

# **Mobility Rules Basel and Kaiseraugst**

F. Hoffmann-La Roche AG

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<b>1. Introduction .....</b>	<b>2</b>
<b>2. Scope.....</b>	<b>2</b>
<b>3. Parking space management .....</b>	<b>2</b>
3.1 Special permits .....	3
3.2 Permanent parking permits.....	3
3.3 One-day parking spaces .....	5
3.4 Car pools.....	5
3.5 Motorcycles .....	5
3.6 Delegates from Roche subsidiaries.....	5
3.7 Visitors, contractors' employees .....	6
3.8 Overnight, bank holidays and weekend parking .....	6
3.9 Parking during absences.....	6
3.10 Complaints policy .....	7
3.11 Parking space allocation .....	7
3.12 Responsibilities and validity .....	7
<b>4. Mobility bonus and parking fee .....</b>	<b>7</b>
<b>5. Roche bicycles .....</b>	<b>8</b>
<b>6. Buses and shuttles .....</b>	<b>8</b>
<b>7. Involvement of employee representative bodies .....</b>	<b>9</b>
<b>8. Other documents .....</b>	<b>9</b>
<b>9. Entry into force .....</b>	<b>9</b>

## **1. Introduction**

On 1 January 2011, Roche Basel/Kaiseraugst is implementing a mobility concept that is intended to safeguard the environment, ensure fair treatment for all employees and assure the site's competitiveness.

One of the aims of the concept is to assure a fair, transparent and efficient allocation of Roche's limited parking resources to the company's staff. In addition, employees who walk, cycle and use public transport will receive a financial contribution to their travelling costs in the form of a mobility bonus.

These Mobility Rules define the framework conditions governing the provision of parking spaces and set out the current provisions governing the mobility bonus and parking fee for all stakeholder groups.

They also specify the conditions for using Roche bicycles.

Finally, they also define the terms of use for the site's internal bus services.

## **2. Scope**

These Rules apply to employees of F. Hoffmann-La Roche Ltd, TAVERO AG and Museum Tinguely AG who work at the Basel and Kaiseraugst sites and the surrounding off-site offices. They apply to all permanent and temporary employees with the exception of hourly paid employees and holiday temps.

This document governs the allocation of car and motorcycle parking permits for the underground car park beneath Buildings 67, Parking Schwarzwaldstrasse B626, the parking areas at the Kaiseraugst site and the rented parking spaces in the car parks at Badischer Bahnhof and the off-site offices.

More details are to be found in the applicable Instructions for Use of Roche Parking Facilities. Special regulations apply at some of the off-site offices.

## **3. Parking space management**

The following rules apply to employees who travel to work by car (including hybrid and electric cars).

To maximise use of the available parking spaces, Roche operates on the principle of "overbooking"; that is, the company issues more permits than there are spaces. This can lead to capacity bottlenecks at times when few people are on holiday and may, in exceptional circumstances, mean that all spaces are occupied. In these cases, employees who are unable to park will be issued with a day ticket for a nearby car park (e.g. the

Badischer Bahnhof car park in Basel). A parking permit is thus no guarantee that a Roche-owned parking space will always be available.

### 3.1 Special permits

The following groups are entitled to a permanent parking permit, irrespective of where they live:

- Senior management (FL 17 and above / Roche Global Grade 8 and above)

The following groups are entitled to a temporary parking permit. Applications for temporary permits should be submitted to Car Park Administration together with the appropriate documentation.

Application forms can be downloaded from [Parking Application Form](#)

- Working parents and single parents whose (pre-/ primaryschool-age) children are cared for in a recognised daycare centre or by a recognised child minder (age limit is the 10<sup>th</sup> birthday)
- Shift workers on the early, late and night shifts (line manager's signature required).
- Employees who need a parking space for operational reasons (signature of manager one level below CEC member required)
- Employees who need a parking space for medical reasons (signature from Roche Medical Service required). Employees with physical disabilities: specially designated parking spaces are provided for these employees in the underground car parks beneath Buildings 67, in the car parks in off site locations in Basel and at the Kaiseraugst site. Based on the disability, a permanent parking permit can be granted.
- Temporary family or individual hardship cases for which a parking permit is justified (signature from Head of HR Basel required).

Temporary permits are generally issued for a maximum period of one year. If justified, re-application is possible (prolongation based on proven need). All employees who use a special permit will pay a parking fee.

### 3.2 Permanent parking permits

Permanent parking permits will now be assigned on the basis of journey time by public transport. Employees must have a plausible home address in order to be eligible for a permit. Employees who provide P.O. box addresses or home addresses that are so far away as to be unrealistic will not be entitled to a permit.

Employees whose journey to work by public transport takes longer than 45 minutes, are entitled to a parking permit. If the journey time by public transport is longer than 45 minutes but shorter than or the same length as the journey time by car, there is no entitlement to a parking permit either.

