



Rolls-Royce Power Systems AG



Your career Powered by pioneers

The Employee Handbook



Rolls-Royce Power Systems Brands

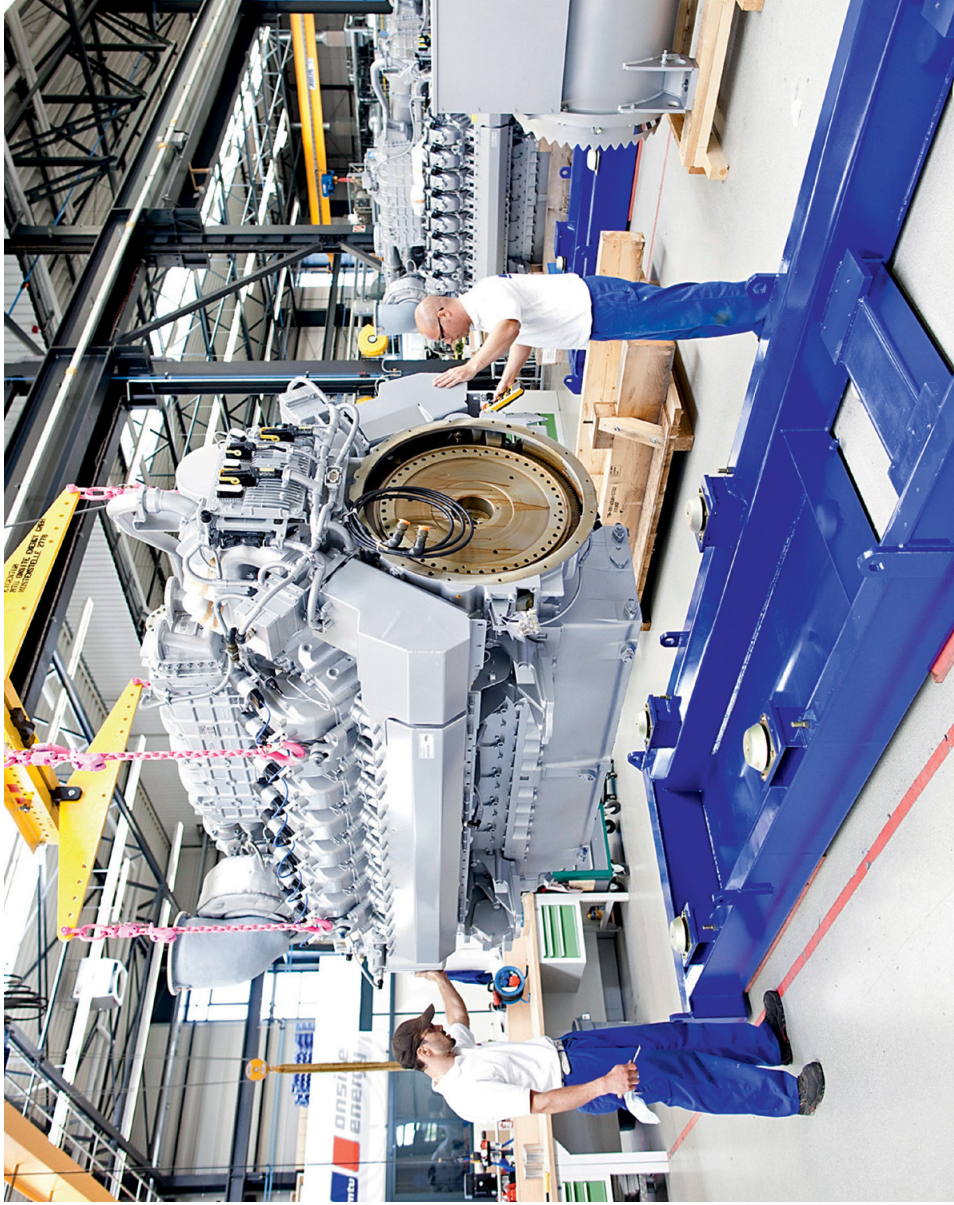
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Contents

