

Works Agreement



House Rules

between

1. **SAP SE**
2. **SAP Deutschland SE & Co. KG**

- herein: "**SAP**" -

and

the Group Works Council of SAP SE

- herein: "**GWoC**" -

Preamble

The works parties agree that collaboration between large numbers of people can only function effectively if certain rules are in place.

The aim of the House Rules and its annexes is to ensure mutual consideration of and compliance with the agreed rules in order to achieve general safety at work and uninterrupted work processes.

Article 1 Applicability

1. Areas Covered

This Works Agreement and its annexes applies to all present and future buildings and offices, annexes, external areas and premises (including parking areas and garages) owned or rented by SAP for use by SAP.

Annex 1 contains a list of all such premises. If new premises are acquired or former premises are no longer used by SAP, the employer agrees to inform the GWoC immediately, and to compile an updated overview of all premises. This updated overview will replace the original Annex 1.

2. Persons Covered

Unless otherwise defined in any of the annexes, this Works Agreement and its annexes applies to all employees of SAP (including leased employees) and any guests visiting the premises and offices of SAP in Germany.

Under this Works Agreement, “guests” refers to customers, visitors, external employees, service providers, and representatives of third-parties companies and unions, and external users of cafeterias.

Article 2 Integral Elements

Upon signing by all works parties, the following annexes form integral elements of this Works Agreement:

- Overview of all premises (Annex 1)
- Club room rules (Annex 2)
- Parking area rules (Annex 3)
- Framework conditions for posters and information from works council committees (Annex 4)

Article 3 Entrance Rules

Entrance checks are used to identify individuals, and are part of the overall operational security concept at SAP. They are mandatory throughout all buildings of SAP and are applicable to everyone. This system is not used to record working time or attendance.

3.1 Access Cards

Access cards / company ID cards are used in the access checks. These ID cards are linked to the individual, must not be given to third parties, and must be worn while on SAP premises. They remain the property of SAP. On leaving the company, employees must return their ID cards to SAP. Guests must return their cards to SAP when leaving the premises.

The emergency contact point (tel. 06227 742400) or reception must be notified immediately if an access card is lost.

3.2 Guests

The reception or goods receipt personnel will notify the relevant SAP contact person by telephone of any guests who do not have long-term access cards. This contact partner is then required to collect the guest in person, and to accompany him or her back to reception at the end of the visit.

Each guest is required to complete a visitor form, and then receives an access card, which must be worn in a visible location for the duration of the visit.

House Rules

On leaving the building, the access card and the visitor form, signed by the SAP employee, must be returned to the relevant handover point or to reception, or placed into the designated return box. These boxes are clearly marked.

Publicly accessible buildings, floors, and offices are regulated as required. For example, those participating in training courses do not require access cards. Depending on the specific location, however, cards may be issued for food and beverages in the cafeterias. Guests to visitor floors and areas will be given a name tag.

3.3 Maintenance Teams and Service Personnel

If maintenance teams and service personnel do not have permanent access cards, they are required to report to the responsible Facility Manager, who will then meet them.

Work that involves open flames or that generates sparks may only be begun once a written welding certificate has been issued by the Facility Manager.

For detailed rules regarding maintenance teams and service personnel, see the document “Security Information for Contractors”, which is made available to contractors on the SAP Supplier Portal.

Article 4 Confidentiality

Written material and works documentation compiled by SAP in any form may not be viewed, copied, or removed by guests without the express permission of the SAP employee responsible for the guest. All SAP-internal processes must remain confidential. In particular, SAP draws attention to the secrecy and nondisclosure obligations contained in the contracts of employment for employees, and, where relevant, the nondisclosure agreements (NDAs) that certain guests must sign.

Article 5 Smoking

Smoking is prohibited throughout all SAP offices and buildings. This also applies to e-cigarettes and other non-burning variants.

The smoking ban does not apply in areas specifically marked as smoking areas.

Article 6 Suppliers

All goods must be delivered to the goods receipt area only. If an SAP location does not have a separate goods receipt area, deliveries can be delivered to reception.

House Rules

Article 7 Children

Children may only visit SAP buildings under the accompaniment and supervision of adults.

