

Home office facilities - Let's come to terms

We are offering you a number of options to improve your home office. We hope that offering you these facilities will make working from home a more comfortable experience, which should benefit your health as well.

As part of the scheme, we should like to agree some terms with you.

Loan for use

The facilities will be provided to you on loan. This means that the ownership in the facilities will remain with AKD.

What are your rights and obligations?

- The purpose of providing the home office equipment is to facilitate your working from home safely and efficiently. Obviously, you will use the equipment to perform your regular work for AKD.
- The equipment is and remains the property of AKD.
- You are not allowed to sell, rent out, lend, pledge or in any other way make the home office facilities available for use to anyone else.
- We rely on you to maintain the home office equipment in a good state of repair. For example, without the prior consent of AKD you are not allowed to make any changes to the equipment. We also trust you to do everything in your power to prevent the equipment from being damaged, stolen or lost.
- If the home office equipment does sustain damage or is stolen, you are required to notify AKD as soon as possible, and at least within 24 hours.
- You will be liable for any damage suffered by the home office equipment. Normal wear and tear excepted, obviously.

How long can you use the home office equipment?

- If you leave AKD's service, you are required to return the home office equipment in their original state and condition. If you do not do so, you will have to pay the residual book value to AKD.
- If you understand the above terms and agree to them, please tick the box at *User Agreement Home Office Equipment*. You will find this box in the *Home Office* order module.

Enjoy using your home office equipment!

AKD N.V.