# Flexible working hours, working from home and caring for family members

At HARTMANN, reconciling work and family life is not restricted simply to childcare. Family responsibilities can also be an issue where colleagues wish or need to be there for parents or other relatives in need of care. Flexible working hours at HARTMANN and the option of working from home enable employees to successfully combine job and family life in these situations, too.

Daniela Glass, Regional Coordinator Region 2, is very happy to benefit from her teleworking arrangements. "Due to insufficient care facilities where I live, working from home enables me to complete project-related tasks at home and continue to use the complete HARTMANN infrastructure."

Reiner Schmidt, Senior Specialist Group Manufacturing Management, says:

"The flexible working hours at HARTMANN enabled me to ideally balance job and care-giving responsibilities in a family emergency situation."

## Meals from the certified organic canteen

HARTMANN staff have the option of taking home meals from the company canteen for their children, relatives in need of care and other family members. HARTMANN constantly ensures a highly varied selection of fresh dishes.

Monika Faber, Senior Manager Investor Relations: "For me being able to take home food from our canteen is another piece of the puzzle that helps me master juggling career and family life. Feeding my children a certified organic lunch and the chance to eat together at home is a real service."

Furthermore, staff have the option of bringing their children to the canteen for lunch. HARTMANN provides highchairs for this purpose.

Achim Vogel, Director Business Services, likes to use the opportunity to eat lunch together with his sons in the canteen.

"Ten years ago I couldn't even have imagined eating lunch in the canteen with my sons. Now it is a real highlight for me." "HARTMANN attaches great importance to the families of its employees. Indeed, for most of them an intact and wellstructured family environment is an essential precondition for being able to perform their professional duties in a focused and engaged manner.

Through implementing innovative and creative best-practices solutions, we at HARTMANN provide the best possible conditions to enable employees to balance and fulfil their work and family life responsibilities."

Gabriele Müller, Vice President Human Resources Management















"Work and family life – Added value for all."

Dear Colleagues,

Many of us are often caught between the conflicting demands of working life and the desire to personally take care of our family. A favourable balance between the two key aspects of an active life, professional development on the one hand and a fulfilled family life on the other, is extremely important. After all, a sense of personal satisfaction and having a life in balance is of fundamental importance to enable every individual to both successfully engage and excel in their professional responsibilities.

As such, we at HARTMANN support our staff members in better reconciling work and family life through offering a significant range of numerous care and support options.

Best regards,

Stephan Schulz

Chief Financial Officer and Director for
Labor Relations of PAUL HARTMANN AG

#### Childcare

In order to enable parents to return to work earlier and more easily, HARTMANN offers its employees places in the "Kinderwelt" childcare facility at Silcherschule in Heidenheim. Children aged one to ten years old are cared for by trained specialists in the crèche, the full-time kindergarten or the day-care centre.

Silvia Zeller, Customer Adviser Internal Sales: "The full-day care offered in the crèche enables me to return

to work full time. At the same time, I have the assurance that during this time my daughter is being professionally cared for by qualified staff."

Kati Bensch, Lead Buyer Group Purchasing Management: "What I like about the day-care centre is the fact that children are encouraged to experiment and learn through age-relevant activities."

### Summer holiday childcare

Every year the town of Heidenheim organises summer holiday childcare for children aged three to twelve years over a four week period in the Brenzpark.

Here too, HARTMANN reserves a number of places for the children of employees. Numerous activities are offered in line with a different special theme each year (e.g. "Germany – the place we live").

Supervised and cared for by competent staff, the children are guaranteed to have exciting, fun-filled holidays. Parents can continue to tackle their work without interruption, knowing that their children are well cared for.

Thomas Nettels, Team Leader Business Services: "After the positive experiences last year I take advantage of the summer holiday childcare for my youngest child again this year. They are lovingly cared for there."

#### Parent/child office

When childcare falls through at short notice, our staff members have the option of bringing their children to work and working in the parent/child office. This ensures that for this day neither job nor family suffers from the situation.

The colourful office has a computer workstation, a play corner, a changing table for babies and toddlers and a desk for schoolchildren that can – amongst other things – be used for doing homework.

Moreover, parents can use the parent/child parking space conveniently situated close to the office.

Erika Fink, Specialist Investor Relations:

"The parent/child office allows me to come in at short notice when I need to be here. I am so much more flexible than before. The office and equipment are perfect for both me and my children's needs."