All the benefits

04	Preface A multitude of opportunities for employees	16	Additional Benefits Benefits for employees
06	Employee Training Driving your career forward	18	Family Friendliness Career or family? Both!
10	Flexibility Every employee is different	22	Promoting Health Fit for the future
14	Financial Security From scholarship to pension	28	Work/Life Balance Life isn't just about work
		32	Junior Staff Development The pioneers of tomorrow





Preface

Welcome to Rolls-Royce Power Systems

A pioneering spirit is the driving force behind innovative ideas. Thanks to our pedigree and our values of excellence, innovation, inspiration and dynamism, we rank among the leading suppliers of propulsion and power generation systems in the world. To ensure this remains so, we strive to create the best possible conditions for our around 10,000 employees. Whether as an apprentice or experienced specialist, man or woman, single or with children, with or without disability – we provide you with the opportunity to reach your full potential. We offer programmes to promote your health, skills and career development. The awards we've received, like the Corporate Health Award, the Fair Company Award, Top Employer and the berufundfamilie (career and family) certificate, clearly show that we're on the right track. Discover the opportunities that Rolls-Royce Power Systems can offer you as an employee!

Andreas Schell
Andreas Schell
CEO

Marcus A. Wasenberg
Marcus A. Wasenberg
CFO and Labour Director

Employee Training
**Driving your
career forward**

Employee Training

Rolls-Royce Power Systems places great importance on personnel development. We encourage and support our workers and management staff to develop their skills and talents – so that we can generate innovative ideas and achieve mutual success.

The Rolls-Royce Power Systems Competency Model

We systematically promote the individual technical, social, methodological and leadership skills of our senior management, project management and specialist staff over the long term. We take a targeted approach involving the early identification of talent and high achievers by means of future-oriented potential selecting tools and the best possible career advancement using individual development plans.

We work together to advance personal and professional growth and in doing so, generate enthusiasm, motivation, commitment, flexibility, identification with and continuous learning within the organisation.

Rolls-Royce Power Systems Academy

We devise and conduct training programmes tailored to the needs of our employees: always targeted, always success-oriented.

We offer training courses and seminars on specialist and interdisciplinary subjects – both in e-learning and face-to-face teaching formats. We promote international networking, offer language courses and intercultural training as well as development programmes for high-potential employees, project managers and management staff. And we provide support with team building and change processes.

Employee Training

Vocational training

There aren't many companies that can match us when it comes to vocational training. We've been training the technical specialists and managers of tomorrow for around a hundred years. We offer around 20 job profiles with healthy future prospects: in technical and commercial fields and as dual vocational/bachelor degree programmes.



Career development

Working together in virtual, globally operating project teams, international secondments, intercultural knowledge sharing and on-the-job training – we do whatever it takes to identify talent and promote the development of our employees. Because in the future, we want our technical and management positions to be filled with a new generation of workers that's ideally suited for the job – and last, but not least, for them to forge a long-term relationship with our company based on trust. With them in pole position, we can secure our company's success going forward. During career development meetings, we take the time to ascertain the employee's personal interests and goals. Special development programs for high-potential staff give their careers a boost.

Whether on a classical management, expert or project career path – we help you get ahead.



We don't just communicate in English. Our daily business is international in nature. As such, we offer a range of opportunities for working abroad. For example, you could take on a management position in our international team.



Flexibility
**Every employee
is different**

Flexibility

A great way to work: FAKO, our flexible work time account affords a great deal of flexibility when it comes to organising individual working hours and is available to employees covered by a collective bargaining agreement from day one. Those not covered by a collective bargaining agreement are subject to our trust-based working hours policy. In this way, we're building real bridges and underscoring our genuine commitment to balancing work with private life.

The offer applies

Every employee covered by a collective bargaining agreement can choose between 2 models in consultation with their supervisor: FAKO 1 is aimed at early-risers (start work no later than 7.45) and FAKO 2 is aimed at late-risers (start work no later than 9.00). Your benefit: instead of set working hours, you have flexible working hours that you can choose.

Semi-retirement

Have you turned 57? If so, and you meet the requirements, you can take advantage of our semi-retirement package. We offer a number of models that allow you to flexibly arrange your transition to retirement.

Recuperation plus for over forties

When you've turned 40 and have worked for us for 15 years, we offer you a holiday to recuperate including half-board accommodation. We even make a contribution for spouses.