Children aged six years old and above require a visitor ID.

Article 8 Pets

Pets of any kind are not permitted in any SAP buildings.

This does not apply to guide dogs for the blind.

Article 9 Personal Objects

Personal hygiene items (such as toothbrushes and similar items) may not be stored in bathroom areas.

Article 10 Means of Transportation Inside Buildings

The use of bicycles, inline skates, hoverboards, or similar means of transportation is not permitted inside the buildings.

Article 11 House Regulations

The house regulations and the right to issue reprimands will be exercised by the responsible Facility Management and/or members of the security department. This does not include offices in which the works council committees have their own house regulations. In this case, the chair of the relevant works council committee will exercise the house regulations.

Instructions issued by the chairperson or people acting on his or her behalf must be followed.

Intentional infringement or gross negligence of these House Rules may lead to proceedings under labor law and/or criminal law. This is without prejudice to the authority to issue a house ban.

Article 12 Advertising

House Rules

With the exception of posters for company-related elections, advertising and sales posters on the premises of SAP must be authorized by Facility Management. Signs, posters, and similar items may only be put up in SAP buildings and offices with the prior authorization of Facility Management, and only on the designated pinboards. Commercial advertising is not permitted. Private posters are only permitted on the designated noticeboards. Signs, posters and so on may not be put up outside SAP buildings and premises or in transition areas between buildings.

Information leaflets and similar material may be distributed only with the prior permission of Facility Management.

For more information (such as the allocation of noticeboard space, and the number and locations of information stands, and so on) see the annex “Framework Conditions for Posters and Information by the Works Council Committees”.

Article 13 Photographs, Videos, and Sound Recordings

If guests wish to take photographs, or make videos or sound recordings inside and outside the buildings, this must be approved by Global Communications.

Requests to take photographs, or make videos or sound recordings on SAP premises must be submitted to Facility Management.

Article 14 Special Provisions

Any supplemental rules for persons or specific room (such as club rooms and so on) are contained in separate regulations.

Article 15 Lost Property

Any lost property must be handed in at reception. At the Walldorf and Rot locations, lost property can also be handed in to the security offices. If buildings do not have a designated reception, lost property must be handed in to the secretary's office.

Article 16 Lost Property/Theft

Any property lost or suspected stolen on the premises of SAP buildings must be reported by the employee to his or her respective manager and the main security office immediately.

Article 17 Material Damage and Safety Risks

Any material damage and/or damage to equipment and systems caused by an employee, and any safety risks must be reported immediately to the emergency contact point (tel. 06227 742400) or Facility Management.

Article 18 Approved Changes

Approved changes, enhancements or addenda to individual provisions in the House Rules are possible at any time without requiring dissolution of the Works Agreement.

In the event of such changes, the agreed solution will be attached to these House Rules as a minuted amendment signed by both parties.

Article 19 Contact Persons

The contact partner for all offices and rooms and furniture is Facility Management. In the event of any problems, please create a FACILITYdirect ticket. For emergencies, help can be called on the telephone number 06227 742400.

If specific contact persons or representatives are appointed for individual rooms such as club rooms, these will be listed by name on the corporate portal and also posted in the relevant rooms.

Article 20 Effective Date and Termination

This Works Agreement enters into force upon signature. The Works Agreement or individual annexes thereof listed under article 2 may be terminated with a notice period of three months only once a period of one year has elapsed. Unless terminated, the Works Agreement and its annexes continue to remain effective.

In the event of termination, the works parties will hold immediate discussions to decide whether to continue or modify the Works Agreement.

Article 21 Publication and Viewing

A German and English version of the Works Agreement and its annexes will be available for inspection in the reception or entrance area and in the goods receipt areas. They will be displayed on request. The Works Agreement and its annexes are acknowledged by guests on signing the visitor form.

They are also available to view on SAP Corporate Portal on the Facility Management and GWoC pages.

Article 22 Severability

Should any provision of this agreement be or become ineffective or unenforceable, the validity of the remainder of this agreement shall remain unaffected. The ineffective or unenforceable provision will be replaced by an effective or enforceable provision that achieves as nearly as possible the parties' original intention with the ineffective or unenforceable provision. These provisions will also apply if this Agreement has any lacuna. The German Civil Code, section 139, does not apply.

