



## REMINDER



# International Remote Working Rules and process

*This communication, dedicated to the Ipsen HR community*

With the approach of the summer period, added to [Regis' announcement](#) (March 12<sup>th</sup>) related to working from home recommendation due to the Olympic games, we anticipate an increase of international working requests from our employees worldwide.

Since beginning 2023, Ipsen has agreed to accommodate personal and occasional requests from employees to do their "remote" part of the hybrid work model (60/40) in another country than their country of employment.

We have therefore decided to reinforce the message especially regarding the rules and processes, and roles and responsibilities of this exceptional arrangement of International remote working.

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### International remote working rules:

Based upon approval, Employees may request up to **20 working days per Calendar year** of international remote working.

- **If taking vacation:** maximum 5 days of international remote working combined with up to 2 weeks of vacation.

- **If not taking vacation:** maximum 10 consecutive days of international remote working.

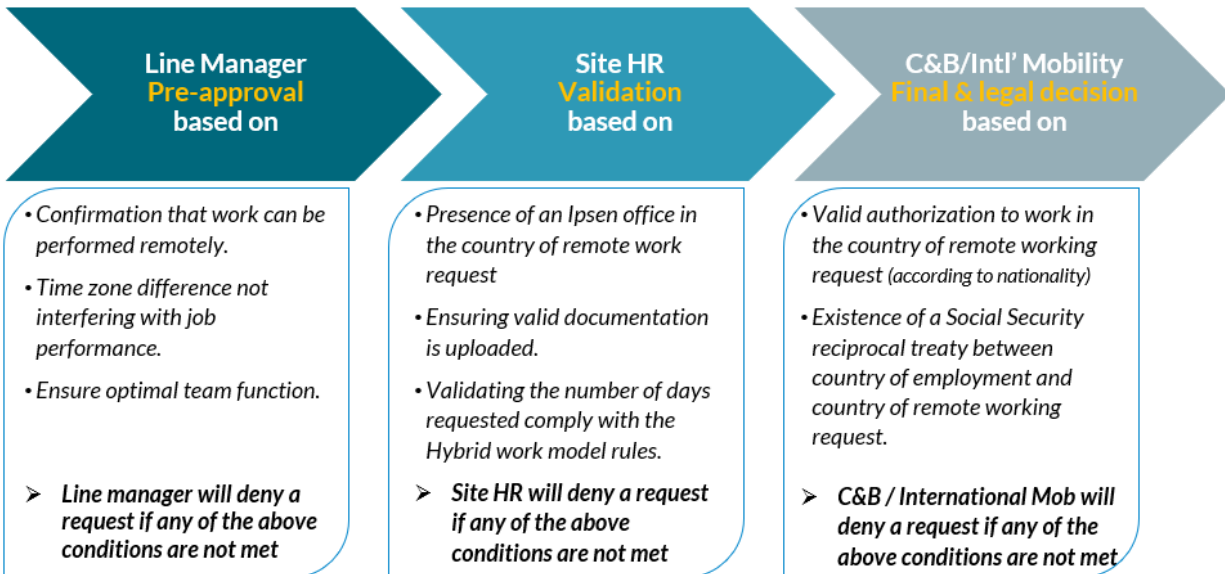
**Requests should be made at least 1 month before departure.**

- Only possible if all legal requirements are met (presence of Ipsen office, work authorization, social security reciprocal agreement).
- Employees pay the costs of international remote working (including but not limited to):
  - Travel and accommodation costs (meals, Wi-Fi, ...)
  - International medical coverage and repatriation insurance.

## How to submit a request?

Employees willing to work remotely abroad should start submitting their request through the **ASK HR request form** in relevant countries (France, UK, North America and China to come in 2024) or via the [International Remote working request form](#).

### **Pre-approval & final decision process:**



At the time of final approval, the employee will be required to sign a letter of engagement.

**We recommend that Employees do not make any travel arrangements before receiving final decision from the C&B/International Mobility team.**

Thank you!

For any further information please contact your International mobility representative.  
Click [here](#) to access all International Mobility Frameworks