Anniversaries

On your 40th and 50th anniversaries, you get the day off (paid leave).

Truly deserved

Despite the fact you spend half your life working, and working for Rolls-Royce Power Systems is such fun, our employees still look forward to their free time (30 days of holiday per year). After working for the company for 25 years, you get 32 days holiday each year.



Mobile working

It's not always possible to reconcile the demands of career and home life with the requirements of traditional workplaces. In order to make it easier for you to manage your own working hours and encourage personal responsibility within the workforce, we offer the option of mobile working. With the agreement of your supervisor, you can work away from the workplace if necessary, e.g. from home. We'll provide you with the equipment necessary to do so, such as a computer and server access. You can find more information on this in the human resources section.

Leave of absence

Life is wonderful, but very sad sometimes too – we're there for you in any case. This promise applies irrespective of whether you'd like 2 leave days for your own wedding, want to celebrate your parents' golden wedding anniversary or accompany your children to the altar. You'll be given leave with no ifs or buts, including in the event of the death of a parent or child – this ought to be discussed in person, however. We're there for you.

Accommodation service

We want to make your first few days in our company as easy as possible. To this end, we offer our new employees a special service – help looking for a place to live. We actively assist you in finding a home and provide you with any advice you may need. Our recruiting team will let you know who to contact in this regard.

Moving day

We support you when moving house by giving you a day of leave. Let's do it! For more information about myTime, please contact the HR primary support team.



Whether you're planning a holiday or a long weekend, the flexible FAKO working time account means you and your family will get the very most out of it. You start at zero, and fill your personal working time account with each extra minute you work. So when a good opportunity for a long weekend presents itself or your child's birthday comes around, you can take a day off.



Financial Security

From scholarship to pension

Financial Security

Whether you prefer to be in the thick of it or would rather enjoy an unspoilt view of the lake: the quality of life in the 'Dreiländereck' by Lake Constance is high – and cheaper in the metropolitan areas. To ensure that all new employees feel comfortable here from day one, we support them with moving and help with our intranet accommodation portal. Anyone employed for at least 3 years and with an open-ended contract can apply for a housing loan. But we're think even further ahead...

Rente aktiv (Active pension)

To ensure that you're financially secure in your old age, Rolls-Royce Power Systems finances the basis of your company pension. We reward voluntary contributions on top – if you make supplementary payments into your pension, we make an additional employer contribution. In this way you gradually accumulate more and more money to safeguard

your living standard in retirement. You can get further information on this and on 'Versorgungs-Plus' supplementary pensions (disability, widows' and orphans' pension) from our HR consultants and in our brochures: *Rente aktiv* and *Von der VO g2 zur Rente aktiv*.



Jean-Raebe! Foundation

The Jean-Raebe! Foundation supports talented young people during their studies who have an affinity with the diesel engine construction sector in Friedrichshafen and are in need of assistance.

Anniversary celebration

Bonus payments and special leave for work anniversaries: 1 to 3.5 monthly salaries make your 25th, 40th and 50th work anniversaries especially sweet. And the kitchen of the Graf-Zeppelin-Haus will come up with something special when those celebrating their anniversaries that year are invited to the table. On top of that, we give you extra leave and 105 euros gross to cover costs on the occasion of your anniversary.

Subsidised parking

Trouble finding a parking space? Not with us! We created an additional 750 multi-storey parking spaces for our employees in 2009 alone. If you live

more than 3 kilometres from your workplace, you can apply for a subsidised parking space with the plant security office.

Karl-Maybach Aid

We provide assistance to those who find themselves in financial difficulty through no fault of their own and to pensioners and their surviving dependants. An example could be paying the heating oil bill for someone whose widow or widower's pension doesn't stretch far enough. You can find out how to submit an application in the assistance policy guidelines in the intranet.

Daimler Mobility

Thanks to our partnership with Daimler AG, we can offer you vehicles by Smart and Mercedes-Benz at attractive leasing rates (12 to 24 months). This means you can always drive the latest model and keep the costs under control, including servicing and insurance. You can find out more in the intranet and from the Daimler Mobility Team.