**Building Overview
of SAP SE and SAP Deutschland SE Co. KG**

Code	Postal Code	City	Street	User	Additional Comments	Type	Occupancy conditions
BEN01	64625	Bensheim	Albert-Einstein-Allee 3	SAP Deutschland SE & Co KG		Office	Rental
BER03	10178	Berlin	Rosenthaler Strasse 30	SAP Deutschland SE & Co KG		Office	Rental
BON01	53175	Bonn	Godesberger Allee 88	SAP Deutschland SE & Co KG		Office	Rental
DRE03	01187	Dresden	Chemnitzer Str. 48	SAP SE		Office	Rental
DRE04	01067	Dresden	Postplatz 1	SAP Deutschland SE & Co KG		Office	Rental
DST01	64283	Darmstadt	Bleichstrasse 8	SAP SE		Office	Rental
DUE01	40882	Ratingen	Homberger Straße 25	SAP Deutschland SE & Co KG		Office	Rental
DUE02	40880	Ratingen	Am Schimmersfeld 5-7	SAP Deutschland SE & Co KG		Office	Rental
FRA02	64546	Mörfelden-Walldorf	Hessenring 13b	SAP SE		Office	Rental
FRA04	60329	Frankfurt	Taunusanlage 1	SAP Deutschland SE & Co KG	Business Center	Office	Rental
FRA51	65479	Raunheim	Am Primeparc 13	SAP SE	Former Sybase location	Office	Rental
FRE01	71691	Freiberg am Neckar	Gründelbachstrasse 10	SAP Deutschland SE & Co KG		Office	Rental
GOE01	37081	Göttingen	Groner Landstrasse 23-25	SAP Deutschland SE & Co KG	Former Crossgate location	Office	Rental
HAM03	20148	Hamburg	Tesdorpfstr. 8	SAP Deutschland SE & Co KG		Office	Rental

**Building Overview
of SAP SE and SAP Deutschland SE Co. KG**

Code	Postal Code	City	Street	User	Additional Comments	Type	Occupancy conditions
HAN03	30655	Hannover	Roderbruchstrasse 21	SAP Deutschland SE & Co KG		Office	Rental
HDL01	69115	Heidelberg	Bergheimer Strasse 147	SAP SE		Office	Rental
HBG01	71083	Herrenberg	Schwarzwaldstrasse 99	SAP Deutschland SE & Co KG		Office	Rental
KAR01	76131	Karlsruhe	Vincenz-Priessnitz Str. 1	SAP SE		Office	Rental
MAK01	88677	Markdorf	Dornierstrasse 3	TechniData GmbH		Office	Owned
MAK02	88677	Markdorf	Robert-Bosch-Straße 20	SAP SE		Office	Rental
MAK03	88677	Markdorf	Schießstattweg 15	SAP SE		Office	Rental
MAN02	68163	Mannheim	Seckenheimer Landstrasse 170	SAP SE	Flight hall Separate house rules of the landlord apply	Various	Rental
MUE01	85399	Hallbergmoos	Zeppelinstr. 2	SAP Deutschland SE & Co KG		Office	Rental
POT01	14469	Potsdam	Konrad-Zuse-Ring 10	SAP SE		Office	Owned
POT04	14469	Potsdam	Konrad-Zuse-Ring 8	SAP SE		Office	Owned
ROT01	68789	St. Leon-Rot	Opelstrasse 6	SAP SE		Office	Owned
ROT03	68789	St. Leon-Rot	SAP Allee 27	SAP SE		Office	Owned
ROT04	68789	St. Leon-Rot	SAP Allee29	SAP SE		Office	Owned
ROT05	68789	St. Leon-Rot	SAP Allee 28	SAP SE		Office	Owned
ROT06	68789	St. Leon-Rot	SAP Allee13a	SAP SE		DC	Owned
ROT07	68789	St. Leon-Rot	SAP Allee 13	SAP SE		Various	Owned
ROT12	68789	St. Leon-Rot	Opelstrasse 6a	SAP SE		Warehouse	Owned
ROT13	68789	St. Leon-Rot	SAP Allee 19	SAP SE		DC	Owned
ROT14	68789	St. Leon-Rot	SAP Allee 17	SAP SE		Various	Owned
ROT15	68789	St. Leon-Rot	SAP Allee 15	SAP SE		Office	Owned
ROT16	68789	St. Leon-Rot	SAP Allee 13a	SAP SE		Various	Owned
ROT22	68789	St. Leon-Rot	SAP Allee 25	SAP SE		Office	Owned

