

EMPLOYEE BENEFITS GUIDE GREECE

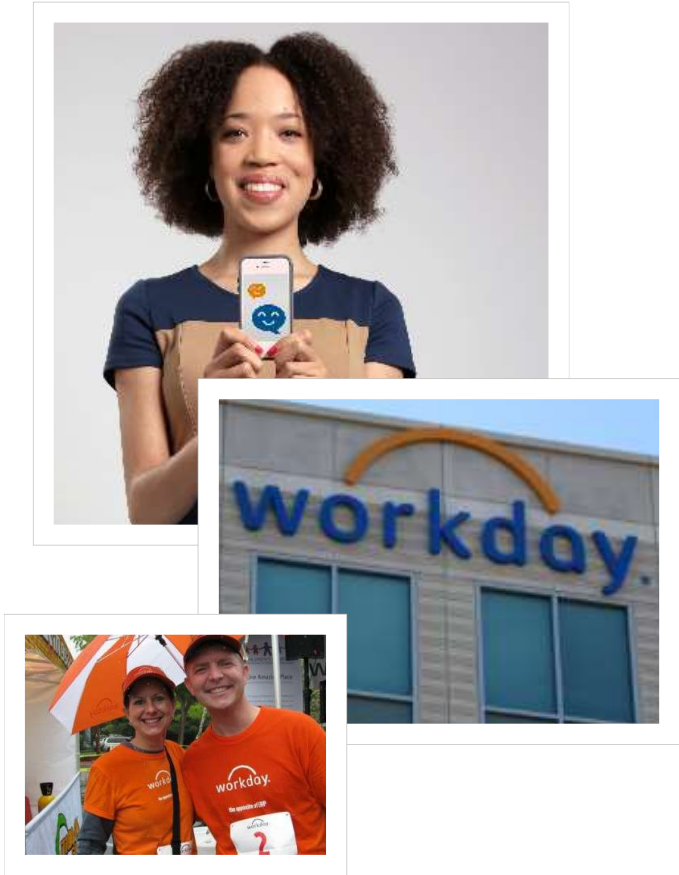


*You're not just at work,
You're at Workday*



Welcome to Your Workday Benefits Guide

It's fun to work in a company where people truly believe in what they're doing. At Workday, we're committed to bringing passion and customer focus to the business of enterprise applications. We work hard, and we're serious about what we do. But we like to have a good time, too. In fact, we run our company with that principle in mind every day: One of our core values is fun.



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Be Healthy

You are the key to our continued success. Workday is committed to the health and wellbeing of you and your family.

Wellness

Wellbeing Subsidy

With your full wellbeing in mind, Workday offers the Wellbeing Subsidy to support you in both your physical and mental health goals.

Workday will reimburse employees up to US\$ 600 per calendar year (exchange rate per the 1st of January annually).

Workmates are automatically enrolled in the program when they are hired.

You will be provided with all details and job aids on your first day.

Eligible expenses include:

- Individual membership fee paid to a gym or fitness center
- Series or session fees for group fitness and wellness programs (must be taught by a certified instructor)
- Fitness tracker to support fitness and wellness goals
- Exercise/sporting equipment
- Yoga and wellness retreats (must be led by a certified instructors)
- Meditation, mindfulness, wellness apps, and education
- Subject to tax (benefit in kind)

MyLifeCoach

Between work and family responsibilities, staying on top of everyday demands and finding balance can be challenging. Workday offer you 'MyLifeCoach', an Employee Assistance Programme (EAP) powered by Optum. This Workday funded benefit provides you and your loved ones access to confidential

professional counselling, legal and financial consultation services and work-life support solutions to help when needed most.

Menopause Support

Workday is committed to supporting you and creating an inclusive workplace culture. We recognize that people experiencing menopausal symptoms will be impacted differently, and symptoms may change over time. We provide resources to help you better look after your health and wellbeing, create a comfortable working environment, and get support via time off when you need it most.

Savings and Financial Benefits

Stock Schemes (RSUs & ESPP)

At Workday, everyone is a stakeholder and owns a piece of the Company with their Restricted Stock Units (RSUs), which are granted to eligible employees upon joining. RSUs are a promise to receive Workday common stock in the future once time-based vesting is met. RSUs generally have a 4 year vesting schedule with 25% vesting one year after the grant approval date (usually within the month after your month of hire) and quarterly thereafter. Once vested, RSUs deliver cash compensation value, less stock sold to cover taxes due.

