



How We Work Together Policy

March 2025

Purpose and scope

This is a mandatory policy that describes how we work together at Philips, ensuring how we work together is in alignment with the organisation's strategic objectives, enabling us to play to win and strengthen our culture of impact with care. It describes the working norm for employees in office roles. The policy aims to ensure that all employees understand the company philosophy, and the corresponding expectations for adherence.

This How We Work Together Policy applies to workers employed by Philips (through a permanent or temporary contract, employed 'at will', or through an employment scheme/WGP).

We are 'Better together' – Building stronger, more connected teams

Every day that we come to work, we get to help deliver better care for more people. That's the impact we make in the world. Given that our work matters to so many, we want to be at our best, living our culture and prioritizing impact with care for patients, people and the planet – with patient safety, quality and integrity at the heart of all we do.

Strengthening how we work together

How we work together every day is what powers our innovations and ideas, and makes things happen. It's the power of all of us working effectively together that will deliver an even greater impact for the patients, customers and consumers we serve. That's why we want all of us across the company to be together, in person, for at least three days a week or more, depending on your role and your location.

As an innovation company, Philips is better and stronger when we're together. When we're together, there's a spark – a connection. We leverage our diversity and inclusiveness, building on the best of all we have to offer. Face-to-face collaboration sparks creativity and problem-solving, speeds up decision-making and helps build deeper relationships and trust. This helps us build community and leads to a more caring workplace that is globally connected, and locally together.

That's why we want all of us across the company to be together, in person, for at least three days a week or more (depending on your role and your location). This also applies to our employees that work part-time: if your weekly hours equal to three days or more, you are in the office for at least 3 days per week. If your weekly hours equal two days, you are in the office for two days per week. If your weekly hours equal one day, you are in the office for that one day a week.

Compliance to this policy, and adhering to a minimum of 3 or more days a week in office (depending on your role and location) is mandatory. Failure to comply will result in performance discussions and disciplinary actions, aligned with organizational guidelines and local legislation, as maintaining in-office collaboration is critical to the company's success.

There are 3 main work categories at Philips

At Philips, we look at job roles and the nature of work in three main categories (office, field, and on-site). These categories reflect how we work together, and they relate to the nature of the work we do. We have classified roles within this structure to better reflect how we work together today. In the appendix, further information can be found on the location categories per job families.

All new job requisitions and replacements will be categorized according to the categories listed above

When a requisition for an office-based role is opened, it should be critically considered where the position should be placed. Tie it to the relevant office location where the gravity of the work gets done and where the role can be co-located with teams to build and strengthen communities.

All applicants (and currently home-based employees) applying for a new office role internally are expected to be in the office that is linked to the position

More specifically, what this means is to be in the office at least 3 days per week or more, depending on the location. For applicants who currently have a 'home-based' work location, this means that once they accept the new role, their job location will change to an 'office' role, and no longer be 'home-based'.

Monitoring and Continuous improvement

This policy is reviewed annually to ensure it aligns with evolving business needs and industry best practices.

People Partners can provide further clarifications and insights for any local policies or requirements that might supersede the global policy outlined above.

Appendix

The documents included in the appendix support this enterprise-wide policy through more specific policies, standards guidelines, or procedures which are maintained by the enabling function(s) provided that such derivatives remain substantively aligned with and do not exceed the parameters established by this enterprise-wide policy.

This document provides additional details regarding the job family classifications and frequently asked questions.

Job Family Classification

At Philips, we have a global framework to classify roles into three main categories based on job families. These categories reflect how we work together, and they relate to the nature of the work done:

- **Office (formerly called hybrid roles):** Roles where work is most effectively done in the office. This also allows for some work to be completed remotely. Office employees are assigned to a Philips location.
- **Onsite:** Roles where work cannot effectively be done offsite. Employees are required to be onsite full-time at the company's facilities or specific worksite (e.g., *manufacturing, warehouse, labs etc.*).
- **Field (formerly called remote roles):** Roles where work is more effectively done at customer locations. Employees work primarily at customer sites.

All Philips Job Family Groups are considered **Office**, unless specified as Onsite or Field. Specific job location classification is included in the appendix available on the People Portal and is visible at employee level in Workday.



Policy Owner: Chief People Officer
Approved by the Board of Management

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