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Code	Postal Code	City	Street	User	Additional Comments	Type	Occupancy conditions
SIE01	57078	Siegen	Birlenbacher Str. 18	SAP Deutschland SE & Co KG		Office	Rental
STI01	66386	St. Ingbert	Neue Bahnhofstrasse 21	SAP Deutschland SE & Co KG		Office	Owned
STI02	66386	St. Ingbert	Neue Bahnhofstrasse 37	SAP Deutschland SE & Co KG		Office	Owned
STI03	66386	St. Ingbert	Neue Bahnhofstrasse 35	SAP Deutschland SE & Co KG		Office	Owned
STI04	66386	St. Ingbert	Neue Bahnhofstrasse 21	SAP Deutschland SE & Co KG		Office	Owned
STI05	66386	St. Ingbert	Neue Bahnhofstrasse 39	SAP Deutschland SE & Co KG		Office	Owned
STI06	66386	St. Ingbert	Ensheimer Str. 6	SAP Deutschland SE & Co KG		Office	Owned
STI08	66386	St. Ingbert	Ensheimer Str. 28	SAP Deutschland SE & Co KG		Office	Owned
STI09	66386	St. Ingbert	Ensheimer Str. 30	SAP Deutschland SE & Co KG		Office	Owned
STI11	66386	St. Ingbert	Neue Bahnhofstrasse 31	SAP Deutschland SE & Co KG		Office	Owned
SXF01	12529	Schönefeld	Mittelstr. 5/5a	SAP SE		Office	Rental
WDF01	69190	Walldorf	Dietmar-Hopp-Allee 16	SAP SE		Office	Owned
WDF02	69190	Walldorf	Dietmar-Hopp-Allee 14	SAP SE		Office	Owned
WDF03	69190	Walldorf	Robert-Bosch-Strasse 30/34	SAP SE		Office	Owned

**Building Overview
of SAP SE and SAP Deutschland SE Co. KG**

Code	Postal Code	City	Street	User	Additional Comments	Type	Occupancy conditions
WDF04	69190	Walldorf	Dietmar-Hopp-Allee 15a	SAP SE		Office	Owned
WDF05	69190	Walldorf	Dietmar-Hopp-Allee 20	SAP SE		Office	Owned
WDF06	69190	Walldorf	Dietmar-Hopp-Allee 23	SAP SE		Office	Rental
WDF07	69190	Walldorf	Daimlerstrasse 32	SAP SE	Separate house rules of the landlord apply	Office	Rental
WDF08	69190	Walldorf	Max-Planck-Strasse 8	SAP SE		Office	Owned
WDF10	69190	Walldorf	Altrottstrasse 25	SAP SE		Office	Owned
WDF11	69190	Walldorf	Altrottstrasse 26	SAP SE	Separate house rules of the landlord apply	Office	Rental
WDF13	69190	Walldorf	Industriestr. 39c	SAP SE		Office	Rental
WDF18	69190	Walldorf	Hasso-Plattner-Ring 1	SAP SE		Office	Owned
WDF19	69190	Walldorf	Hasso-Plattner-Ring 3	SAP SE		Office	Owned
WDF20	69190	Walldorf	Hasso-Plattner-Ring 5	SAP SE		Kantine	Owned
WDF21	69190	Walldorf	Hasso-Plattner-Ring 7	SAP SE		Office	Owned
WDF44	69190	Walldorf	Dietmar-Hopp-Allee 15	SAP SE		Hotel	Owned
WDF48	69190	Walldorf	Daimlerstr. 40	SAP SE		Storage	Rental
WOB01	38440	Wolfsburg	Schillerstr. 6	SAP Deutschland SE & Co KG		Office	Rental
WDF03	69190	Walldorf	Robert Bosch Strasse		In front of the building	Parking	Owned

