



TELENET GROUP VOLUNTEERING POLICY (DEC 2025)

PURPOSE

At Telenet group, we want to help everyone stay one step ahead in the digital age, connecting people and creating experiences for a better quality of life. Our employee volunteering program empowers our employees to give back and make a positive impact in the communities we work and live in, while building connections that grow our consciously inclusive culture.

This policy provides employees with an annual amount of 16 hours of paid volunteering time. They can use this to engage in the community as volunteers for a charitable non-profit organization. The purpose of this policy is to cover the rights of the employees eligible for employee volunteering time and is intended to provide information regarding the volunteering opportunities, conditions and other arrangements.

Telenet group reserves the right to amend, suspend, or withdraw this policy at any time.

This policy is part of the Telenet group set of policies and procedures.

SCOPE

This policy is applicable to all employees of Telenet group.

Telenet group may below be referred to as the “**company**”.

An “**employee**” is defined to include anyone being employed with the company. For avoidance of doubt, it does not include agency workers, consultants or self-employed contractors of the company.

THE POLICY

Employee volunteering time

Telenet group provides paid employee volunteering time to employees, subject to people manager approval. Volunteering time is designed to provide employees with the opportunity to engage in the community as a volunteer during normal working hours. This time can only be used to support a charitable organization whose cause is of importance to the company and/or the employee.

All employees are eligible to utilize up to 16 hours of employee volunteering time per calendar year. Employees can use their 16 hours of volunteering time in blocks of at least 60 minutes. Unused hours will lapse and will not carry over into the following calendar year. There is no monetary value of unused volunteering time.

Use and reporting of employee volunteering time

Employees should notify their people manager as early as possible and ideally at least 2 weeks in advance of using employee volunteering time.

As each employee is required to report all absences in accordance with local employment policies, they are required to report employee volunteering time as well. All employee volunteering absences must be reported in DOTS. This is also vital to ensure accurate sustainability reporting.

Reporting after use of volunteering time

Within 15 business days of using any portion of their volunteering time, the employee will be requested to submit a report to confirm the completion of their intended volunteering and will be encouraged to describe the organization and volunteer activities using the applicable reporting portal.

Conditions and restrictions

The charitable organization with which an employee volunteers must meet the following conditions and restrictions.

Conditions:

Volunteering time is intended to serve and benefit the broader community and can only support organizations that meet the requirements necessary to be treated as a registered public charity/not-for-profit organization in Belgium.

Restrictions:

Employee volunteering time should not consist of activities that benefit or serve the needs of the employee's immediate or extended family, or friend(s). Volunteering time may also not be used to support the following types of organizations, activities, or purposes:

- political; programs designated to promote religious doctrines; profit-making; discriminatory against amongst others' race, ethnicity, religion, age, ability, gender, or sexual orientation; that benefit a private individual or group and has limited public purpose (e.g. volunteering as a parent in the child's school); and that could be construed as having a conflict of interest with the company.

Considerations:

When using employee volunteering time, employees should consider the following:

- The VTO activities are on the personal account of the employee
- Employee should avoid VTO activities that are dangerous or could result in injury or liability for the employee and/or the company
- Employees should be sure to follow all instructions of the volunteer facilitator
- If the VTO activity requires physical activity of the employee, discuss with the volunteering facilitator to see if they have the necessary insurance that protects the employee.

Company Sponsored Programs, Events, and Volunteering

Participation in a charitable or community event (partially) sponsored by the company, for instance Big Ride, requires the use of employee volunteering time. Participation also must be approved in advance by the Employee's People manager. Although it may be a company sponsored event, such requests are still dependent on business conditions and may be rejected by the People manager.

For questions related to employee volunteering, please contact the volunteering program coordinator via volunteering@telenetgroup.be. If you have questions related to the HR System, please contact People Services by raising an incident via Jira Service Management.