Examples:

<b>Commute time by public transport</b>	<b>Commute time by car</b>	<b>Parking space entitlement</b>
45 min	25 min	No
45 min	50 min	No
46 min	30 min	Yes
46 min	60 min	No

The calculated journey time by public transport includes the walk from the employee's home address to the relevant station or stop and the walk from a defined stop to the site entrance/off-site office. It is based on the current local transport timetables and uses the shortest time needed to arrive between 7.30 and 8.30 a.m.

Public transport journey times are calculated using the following systems; these times are the main criterion on which parking space allocation is based:

Employees resident in Switzerland or Germany: [Journey Time Calculation](#)

The nearest bus/tram stop to the Roche workplace and the walk from this stop to the site entrance/off-site office are defined and can be found following the link above.

There is currently no reliable system for calculating journeys to and from France. Public transport journey times for employees living in France are calculated manually using the relevant train, tram and bus timetables and walking route information taken from Google Maps.

The journey time thus calculated is the main criterion for parking space allocation.

When the annual timetable change takes place, these times will be recalculated and permit arrangements will be reviewed and adjusted accordingly.

All journey times by car are calculated using the route planner from Google Maps.

Individual family members living at the same address are each entitled to an individual permit.

All employees who use a parking permit will pay a parking fee.

### **3.3 One-day parking spaces**

Roche offers employees who do not have a parking permit the option of using a one-day parking space for a maximum of 5 days each month. These parking spaces should predominantly be used for business reasons. One-day parking spaces are available at the following locations:

Basel Building 67 and Building 626 Parking Schwarzwaldstrasse

Basel off-site offices Building 663, Building 683, Building 686, Building 690

Kaiseraugst Building 253, B227, B298

These parking spaces can be reserved on the mobility website under "Travelling to work by car". As long as there are spaces available, reservations can be made any time before midnight on the day before the space is required. Similarly, bookings can be reversed any time before midnight on the day preceding the reservation. If an employee reserves a space for a specific date but fails to use it, that day will nevertheless be deducted from the employee's "balance". Vehicle may not be left in spaces overnight.

Employees' ID badges will be specially activated for the date of the reservation to enable them to access their reserved parking space.

For capacity reasons, only a limited number of one-day parking spaces is available. Once all the available spaces have been reserved, employees will have no further entitlement to a one-day parking space.

Employees who need to reserve a space at two different workplaces on the same day must reserve each separately; however, both reservations will be treated as a single booking.

The use of one-day parking spaces is free of charge until further notice.

### **3.4 Car pools**

When a car pool is formed, one member must register with the Car Park Administration as the person responsible for the pool. This individual will be issued with a transferable card which can be used by the other drivers in the pool by turns. Further details on forming car pools can be obtained from the mobility website: [Car pool](#)

### **3.5 Motorcycles**

Employees who travel to work by scooter or motorcycle will still be entitled to an entry permit. These vehicles must be parked in the designated motorcycle bays. Car Park Administration retains the right to introduce new rules in the event of an increase in motorcycle and scooter traffic. Vehicles such as quad bikes, three-wheeled scooters and electric cars require a parking permit and are subject to parking fees.

### **3.6 Delegates from Roche subsidiaries**

The provisions set out in Sections 3 to 3.5 also apply to delegates from Roche subsidiaries with an official secondment contract. Such delegates will be able to use the parking

facilities free of charge.

### **3.7 Visitors, contractors' employees**

An adequate number of parking spaces will be provided for visitors and guests. For visitors and guests with physical disabilities, specially designated parking spaces are provided in the underground car park beneath Building 67, in the car parks in off-site locations in Basel and at the Kaiseraugst site. These spaces will be allocated on an individual basis by Car Park Administration.

In principle, contractual partners and contractors' employees who are working on the site have no entitlement to a parking permit for Roche parking facilities. However, application for a permit can be made in exceptional cases if there are valid business reasons for doing so.

The provision of parking spaces is subject to a fee of 150 CHF per space and month at Basel and 90 CHF per space and month at Kaiseraugst.

### **3.8 Overnight, bank holidays and weekend parking**

#### **Basel**

All temporary or permanent Roche employees are entitled to use the underground car park beneath Building 67 and Building 626 Parking Schwarzwaldstrasse from 3.00 p.m. to 3.00 a.m. every day and at any time between 3.00 p.m. on Friday and 3.00 a.m. on Monday (access with Roche badge).

#### **Kaiseraugst**

All temporary or permanent Roche employees are entitled to use the car park in Building 227, Building 253 and the underground car park Building 298 from 3.00 p.m. to 3.00 a.m. every day and at any time between 3.00 p.m. on Friday and 3.00 a.m. on Monday (access with Roche badge).

#### **Basel, off site locations**

All temporary or permanent Roche employees are entitled to use the underground car park beneath Building 663, B683 and B686 from 1.15 p.m. to midnight every day and at any time between 5.00 a.m. on Saturday and midnight on Sunday.