Family Friendliness

**Career or
family?
Both!**

Family Friendliness

We spend a large amount of time working. As an employer, we of course know that there are other people and things away from the factory floor and office that are important in our lives. Children who need to be looked after. Relatives who may be in need of care. And a household that needs to be managed on top of all that. As recipients of the *berufundfamilie* (career and family) certificate, we feel we have an obligation to support our workers as best we can.

Mothers and fathers on parental leave can log into our intranet from home – it's not uncommon for the menu in the staff canteen to be scanned... But other menu items are often viewed too: by visiting the company remotely, you can keep up-to-date with what's going on. 'Hang in there' is our motto when it comes to reconciling work with family life. We strive to achieve a balance!

We've been officially recognised for our family friendliness since 2007; the *berufundfamilie* certificate is issued under the auspices of the German Ministry for Family Affairs and re-certification is required every three years. Some of the especially employee-friendly

benefits include our part-time options, teleworking jobs from home, our emergency childminding service should your childminder be incapacitated, training programmes during parental leave and scholarships for children of employees sponsored by the lean Raebel Foundation (see Financial Security).



Karl-Maybach Aid

It's great to be alive – we certainly think so, so we'll gift you 180 euros gross on the birth of your child. When tragedy strikes, on the other hand, we're there to help our employees cope, too. Arrange a personal meeting to discuss the support we can offer in the event of the death of a spouse or child. You are not alone.

Emergency taxi

Dial -2238 and we'll pick you up to make sure you get home safely in an emergency. Information on the terms and conditions can be obtained from the Career and Family Team or from the Intranet.

Oldies but goldies

That's our motto – and that's why we ask all of our company retirees to join us for a festive get-together every two years. We invite the widows and widowers of former employees to participate in this celebration too. Because that's what it's all about: being together, sticking together – and keeping abreast of what's going on.

Holiday activities

It's August and the weather's perfect for being outdoors and having fun with the other kids – register your (pre-school age) children for our holiday activities programme. We'll announce the registration deadlines in the Intranet in good time.

Life-phase compatible working

You can't plan for everything in life. For these exceptional situations, we offer life-phase oriented working hours, caregiver leave or time off to help better reconcile your career with family commitments. This affords you greater flexibility in order to temporarily temporarily care for a close relative or spend time on a project of your own. You have the option of temporarily reducing your working hours or take time off. You'll continue to receive part of your pay on the condition that the time off or temporary reduction in working hours is compatible with our operating procedures. The length of time you've been working for the company may play a role in some cases.

Short-term care in the crèche

Everyone needs a helping hand now and again. It's good to know there's someone around to help. That's what our partner crèche is there for, providing expert, loving care for your little ones. Supervision (only available at the Friedrichshafen site) can be booked for children from 6 months to 8 years of age, and siblings are charged at a preferential rate.



Company Daycare Centre

From 6 months of age until starting primary school, your children can make friends for life in our company daycare centre, which provides up to 10 hours of uninterrupted care each day. The daycare centre is characterised by a strongly familial group structure, food is prepared fresh each day and everyone eats together. The children's development is fostered in a variety of ways. They can participate in music and theatre projects, discover their creative abilities in the factory studio or learn about the natural sciences using all their senses, to give just a few examples.



Promoting Health
**Fit for the
future**

Promoting Health

When was the last time you did any sporting activity? Do you have health problems on the job? How happy are you about your weight? Irrespective of what issue you have, when it comes to matters of health, we're there for you even in emergency and crisis situations with our all-embracing occupational health and safety and corporate health promotion programmes.

We'll make you fit for the future – the long-term encouragement of assuming personal responsibility is the central idea reflected in all of the measures included in our LIFE health promotion programme. Our definition of health is comprehensive: we offer health seminars where you can get a personal health status check and on-site events so you can keep your health on the right track. Our counselling centre not only provides advice on traditional medical and psychological issues, but can support you with problems you're having at work or in your personal life.

With the help of coordinated preventive measures, you learn to take responsibility for managing your own health. And we're encouraged by the positive response we've received thus far. Each year, our employees take part in our health days and numerous colleagues attend our on-site lectures and seminars – spouses and partners are also welcome to attend.



3-day health seminars for all employees

With the help of coordinated preventive measures, you learn to take responsibility for managing your own health. Around 500 employees can participate in the various health seminars each year. These include the seminars Health and Leadership, a pit stop for our managers, and the LIFE Health Days for non-managerial staff.