**Building Overview
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Code	Postal Code	City	Street	User	Additional Comments	Type	Occupancy conditions
WDF06	69190	Walldorf	Dietmar-Hopp-Allee		In front of the building	Parking	Owned
WDF07	69190	Walldorf	Daimlerstrasse		In front of the building	Parking	Owned
WDF08	69190	Walldorf	Carl-Benz-Strasse		In front of the building	Parking	Owned
WDF10	69190	Walldorf	Altrottstrasse		In front of the building	Parking	Owned
WDF14	69190	Walldorf	Dietmar-Hopp-Allee		P1	Parking garage	Owned
WDF15	69190	Walldorf	Daimlerstrasse		P2	Parking garage	Owned
WDF16	69190	Walldorf	Robert Bosch Strasse		P3	Parking garage	Owned
WDF17	69190	Walldorf	Dietmar-Hopp-Allee		Underground parking Training center	Underground parking	Owned
WDF23	69190	Walldorf	Otto Hahn Strasse		P4	Parking garage	Owned
WDF24	69190	Walldorf	Otto Hahn Strasse		In front of the building	Parking	Owned
WDF24	69190	Walldorf	Otto Hahn Strasse		P5	Parking garage	Owned
WDF29	69190	Walldorf	Industriestrasse		P7 gravel parking area	Parking	Owned
WDF38	69190	Walldorf	Dietmar-Hopp-Allee		Training center parking	Parking	Owned
WDF39	69190	Walldorf	Dietmar-Hopp-Allee		WDF01 customer parking + Smoking booth	Parking	Owned
WDF40	69190	Walldorf	Hasso-Plattner-Ring		P19	Parking garage	Owned
WDF42	69190	Walldorf	Hasso-Plattner-Ring		P21	Parking	Owned

**Building Overview
of SAP SE and SAP Deutschland SE Co. KG**

Code	Postal Code	City	Street	User	Additional Comments	Type	Occupancy conditions
ROT01	68789	St. Leon -Rot	Opelstrasse		Parking areas between ROT12& ROT1	Parking	Owned
ROT04	68789	St. Leon -Rot	SAP Allee		Parking Goods receipt	Parking	Owned
ROT08	68789	St. Leon -Rot	SAP Allee		Parking garage 1	Parking garage	Owned
ROT09	68789	St. Leon -Rot	SAP Allee		Parking garage 2	Parking garage	Owned
ROT10	68789	St. Leon -Rot	SAP Allee		Parking garage 3	Parking garage	Owned
ROT11	68789	St. Leon -Rot	SAP Allee		Parking garage 4	Parking garage	Owned
ROT18	68789	St. Leon -Rot	SAP Allee		Gravel parking area/ ROT22	Parking	Owned
ROT19	68789	St. Leon -Rot	SAP Allee		IT Service parking ROT15	Parking	Owned
ROT20	68789	St. Leon -Rot	SAP Allee		Customer parking ROT04/05	Parking	Owned
ROT23	68789	St. Leon -Rot	Opelstrasse		Logistics Center parking ROT01	Parking	Owned
BEN01	64325	Bensheim	Albert-Einstein-Allee 3			Parking	Rental
BER03	10178	Berlin	Rosenthaler Strasse 30			Under-ground parking	Rental
BER09	10178	Berlin	Rosenthaler Strasse 31			Parking	Rental
BON01	53175	Bonn	Godesberger Allee 88			Under-ground parking	Rental
BON02	53175	Bonn	Godesberger Allee 171			Parking	Rental
DRE03	01187	Dresden	Chemnitzer Strasse 48			Under-ground parking	Rental

