



HOUSE OF HR
WE CHANGE LIVES

House of HR

Tax Policy

Version: August 2024

House of HR
Spinnerijstraat 97
8500 Kortrijk
houseofhr.com

Our PowerHouses

ABY ACCENT COHEDRON CONTINU
PROFESSIONALS HOUSE OF COVEBO HOUSE OF
HEALTHCARE REDMORE SOLCOM TIMEPARTNER TMI



1. Purpose

This **tax policy** document highlights our approach to tax. Through this tax policy, we aim to build and maintain trust with our stakeholders and support our Environmental, Social and Governance (ESG) commitments by ensuring ethical conduct and social responsibility in our tax affairs.

This tax policy is a synopsis of the House of HR tax strategy. **The House of HR Tax Strategy** document provides more comprehensive insights on the tax function and the managing of tax risks within our organization. While the more detailed tax strategy document is available upon request, this tax policy is accessible to all stakeholders.

2. Scope

This tax policy is applicable to House of HR and all PowerHouses and Boutiques in which House of HR holds a direct or indirect controlling interest (jointly referred to as “House of HR Group”). House of HR shall communicate this document to all employees, management, and stakeholders involved in the tax processes. Changes in strategy, business operations or amended laws and regulations may give rise to adjustments to this document. This tax policy (and its amendments) is subject to approval by the Board of Directors of House of HR.

This document addresses the tax policy for House of HR Group and sets out the strategic framework with respect to tax. The locally empowered structure of House of HR allows for a thorough tailor-made approach, based on the needs of the PowerHouses and Boutiques and on the expectations of stakeholders regarding tax matters. It is up to the PowerHouses and Boutiques to further refine the tax policy and integrate the framework into their business and day-to-day activities.

3. Tax Strategy

House of HR recognizes the importance of responsible tax management in achieving its overarching mission and vision. The tax strategy expresses which tax goals House of HR sets for itself, based on the group values and principles, and how it intends to realize these goals at the strategic level.

Guided by House of HR's values and principles, the House of HR tax strategy centers on responsible and ethical tax practices by complying with all tax laws, avoiding any form of tax evasion and its pledge to pay a fair share.

Achieving this tax strategy is based on the following set of principles:

- **Compliance with Tax Laws:** House of HR is committed to fully complying with all relevant tax laws and regulations at all times.
- **Fair Share Contribution:** House of HR recognizes its responsibility to contribute its fair share of taxes to support public services, infrastructure, and social programs. House of HR will not engage in tax evasion or aggressive tax avoidance schemes.
- **Minimizing Tax Liability:** While maintaining strict compliance, House of HR will make use of legitimate tax incentives, deductions, and credits.



- **Collaboration with Tax Authorities:** House of HR intends to foster open, proactive, and cooperative relationships with the tax authorities. House of HR will respond promptly to inquiries and provide the requested information.
- **Transparency:** House of HR is dedicated to maintaining transparency in its financial dealings, ensuring that its tax reporting is accurate, complete, and in accordance with applicable laws.
- **Support:** House of HR Group Tax supports the PowerHouses and boutiques with correct and timely advice.
- **Employee Education:** House of HR Group Tax will educate the tax responsible employees on the importance of tax compliance and ethical tax practices.
- **Tax Control Framework:** Regular reviews of House of HR's tax practices will be included in the tax control framework to ensure ongoing compliance with tax laws. Any necessary adjustments will be made promptly in the tax control framework.
- **Transfer Pricing:** House of HR and its PowerHouses and Boutiques will adhere to a transfer pricing policy for international operations to ensure at arm's length pricing and compliance with transfer pricing regulations.
- **Global Tax Management:** Group Tax will closely monitor changes in the field of taxation and manage the impact of changes in tax laws, tax jurisprudence and international treaties within House of HR.

By adhering to this tax strategy and working goals, based on the House of HR Group values and principles, House of HR is effectively positioned to fulfill its tax obligations while optimizing tax efficiency in a responsible and sustainable manner.

4. Relationships with External Stakeholders

Because of the increasing demands in the area of taxes, it is crucial to have relationships with different external stakeholders outside of House of HR.

Investors and Lenders

House of HR focusses on providing transparent and consistent information and interactive communication to its investors and lenders. House of HR listens to their views concerning taxes, such as transparency and governance, and factor their expectations into its approach. House of HR promptly replies to any specific correspondence from investors to provide them with additional insight into its approach to tax.

Tax Authorities

House of HR intends to foster open, proactive, and cooperative relationships with the tax authorities. Group Tax is the first point of contact for the Dutch tax authorities. Group Tax will be informed upfront in situations in which the PowerHouses will be in direct contact with the Dutch tax authorities. Depending on the situation Group Tax can take an active or passive role and delegate the contact to the PowerHouse.

Contact with the tax authorities for non-Dutch companies is primarily the responsibility of the Local Tax Responsible. In case Group Tax needs to contact these tax authorities, the Local Tax Responsible will be informed upfront by Group Tax. To safeguard the interest of the Group, the Local Tax Responsible will actively inform Group Tax in case of questions and/or announced audits from the tax authorities.



Audit, Tax and Law Firms

Group Tax has knowledge and expertise in the tax area. For a better understanding of new tax regulation, complex tax compliance, important projects with a potentially significant tax impact and tax audits/litigation, House of HR may also engage external tax advisors. Group Tax will adhere to the Internal Audit Independency Policy and the External Audit Independency Policy to make sure the engaged tax advisors are independent from the auditors. Group Tax is also committed to adhere to the House of HR Procurement procedure.

5. Tax Transparency & ESG

House of HR recognizes the importance of tax transparency within its corporate values and ESG principles. House of HR is committed to ensuring comprehensive reporting on its tax policy, governance, and performance in the near future. This will involve disclosing its approach to tax planning, its engagement with the tax authorities and an overview of its tax contributions. By embracing transparent reporting on its tax practices, House of HR aims to foster trust with stakeholders, underscore its dedication to responsible tax conduct, and alignment with global ESG standards¹.

This Tax Policy is approved by the Board of House of HR on 28 August 2024

¹ This includes the Global Reporting Initiative Reporting Requirements Tax standard (GRI 207) and European CSRD Directive