

Employee Growth & Well-being Policy

Sustain Labs Paris fosters a dynamic and inclusive work environment that prioritizes professional growth, employee well-being, and a culture of continuous feedback. The organization ensures fair career progression and supports all team members by the organization adapting to employee needs. The organization nurtures talent and encourages long-term commitment to carry forward a stable and happy work environment. Sustain Labs Paris considers nurturing and supporting team members as a key responsibility.

- 1. <u>Promotion eligibility</u>: Employees become eligible for promotions after completing two years of engagement with Sustain Labs Paris. Promotion decisions will be based on 360-degree feedback on performance, contributions, and business needs.
- 2. <u>Late working hours & compensatory leave</u>: Employees who work beyond 11 hours in a day will be granted a fully compensated day off on the following working day.
- 3. <u>Quarterly feedback week</u>: A Feedback Week will be conducted every quarter to facilitate one-on-one open communication, performance discussions, and transparency amongst the team members.

4. Parental leave policy

- Maternity Leave: 3 months of fully paid leave, followed by a 1-year part-time remote work arrangement.
- Paternity Leave: 1 month of fully paid leave, followed by a 3-month part-time remote work arrangement.

5. Child at work policy

All employees are eligible to bring their children with a caretaker to work.