**Building Overview
of SAP SE and SAP Deutschland SE Co. KG**

Code	Postal Code	City	Street	User	Additional Comments	Type	Occupancy conditions
DRE04	01067	Dresden	Postplatz 1			Underground parking	Rental
DST01	64283	Darmstadt	Bleichstrasse 8			Underground parking	Rental
DUE01	40882	Ratingen	Homberger Strasse 25			Underground parking	Rental
DUE02	40880	Ratingen	Am Schimmersfeld 5-7			Underground parking	Rental
FRA02	64546	Frankfurt	Hessenring 13b		Underground parking (21), outside (2)	Underground parking	Rental
FRA03	64546	Frankfurt	Hessenring 13a			Parking	Rental
FRA51	65479	Raunheim	Am Primeparc 13			Parking	Rental
FRA53	60325	Frankfurt	Mainzer Landstrasse 46			Parking	Rental
FRE01	71691	Freiberg am Neckar	Gruendelbachstrasse 10			Parking	Rental
GOE01	37081	Göttingen	Groner Landstrasse 23-25			Parking	Rental
GOE02	37081	Göttingen	Bahnhofsallee 2			Parking	Rental
HAM03	20148	Hamburg	Tesdorfstr. 8			Parking	Rental
HAN03	30655	Hannover	Roderbruchstrasse 21			Parking	Rental
HBG01	71083	Herrenberg	Schwarzwald- str. 99			Parking	Rental
KAR01	76131	Karlsruhe	Vincenz-Priessnitz Str. 1			Underground parking	Rental
MAK01	88677	Markdorf	Dornierstraße 3			Parking	Rental
MAK02	88677	Markdorf	Robert- Bosch Str. 20 a + b			Parking	Rental
MAK03	88677	Markdorf	Schießstattweg 15			Parking	Rental
MUE01	85399	Hallbergmoos	Zeppelinstrasse 2			Underground parking	Rental
STI12	66386	St. Ingbert	Neue Bahnhofstrasse 21			Parking garage	Owned

Club Room Rules for Walldorf and St. Leon-Rot During Private Use

1. Applicability

a) Areas

These rules govern usage of the following SAP club rooms:

- WDF05 AU.41a
- WDF19 EU.13
- ROT03 AU.03

b) Personal

The club rooms are intended for private use by SAP employees only.

2. Times of Use

All rooms may be reserved from Monday to Friday during the following times:

- WDF19 EU.13 and ROT03 AU.03 from 10 a.m. – 7 a.m.
- WDF05 AU.41a only from 6 p.m. to 7 a.m.

On weekends, all rooms may be reserved between 10 a.m. – 7 a.m.

3. Deposit

A deposit is required in order to reserve any of these rooms, which is paid to the relevant contact person (caterer). The size of the deposit is listed on the catering pages of the corporate portal.

4. Conditions of Use

SAP events always take priority. This means that even where “private events” have already been booked, usage of the rooms may not be possible at short notice.

If catering services are required, these must be ordered from the caterer responsible for the respective room.

Since club rooms are available to all employees, it is not possible to reserve rooms for regularly recurring private events.

Users are required to leave the rooms in a tidy and orderly state.

This means:

- the room must be tidied up and left spotless

- plates, cutlery, and glasses must be arranged neatly (washing is not necessary)

5. Costs

There are no charges for using the rooms.

A flat-rate charge is collected for cleaning (crockery and cutlery and table areas in particular).

The caterer will inform you of the cleaning costs. This charge is payable to the caterer directly. The caterer is authorized to offset usage costs with the retained deposit. If the above conditions of use are not observed, the caterer is also entitled to charge any additional costs incurred.

For reasons of insurance, where “non-company personnel” are present at festivities in the rooms WDF19 EU.13 and ROT03 AU.03, a security guard must be requested at least three days prior to the event and present for the duration of the event. The caterer will be able to inform you of the costs for the security guard.

The costs for the security guard are payable directly to the security firm.

Parking Area Rules of SAP SE and SAP Deutschland SE & Co. KG - herein: "SAP" -

1. Applicability

1.1

These parking area rules apply to all parking garages and parking areas ("parking areas") of SAP, and parking areas leased by SAP in Germany.

1.2

The parking area rules apply to all employees of SAP (D-users, I-users and C-users), and visitors and other users of SAP parking areas.

A visitor is anyone who is a customer of SAP or has a service relationship with SAP ("visitor").

Users include anyone who visits SAP for business or visiting purposes ("user").

Other persons are not authorized to leave their vehicle on SAP premises.

2. General

2.1

The rules of the Highway Traffic Act apply to every aspect of these parking area rules. Road signs must be observed. Vehicles must be driven at walking pace throughout parking areas and parking garages.