The Employee Stock Purchase Plan (ESPP) is a voluntary benefit in which eligible employees may elect to contribute money from their payroll to purchase Workday common stock at a discounted price (85% of the designated price during the purchase period), limitations on purchases apply. There are two enrollments periods around May and November each year.

Be Healthy

Workday Deals



Workday features several perks and discounts including offers for employees in a number of areas like Automotive, Education, Fitness, Shopping, Travel and Entertainment. We encourage our employees to help grow our discount offerings by offering suggestions or sharing discount offers they find.

Awards & Recognition

At Workday, we recognize the best of the best with our awards and recognition schemes such as Anniversary Stars, Innovation Awards, Team Awards, The Big Cheese, and the Outstanding Contributor Award (OCA), just to name a few.

In addition to bragging rights, winners may receive a prize as well. For example, OCA winners recognize employees who go way beyond business as usual to bring Workday to life and receive a restricted stock unit (RSU) grant for 50 shares.

Career & Capability Growth

Given the hyper-growth of our industry, technology and company, participating in career growth experiences is just the way we roll. Leveraging experiences that range from an inspiring five minute conversation with an industry expert to an intense five week boot-camp; growing our career and capabilities is part of our daily work. And when we are not learning as part of our job, technical, functional and professional programs are available to teach or take. In fact across the company, on average workmates participated in 63 days of structured learning experiences. Appreciating the talent we all bring to the table, we love learning from each other with many of our learning experiences leveraging colleague produced videos or carefully curated workshops where we learn from each other.

Employee Referral Program

Having great Workmates is one of the reasons we love working at Workday. Becoming a referrer is one of the ways you can become part of Workday's growth while continuing to create an inspiring culture that focuses on people, integrity, innovation and fun.

The Employee Referral Program enables you to refer individuals to Workday and, in exchange, be eligible for referral rewards upon each hired referral.

Shelter Pet Adoption Subsidy

At Workday, we really love animals and realize those in shelters need our help. If you adopt a shelter pet, we'll subsidize your adoption fees up to US\$150, or local equivalent, once per calendar year. You can choose to receive the subsidy or pay it forward. If you pay it forward and the shelter you adopted from is a non-profit, you can choose to donate your subsidy (with no tax consequence) directly to the shelter. And, as an added incentive, Workday Giving & Doing will match those funds. There's never been a better reason to expand your pet family.

Maven

Get 24/7 support, sign up for Maven for around-the-clock support through egg freezing, fertility, pregnancy, postpartum, adoption, surrogacy, new parenthood, and returning to work after leave. Video chat or message with top-rated providers in over 20 specialties, join a supportive community, and read expert resources on every topic. all employees seek independent financial and tax advice regarding participation on every topic.

Be Cared For

We place a large emphasis on work-life balance, and we understand the need for time off to take care of personal and family issues.

Annual Leave

All full time employees are entitled to 26 days annual leave per year (pro-rated for part time and fixed- term employees). The holiday year runs from January to December and you should use all of your annual leave in the holiday year in which it accrues.

In addition, the following public holidays are recognised by Workday:

- New Year's Day
- Epiphany
- Ash Monday
- Independance Day
- Orthodox Good Friday
- Orthodox Easter Monday
- Labour Day
- Orthodox Whit Monday
- Assumption
- Juneteenth
- Ochi Day
- Christmas Day
- St Stephens Day

Compassionate Leave

Our global paid compassionate leave allows you to take up to 10 days paid leave per event to help with a range of life events, including the death of a loved one, family member or pet; a miscarriage; domestic abuse; a home emergency (burglary, fire, flood, etc.); menopause; and more.

Global Parental Leave

Parental Leave is available to Workmates from their first day: you'll be eligible to take up to 12 weeks of paid leave and receive 100% of your base salary to welcome and bond with a new addition to your family (birth or adoption of a child). In line with our core values and commitment to VIBE (Value Inclusion, Belonging, and Equity), this benefit is available to all new parents, including mothers, fathers, same-sex couples, and adoptive parents. In countries where the current statutory benefit exceeds 12 weeks of base pay, you'll receive the greater benefit.

