not all policies will be applicable to every role within the business dependent on business need, but as far as possible individuals should have flexibility to manage work and live in different ways using a combination of these policies:

- **Flexible Working Hours** - The flexible working hours scheme is designed to allow employees a degree of flexibility in their working hours within the parameters set out in this policy. The aim of the policy is to enable employees to balance work and home life more effectively whilst meeting the needs of the business.
- **Flexible Working Policy** - This flexible working policy gives eligible employees an opportunity to request a change to their working pattern. Any requests need to be manageable within the business context but can support employees in having the flexibility they require outside work.
- **Career Break Policy** - AMS recognize that employees may need to take extended periods away from work for a variety of personal reasons during the course of their employment. The Career Break Policy is there to support employees in doing this, whether it's time away to do something new, look after a loved one or just to take time out.
- **Authorised Absence Policy** – Whilst the policies maybe slightly different in each country, the general principle of authorised time away from work is to deal with family emergencies. In addition we have a range of policies to support childcare, civil duties and time away from work due to family commitments.

3. HOW WE WORK

AMS wants to support employees in being part of collaborative teams across different functions. To support this we offer:

- **Care, Fair, Dare** – we live our cultural values on a daily basis and strive to develop products that benefit patients.
- **An opportunity to work with diverse teams** - our unique blend of nationalities gives us a great opportunity to work with diverse teams with different cultures and different experiences.
- **Technology to support environmentally friendly collaboration** - we encourage use of Microsoft teams for collaboration within the business, to avoid employees traveling when it is not necessary and reducing our environmental impact from travel.
- **Maintaining and Improving Performance** - we use our Strengths Based Performance Review Process to support providing positive feedback about employees strengths and looking for ways to develop individuals further.
- **Providing Opportunities for Meaningful Face to Face Collaboration** – we encourage annual team meetings, site social get togethers and team building activities to strengthen bonds within our teams.
- **Employee Engagement** – We conduct an annual employee engagement survey, so we can hear employees views. In addition to this, we have various engagement forums across the business which include: Works Councils, Environmental, Social and Governance Committees, Diversity Committee, Employee Communication Committee, Social and Charity Committee, CEO roundtables and Ask the SMT. We are always open to new ways to engage with employees, so if you can think of something we don't have, let us know.

4. WHAT HEALTH AND WELL BEING SUPPORT DO WE HAVE?

AMS provides a range of support for Employees Health and Well Being and we are always open to new ideas.

- **Employee Assistance Helpline (EAP)** - The Global EAP is a confidential support service that can help you and your dependents solve a wide range of problems and challenges in your lives, at no cost to you. In our increasingly fast-paced world, you may find it challenging to take care of yourself while balancing responsibilities at work with obligations at home. The EAP offers timely, qualified assistance and support to help manage all of life's complexities. The EAP Care Access Centre can be contacted 24 hours per day, 7 days per week so that you can access support when you want it.
- **Mental Health First Aiders** – Each location has mental health first aiders who can help to signpost individuals to sources of support in their local country.
- **Social and Charity Committee** – Each location has a committee who take ideas and support employees feeling part our organisation and culture. These groups arrange activities people are interested in and seek to include as many people as possible.
- **Employee Communications Groups / Works Councils** – These groups take suggestions from employees in order to ensure our workplaces continue to operate in line with our care, fair, dare values.
- **Altogether AMS** – The Equality, Diversity and Inclusion (EDI) Sub-Committee reports in to the Company's Environmental, Social & Governance (ESG) Steering Committee and its purpose is to help develop and support the Company's ESG action plan. The sub-committee will provide support, advice, assurance and governance to demonstrate that the Company is committed equality, diversity and inclusion. Our values will be central to our success as we strive to make them visible in all we do and create a culture which improves our image and representation of the Company.
- **ESG Committee** – Provides an opportunity for employees to influence important decisions in areas such as environmental issues, energy and waste management, health and safety, corporate social responsibility, sustainability, new product development / innovation, philanthropy, community, reputation, diversity, equity and inclusion, and corporate governance (collectively, "ESG Matters").