Moving traffic takes priority.

2.2

In the event of accidents or damage, the security service must be informed immediately on 06227 742400.

The accident site may only be vacated once the security service has taken all necessary steps.

3. Liability

3.1

Parking areas are used at the owner's risk.

3.2

Users are liable for all damage and contamination caused by them (for example, oil leakages).

4. Parking

4.1

SAP provides its employees with parking areas. Vehicles may only be parked in the marked bays and in the marked parking areas.

Employees must use the marked parking areas in accordance with section 1.1 of this agreement.

4.2

Employees may not use parking areas marked as visitor parking. Special parking areas (accessible parking) and other specially marked parking areas may only be used by eligible persons. Employees with impaired mobility who have been issued a special parking permit from SAP Health may park in the special and visitor parking areas for the validity period of their permit. The special parking permit must be easily visible from outside the vehicle.

4.3

The license plates of vehicles parked in SAP parking areas must be documented. This is performed automatically for SAP company cars during the procurement process. The license plate numbers of private vehicles parked in SAP parking areas must be sent by e-mail to GPS_Security_Germany@exchange.sap.corp in the Security Services department. This ensures that the data is only accessible to a restricted security group. This rule does not apply to day visitors.

4.4

Vehicles parked illegally by ineligible visitors, users, or other persons will be towed away or moved at the request of Facility Management, and the driver of the vehicle will be liable for the charges. Vehicles that have been towed away must be collected from the towing company, and will be released following payment of a collection fee.

4.5

The following points must be observed when parking:

- a) Only vehicles that have been licensed under the German Highways Traffic Act, Article 1 may be parked in the parking areas.
- b) Vehicles parked in SAP parking areas must not have any serious technical faults.
- c) Motorbikes and bicycles may only be left in the marked areas.

4.6

Parking spaces are only available for such time that the user uses the SAP buildings. Long-term parking (for example during vacation periods or over winter) is not permitted.

If for reasons of work it is necessary to park a vehicle in an SAP parking space for an extended period of time without being moved (more than ten working days), this must be discussed with the Security Services department on 06227 742400.

4.7

Motor homes and trailers may not be parked in SAP parking areas. Camper vans are governed by Article 4.6 of this agreement.

5. Infringements

Infringements against these parking area rules are subject to an increasing escalation process as follows:

1. Note left on the vehicle or direct contact by telephone or e-mail
2. Memo to HR / manager
3. Towing away or relocating of the vehicle in accordance with Article 4.4 of the agreement

If there is any immediate danger, the vehicle may be towed away or relocated immediately.

**Local Works Agreement Supplement to Parking Lot Rules
in the House Rules, Annex 3**

between

SAP SE and SAP Deutschland SE & Co. KG
of the one part

and

The Group Works Council
of the other part

1 Applicability

1.1

This supplement amends the Parking Lot Rules in the House Rules, Annex 3, by setting out arrangements (herein: Arrangements) for 19 bays in the underground parking lot at Hotel Motel One Dresden am Zwinger, Postplatz 5, 01067 Dresden, Germany.

1.2

These Arrangements apply to and for all employees at DRE04 Dresden.

2 General

2.1

Management will allocate the bays in section 1.1 for the use of individual employees on application.

2.2

Employees allocated one of the bays must use that bay and not any other bay or parking lot provided by management. An employee's permission to use the underground parking lot at DRE04 ends when that employee is allocated an individual bay in the underground parking lot at Hotel Motel One Dresden.

2.3

If an employee's bay becomes permanently unsuitable or is no longer needed, the employee must release it back to management so that it can be reallocated.

2.4

The management contact for questions about parking lots is the person from Global Facilities Management (GFM) at the location.

3 Criteria for Allocation

3.1

Applications for bays must be made online. The application must state the model of the vehicle that will ordinarily be parked in the bay (because the bays are of various sizes). If a person with a bay changes vehicle model, they must advise management so that the continued suitability of their bay can be verified.

3.2

The criteria for allocating bays are:

1. The person's vehicle must be of a suitable size for the bay.
2. The person must be an SAP employee with a D number or an I number.
3. The person must have a desk to themselves.
4. The person must regularly work not fewer than four days a week at the location.

