

Personal Leave Policy STATEMENT

December 2023

JCDecaux

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Document Owner:

Sustainability Team: Lénaïc Pineau - Group Chief Sustainability Officer.

Document Reviewers:

Members of the International HR working group: Emma Davis - Head of Talent in JCDecaux Australia, Carly Stanley - Chief People Officer in JCDecaux UK, Dawn Delle Bovi - Chief People Officer in JCDecaux USA, Ralph Herberg - Head of recruiting & Employer Branding in Wall in Germany, David Garcia Moran - HR Talent Acquisition Manager in JCDecaux Spain, Alice Spolaore - Recruiting & Development Manager in IGPDecaux in Italy, Rossana Bosi - Sustainability Delegate in IGPDecaux in Italy, Thierry Raulin - France HR & International HR Projects Director, Victoire Pellegrin - France HR Development Director and Valérie Pigalle - International Mobility & HR Projects Director.

Members of the Legal Department: Bertrand Allain - Legal Director and Jean-Baptiste Dupouy - Compliance Director.

Document Approvers:

Members of the Executive Board: Jean-Charles Decaux, Jean-François Decaux, David Bourg, Emmanuel Bastide and Daniel Hofer.

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Context and scope of application

Context

The Personal Leave Policy is part of the JCDecaux Group Social Policy. This Policy has been developed considering employees' expectations and the requirements of the Corporate Sustainability Reporting Directive (CSRD). The aim of this Policy is to provide an even foundation of leave practices across the Group.

Scope

The Personal Leave Policy of JCDecaux applies to the **benefit of all employees of JCDecaux SE and controlled by the Group**. The associates, companies under significant influence and accounted for using the equity method under IFRS, are excluded. For the joint controlled entities accounted for using the equity method under IFRS, the implementation of the Policy should be subject to the validation of the country managing director, the regional managing director (if any) and the member of the Executive Board in charge of the area, in accordance with the Joint-Venture company.

By all employees, it is meant employees in **permanent contracts, fixed-term contracts, and work-study contracts**. Freelancers, contractors, and consultants are currently not included in the scope, this will be reviewed in 2026.

If local regulation imposes rules and practices more favourable to employees than those contained in this Policy, this local regulation will, of course, be the one which is implemented and which governs the behaviour of the JCDecaux entity in the relevant jurisdiction.

If a local practice already implemented or in course of implementation in the Business Unit goes way beyond this basic set of benefits, the Business Unit shall pursue the implementation of its best practices. This Policy should not be restrictive for entities which have already favourable personal leave practices.

If a suggested practice is perceived as an issue due to local culture/mindset, local organisation or constraints or is not permissible due to a local law or regulation, the local entity shall inform the Sustainability Department to deploy the commitment in a manner which is locally compatible and permissible.

Modalities

The number of days and weeks provided should be counted in business days. This means that a week is considered of 5 business days for contracts with 5 working days or 6 business days for contracts with 6 working days.

Personal leave will be granted only if supported by documented justifications.



Contents of the Policy

1. The arrival of a child (natural birth and adoption)

All JCDecaux employees shall benefit for the arrival of a child:

- **14 weeks fully paid** for the **primary parent** (being defined as the parent with the principal role of caring for the child).
- **3 weeks fully paid** for the **secondary parent** (being defined as the other parent which is not defined as the primary parent).

Conditions:

- A document justifying the birth or adoption of a child shall be provided by the employee to justify this leave, e.g., pregnancy or adoption certificate, birth certificate.
- The 14 weeks for the primary parent are fully paid and are calculated according to the number of days worked in the week (5 or 6 depending on the employment contract).
- In case of natural birth, the number of weeks before and after birth shall be defined locally.
- The 3 weeks for the secondary parent are fully paid and should be taken in the 12 months following the birth of the child.
- The Group recommends a notice period of 2 months before the leave to be able to better anticipate the absence of the employee.

2. Bereavement

In the event of a death in the family, all JCDecaux employees are entitled to:

- **5 days fully paid** for the death of a child or a spouse/partner.
- **3 days fully paid** for the death of a parent.
- **1 day fully paid** for the death of a grandparent or a sibling.

Conditions:

- A document justifying of the death of the family member shall be provided by the employee to justify this leave, e.g., death certificate.
- Leave days must be taken when the event occurs.

3. Sickness

In the event of the sickness of their child under 12 years old, JCDecaux employees are entitled to: **3 days fully paid** per year (12 months).

Conditions:

- Leave can be accepted if, and only if, the employee provides a doctor's note requiring the presence of a parent or in the event of hospitalisation.
- Leave days must be taken when the event occurs.
- The frequency is yearly, and days are not cumulative.

4. Celebration leave

In the event of the employee's wedding or a civil partnership, JCDecaux provides: **3 days fully paid**.

Conditions:

- A document justifying the wedding, or the civil partnership shall be provided by the employee to justify this leave, e.g., wedding certificate, civil partnership certificate.
- Leave days must be taken when event occurs and only once a year.





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Deployment and performance monitoring

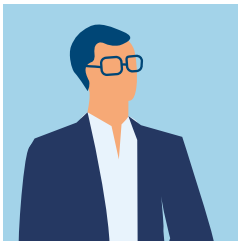
The level of maturity of JCDecaux entities has been considered and the deployment of this Personal Leave Policy will be progressive. By 2025, all Business Units shall establish a local personal leave policy containing at minimum Group's personal leave requirements.

The performance monitoring of this Policy is ensured by the International Charter of Fundamental Social Values bi-annual survey and the company's reporting. Depending on the indicators, the reporting is monitored on a yearly or quarterly basis. Each Business Unit is responsible for the performance management locally. A supervision is made at Corporate level to ensure the reliability and the compliance of reported data. Some of the tracked key indicators are reported internally and externally. As part of the Declaration of Extra-Financial Performance (DEFP) and the Corporate Sustainability Reporting Directive (CSRD), these indicators are audited on a yearly basis by the Internal Audit team as well as an Independent Third Party.

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Enforcement and governance

The governance of this Policy is the same as the governance established for the JCDecaux Group Social Policy.



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