Global Impact: Give Forward



The causes that are important to you are important to Workday. We are committed to supporting local and global causes that improve the quality of life in the communities where we do business. Supporting community efforts that our employees care about helps create a healthy workplace, happy customers, and a better world.

Global Impact - Workday Foundation

It was established to make a difference in our communities and support Workday employees in their charitable investments of time and money. It aims to transform lives by creating career pathways that unleash human potential.

Global Impact - Giving & Doing

Was designed to support everything you do in the community.

- Donation Matching - when you donate to an eligible nonprofit, we match 1:1 up to US\$1,000 / year.
- Individual Volunteer Grants - when you volunteer 25 hours with an eligible nonprofit, we donate on your behalf US\$1,000 / year.
- Team Volunteer Grants - when five or more Workday employees volunteer together for a total of 25 hours, Workday will donate US\$1,000 to their partner organization. That amount doubles if the project is skills-based or pro bono. We will donate up to US\$5,000 per project - and there's no limit to how many grants you can request in a single year. In fact, we think volunteering again and again with the same organization means you'll have your biggest impact yet!
- Team Athletic Grants - when a team of 5 or more employees participates in a qualifying athletic event and raises a minimum of US\$500, Workday Giving & Doing will donate US\$500 on their behalf. That donation increases based on number of Workday participants and dollars raised up to US\$2,500.

Global Impact - Sustainability

At Workday, we measure our success not only in financial terms, but also by how we operate in the community and environment. We are committed to reducing -and where possible, eliminating- any negative environmental impact while benefiting the communities we live and work in.

We are still looking for volunteers to be local leaders in the programs. This is a great opportunity for anybody who is looking to get involved and bring new ideas.

Global Impact - Wellbeing

The Workday Wellbeing program will bring you events and programs as part of an expanded company-wide commitment to your personal health and wellbeing. These programs enable all Workmates to optimize their personal health and build a lifelong commitment to wellness centred around our four core pillars: movement, health, nutrition, and happiness. Our signature program is the Team Wellbeing Experience, which helps business units plan health or fitness-focused team building event. These include, but are not limited to, team fitness classes, healthy cooking classes, group meditation, or a calming calligraphy lesson. Business units request the activity that works best for their team, and Workday Wellbeing plans the rest!



global impact | **foundation**



global impact | **giving & doing**



global impact | **sustainability**



global impact | **wellbeing**

Core Values

Our core values give us a framework for leadership and daily decisions, and they help us enjoy our time at work. Sounds so simple, but too often companies get caught up in politics, ivory-tower attitudes, and market mania instead of focusing on the things that probably made them successful in the first place.

The following core values and beliefs define what's important to us at Workday:

- **Employees** - People are the core of our business. Without them, we would have no business.
- **Customer Service** - Every investment and decision we make has our customers in mind, and we pull out all stops to put their needs and issues first.
- **Innovation** - We aim for innovation not only in our Development organization, but also in the way we approach every aspect of our business.
- **Integrity** - We say what we mean, and mean what we say. We stick to our commitments, treat everyone equally, and communicate openly and honestly.
- **Fun** - We work hard and play hard, investing in community and company events that help our employees and their families feel a connection to Workday beyond business as usual.
- **Profitability** - Profitability is what enables us to give our employees and customers the best productivity tools, solutions, and services, so it's hugely important to us.

Equality

Workday seeks to have the best and most qualified workforce and, as a result, bases all employment related decisions on an individual's merit. Workday does not unlawfully discriminate in any employment decisions, including hiring, compensation, promotion, discipline, and termination. Workday does not tolerate discrimination on the basis of race, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, marital status, religious creed, age, mental or physical disability, family care or medical leave status, veteran status, or any other characteristic that is protected by law. Workday also prohibits harassment on any of the above bases.

Disclaimer

No statement of policy or procedure contained in these policies and procedures are intended as a contractual commitment or obligation of the Company to any individual. The Company expressly reserves the right at any time to modify, change and/or cease the contents of any of the policies and procedures reflected herein.