The foregoing list can be amended by agreement between the parties whenever necessary.

If more people who are qualified in accordance with these criteria apply for a bay than there are bays available, allocations will be decided by lot.

3.3

A person who no longer fulfills the criteria by which they qualified for a bay must release their bay back to management.

4 Allocation Process

4.1

Whenever a bay is or becomes available, management will notify all employees and invite them to apply within the next 14 days.

4.2

A commission comprising three members from management and three members from the Group Works Council will convene to agree allocations.

5 Forfeiture of Bays

A bay is forfeit if it is no longer used. A bay is forfeit if the person to whom it is allocated no longer fulfills the criteria in section 3.2 or when their employment with SAP is ended.

Forfeitures are subject to the agreement of the commission in section 4.2.

6 End of Arrangements

These Arrangements end when management's rental agreement for the bays in section 1.1 ends. When management's rental agreement for the bays ends, employees' right to use a bay allocated to them ends and their permission to use the underground parking lot at DRE04 revives.

Framework Conditions for Posters and Information from Works Council Committees

1. Applicability

This ruling applies to the group works council and the group representative body for the severely disabled, the works council, the location representations, and the representative body for the severely disabled of SAP Deutschland SE and Co. KG, and to the works council, the representative body for the severely disabled, and the youth and trainee representative body of SAP SE, as well as the unions and individual committees (herein: “users”) represented in the organization.

“Committees” refers to all groups that put themselves forward as a candidate at the last works council election under article 6 of the Election Regulations, and which have at least one seat on the works council.

2. Noticeboard and Display Facilities

The employer agrees to provide all users with suitable facilities for displaying notices or bulletins. Such facilities may include glass cabinets, pinboards, or brochure stands. Preference will be given to glass cabinets that can be locked.

These noticeboards and display facilities will clearly indicate the users’ sole right of use.

3. Minimum Surface Area for Notices

The following minimum areas will be provided:

- Each works council of SAP SE and SAP Deutschland SE & Co. KG must be given sufficient space on each of the noticeboard areas so as to allow at least two DIN A4 pages to be positioned side by side as well as beneath each other.
- Each representative body for the severely disabled, each location representation, and each youth and trainee representative body of SAP SE and SAP Deutschland SE & Co. KG must be given sufficient space on each of the noticeboard areas so as to allow at least two DIN A4 pages to be positioned side by side.
- The group works council and the group representative body for the severely disabled of SAP must be given sufficient space on each of the noticeboard areas so as to allow at least two DIN A4 pages to be positioned side by side.

Works council committees are entitled to display information solely on the general pinboards. Unions must also display their information solely on the general pinboards.

4. Brochure Stands

Suitable brochure stands for information will be provided in all buildings in which SAP employees are regularly employed. These brochure stands will clearly indicate the users' sole right of use.

The brochure stands may be used by all users without prior permission. Unions are also asked to use these stands exclusively.

5. Display Location

The employer and users will agree on suitable display locations and equipment.

Preferably, glass cabinets/pinboards and brochure stands will be provided in each building with a cafeteria in the entrance area to the cafeteria.

In buildings without a cafeteria, noticeboards may be erected in areas with high numbers of passing employees such as coffee stations.

6. Content of the Notices

The individual users are responsible for the contents of the notices and information material.

The noticeboard and brochure facilities may not be used for party-political statements or views of an inflammatory or similar nature. If this ruling is not observed, the relevant notices or material will be removed on the instructions of the chairperson or spokesperson of the responsible committee.

7. Notices During Company-Related Elections

The following provisions apply during company-related elections:

The period of the election campaign will be determined by the respective election committee.

During this period, all those standing for election:

May distribute and display information regarding the election in the cafeterias and at the coffee stations. Information material that has not been collected by 6 PM may be collected by Facility Management.

May distribute information material at entrance areas.

Following consultations with Facility Management, the election committee may also authorize additional information facilities at any time.

All information material will be disposed of by Facility Management following the election.

8. Final Provisions

There are no parol collateral agreements. Changes or addenda, including to this provision, must be made in writing.