Promoting Health

Health-oriented events programme

- **Monthly lectures** on health or social topics, e.g. advance directive/living will, stress management, cardiac health etc.
- **Regular preventive courses and seminars** on the topics of nutrition, exercise, stress management and addiction. Our in-house health insurance provider BKK MTU is guaranteed to provide you with financial support for these courses.
- **Extensive exercise programme** with an alternating programme of around 100 courses and special events each year, from Lake Constance boatmaster licence to mountain biking courses, Pilates and fitness boxing.
- **Strong network partners** in the fields of nutrition, debtor support, psychotherapeutic consultation or health-oriented fitness training.

- **Counselling centre for health and social issues** such as addiction susceptibility, psychological overload or where domestic care is needed.

If none of the above programmes suit your needs, you can either improve your fitness in our in-house health studio or join a sports group at our partner club, VfB Friedrichshafen.

Attend our on-site lectures and seminars. Your spouse or partner is invited to participate too so that what you learn is put into practice in the long term.



Promoting Health

Healthy and active –

we want you to stay on the ball

We don't leave anything to chance when it comes to nutrition. Our staff canteens serve fresh food every day – e.g. our LOGI-Kost, which was developed by metabolic science researchers and has been successfully tested by many employees. One of our colleagues lost 23 kg within six months with a combination of LOGI-Kost and Nordic walking, and now feels full of vigor and vitality once more.

Our company health insurance fund (BKK) was established back in 1915. Thanks to the attractive benefits it offers, the proportion of members insured on a voluntary basis is rising continually. As a network partner, the BKK supports the occupational health check-ups – thematically as well as organisationally and financially. More information: www.bkk-mtu.de



In our company fitness studio 'aktiv werk', we offer you the chance to maintain or improve your health with the help of modern weight and cardio machines. In addition to this, you can take part in a wide range of exercise courses in order to improve your general well-being. The programme includes spinning, power work-out and fitness boxing as well as relaxation courses such as yoga and breathing training.

Providing personalised supervision is the number one priority at 'aktiv werk'. In doing so, we help you to overcome your lack of motivation and to achieve your goals. The opening times are aligned to work hours.

Monthly fee:

Annual contract: €25.00

Half-yearly contract: €30.00

Ticket-of-ten courses: €50.00 (€40.00 for members)



Next, please!

The health of our employees is something we care a great deal about. Our company doctor's surgery in Friedrichshafen is equipped to the highest of standards.

We offer:

- medical care provided by 3 company doctors
- a daily surgery
- diagnosis and treatment of acute illnesses
- occupational medical consultation and check-ups
- counselling of severely disabled persons and therapy assistance
- medical consultation on workplace design
- help with reintegration following prolonged illness
- pre-travel medical consultation and vaccinations
- eye test, hearing test, blood pressure measurement
- first aid organisation and training
- and much more



Work/life Balance

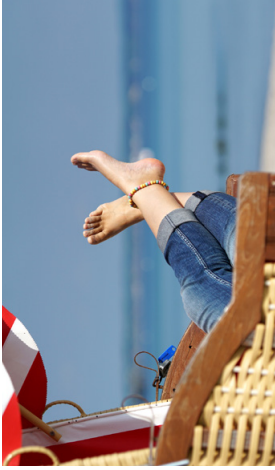
Life isn't just
about work

Work/life Balance

It isn't just with tighrope walking and diet that balance is critically important, it's also needed when switching between activity and relaxation. We help you achieve this work/life balance with company-sponsored recreational activities and a corporate culture that gives you the space you need to develop and take a deep breath.

Bike rental

Do you fancy a relaxing lunch break on the banks of Lake Constance, need to run some quick errands or make a few purchases without having to search for a parking space? Our cycling group has bikes available to borrow at the receptions. You just have to provide your employee number and you'll receive the keys to your bike. This allows us to kill two birds with one stone – we do something to benefit the health of our employees and help protect the environment into the bargain.



MTU Orchestra

Anniversary celebrations, Advent concerts, public performances: the orchestra, which celebrated its 25th anniversary in 2016, has long become an established part of MTU's cultural programme. And premieres, like *Eine kleine Walzermusik* by Adam Gorb provide an unexpected change of pace. Whether you play the flute or bassoon, the tuba or trombone, new players are always welcome to come to the rehearsals, just drop by. Further information can be found in the intranet.

