



IMPORTANT MESSAGE ON TOPICS RELATED TO SALARY

Dear all,

with the November Payroll, some of you are entitled for the first time for a Yearly Bonus.

This bonus will be part of the regular payroll and we would like to take the opportunity and clarify a few aspects:

1. First of all, quite a few of you have not yet replied to the bAV offer we have made. Please be so kind and finalize this – either accept or decline. These are the options. Ignoring is not an option!
 1. If this is still a pending item, this may delay the payment of the yearly bonus!
 1. The yearly bonus will be paid under consideration of
 1. Employment date with DHS and full months of employment
 2. Paid as gross, i.e. subject to taxation and social security
 3. Type of employment (payable for all working Fulltime or Parttime and subject to full social insurance contribution)

If you would like us to pay the annual bonus into the bAV scheme, please let us know. We would then clarify with your provider, if they accept additional payments. Such a payment would then be mostly exempted from taxes and social security.

The dates for payroll will remain unchanged.

Best regards

Ingo Schnitger