For bank holidays, the weekend rules apply. Parking at the times and locations indicated is free of charge.

### **3.9 Parking during absences**

Vehicles may be left in company parking spaces during business absences subject to the provision of advance notification by letter or e-mail to Car Park Administration [basel.parkplatzverwaltung@roche.com](mailto:basel.parkplatzverwaltung@roche.com). A copy of the travel request form must be attached to the letter or e-mail. Private vehicles may not be left in Roche parking spaces during private absences (e.g. vacation).

### 3.10 Complaints policy

Employees have the right of appeal against decisions made by Car Park Administration and, in justified cases, may lodge an appeal with the Basel Mobility Team [basel.mobilitaet@roche.com](mailto:basel.mobilitaet@roche.com). The Basel Mobility Team consists of representatives of HR, Car Park Administration and Mobility Services.

The decisions of the Mobility Team are binding.

### 3.11 Parking space allocation

Parking spaces in Roche parking areas are allocated according to the available capacity by Car Park Administration. There is no entitlement to a specific parking garage or a parking space (parking deck). Employees with physical disabilities will preferably get a parking space in the nearest parking garage.

### 3.12 Responsibilities and validity

Parking permits are issued to individuals and not to vehicles. Only one vehicle per permit may be parked at any one time. Parking permits are personal and may not be given or loaned to other employees or to any other person.

Employees are responsible for providing correct information in their parking permit applications. They are obliged to notify Car Park Administration immediately if they are no longer eligible for a parking permit. Employees will cease to be entitled to a parking permit when they leave the company, retire or take early retirement or preretirement.

Any infringement of these Rules and/or the Instructions for Use of Roche Parking Facilities by permit holders may result in withdrawal of the parking permit (see Instructions for Use of Roche Parking Facilities for details of the cautioning procedure, which can be obtained from the Car Park Administration).

## 4. Mobility bonus and parking fee

#### **Mobility bonus: 480 CHF per year**

Employees who do not use a parking space will be paid a mobility bonus of 40 CHF per month with their monthly salary.

This will apply regardless of their working hours; part-time employees will receive the same bonus as full-time employees.

#### **Parking fee: 480 CHF per year**

A parking permit or special permit will cost 40 CHF per month. This sum will be deducted from the employee's salary irrespective of how often the parking space is used within the month. This arrangement will apply regardless of their working hours; part-time employees will pay the same fee as full-time employees.



Incomplete months will be charged as full months.

Employees will have the option of switching between the two systems (bonus/fee). However, the interval between switches must be at least four months.

Any employee who switches back to the permit system will not be able to claim vested rights and will have to reapply for a parking space. If no free spaces are available at the time of reapplication, the request will be placed on a waiting list.

## **5. Roche bicycles**

Roche provides a number of company bicycles for short-term use at the following locations:

Building 9/Porte 13 (Basel), B663 (Hochstrasse), B690 (Gartenstrasse), B686 (Elsässer Tor), B683 (Viaduktstrasse) and Porte 211 (Kaiseraugst). The bicycles are bookable with an App.

In case of an accident during the bike business trip, the accident needs to be reported immediately to the respective department head.

Employees must report any damage or irregularities via App when they return their bicycle.

Bicycles must be returned to a point of issuance on the same day.

## **6. Buses and shuttles**

To supplement the available public transport services, Roche runs several bus services as a link between the various workplaces and to connect the Kaiseraugst site with the Basel Badischer Bahnhof. Currently the buses and shuttles are not accessible for people with disability.

### **Staff buses**

The staff buses take Kaiseraugst employees from Badischer Bahnhof station to Kaiseraugst and back. Employees can use the buses free of charge upon presentation of their Roche badge to the drivers.

### **Shift buses**

The shift buses take employees from Aeschenplatz to Kaiseraugst and back according to the shift schedules. Employees can use the buses free of charge upon presentation of their Roche badge to the drivers.

### **Shuttle buses**

The shuttle buses operate a timetabled service linking the Basel site with Kaiseraugst. Employees can use the buses free of charge upon presentation of their Roche badge to the drivers. For capacity reasons, groups of 5 or more persons should register in advance.

Employees with disabilities, depending on a barrier-free service can use a taxi in justified cases. The costs will be reimbursed and can be submitted to the mobility team ([basel.mobilitaet@roche.com](mailto:basel.mobilitaet@roche.com)).

## **7. Involvement of employee representative bodies**

There Regulations have been discussed with the employee representative bodies, AVR and AKR. Any necessary changes will be discussed with these bodies well in advance of implementation.

## **8. Other documents**

The Instructions for Use of Roche Parking Facilities are available from Car Park Administration.

Further information on mobility can be obtained from the [mobility](#) website.

## **9. Entry into force**

These Mobility Rules take effect on July 1<sup>st</sup> 2019 and supersede all previous car park regulations.

Basel, July 2019

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