Company concerts

Music fills the air: the company concerts organised in cooperation with Dornier Consulting, EADS and Mercedes-Benz have a long tradition too. The programme generally includes a professional orchestra (most recently, the Südwestdeutsche Philharmonie Konstanz), a high-profile soloist and, of course, the MTU Orchestra. And to top it all, admission is free for all employees. Tickets are available from the workers' council office on a first come, first served basis.

Barbecue area in Plant 2

There are other great ways to relax besides ball-games and sport, including spending time with your colleagues once the workday is done. Our barbecue area by the BSG pfactories in Plant 2 is ideal for this. Barbecues, benches, toilet facilities and fridges are available here each day from 16:00 until the end of shift. We provide the firewood you need too – for as long as stocks last, at least. It's generally kept in the containers near the BSG clubhouse. Please register with the plant safety office in advance in order to use the barbecue area.

Travel Risk Management

We're always there for you when you're travelling too. If you're travelling on business or staying for a longer period abroad as an expat and have security-relevant or medical questions or concerns, you can contact our Travel Risk Management team around the clock. Our security experts, doctors and multilingual coordinators guarantee you receive treatment and expert advice whenever and wherever you need it. Further information can be found in the intranet.



Holiday Accommodation

When it comes to the best few weeks of the year, we offer our employees attractive accommodation at preferential terms. Whether you spend them in South Tyrol or at the Baltic Sea, you're sure to have a great time. Further information and the registration form can be found in the intranet.



Junior Staff Development

The pioneers of tomorrow

Junior Staff Development

It makes sense, really: anyone who wants to be successful in the future ought to help shape it. This is a principle we're true to in Friedrichshafen not only when we're developing new products and markets, but also when we recruit the managers and specialists of tomorrow. To make sure that our new employees get off to a good start, we offer them exciting insights into the business at an early stage and are deeply committed to developing new talent.

Girls' Day

We're naturally just as keen to invite girls and young women to start their careers with us as male apprentices and graduates – including in the technical professions. In order to further increase our quota of female junior employees, we take part in the national Girls' Day each year. For a whole afternoon, we give schoolgirls exclusive insights into the training workshop and production halls. This gives them first-hand experience of the training involved in becoming an industrial mechanic or mechatronics technician.

Start early

We also welcome those who wish to get to know our company personally at an early age. We offer a wide range of pupil work experience, discovery days,

and practical experience programmes for student trainees, interns and graduating students. And often small, but lucrative jobs during the holidays too.

Jugend forscht (Young people do research)

We've been closely involved with the *Jugend forscht* competition for many years now – back in 1988, MTU Friedrichshafen GmbH hosted the national competition as the main organiser. And we're still an important partner today, regularly organising the Südwürttemberg regional competition and awarding the MTU special prize for pupils: a research internship in our company's Development and Preliminary Development Division. It's a matter of honour that our own trainees take part in the competition on a regular basis too.

➤ Personnel marketing is a must

As an attractive employer, we can be found around the world. You'll find an extensive online application portal and interesting information about HR management in our company on our website at www.rpowersystems.com/ careers. We also use many Web 2.0 platforms in order to discover suitable employees for tomorrow, including job portals, Xing and Facebook.

University contacts and recruitment fairs

As winners of the Top Employer Germany and Top Employers for Engineers awards, we've no reason to be modest. We therefore try to get in contact personally – especially when it comes to recruiting the best new talent for our company. We attend numerous university and recruiting events around the country each year. We also have an active regional presence, including at the BO Berufsbildungsmesse (Vocational Education Show) in Friedrichshafen and at Zeppelin University's workshop symposium 'zulatten'.

Recruiting from pole position

The Germany-wide design competition Formula Student Germany gives ambitious students that share our passion for technology – and our ambition to always be an engine-length ahead of the competition – the opportunity to demonstrate their talent. As one of the main sponsors, we're proud to organise the annual FSG event at the Hockenheimring. In addition to this, we assist some of the participating racing teams with their preparations, including the two-time world champions from the University of Stuttgart.

