



Airthings Personal Handbook

NOV 2021



AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



Welcome to Airthings

Hi there! We are so pleased to have you as part of our team, and I am happy to extend my personal welcome to you.

Perhaps the best way to describe the environment and culture you will find at Airthings is to review the core values we are committed to as an organization. These simple core values are both qualities that have been part of our culture from the early days of the company and that I strongly believe are critical for us to embrace as we grow.

Our Core Values

Dare

to innovate, to take risks, to collaborate, to be curious, to lead, and to make a difference.

Love

our planet, our people, our products, our impact, and the experiences we create.

Focus

on creating the best experiences and solutions, on our customers, on speed, and on quality.

As you begin, or continue, your employment with Airthings, please remember that our employees are our most valuable resources. We are confident that you will find this a dynamic, exciting, and rewarding place to work, and we look forward to an exciting future together.

Sincerely,



Oyvind Birkenes, CEO

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



Introduction

Whether you have just joined Airthings or have been with us for a while, we trust that you will find our company a dynamic and rewarding place to work, and we look forward to a productive and successful association. Our employees are our most valuable resource. This handbook serves as a guide for our relationship.

The intent of this handbook is that all our employees should understand what is at the basis of the operation of Airthings, and to know the rights and duties as employees.

The handbook will be maintained periodically by the administration. You will be notified by your manager when a new version is available.

You should realize several important points about this handbook:

1. The handbook contains only general information and guidelines. It is not intended to be comprehensive, therefore, if you have questions, please address your specific questions to your manager.

No supervisor or other representative of Airthings other than the CEO has the authority to enter into any agreement for employment for any specified period or to make any agreement contrary to what defined in this handbook.

2. We will change things in the handbook from time to time and we will inform you when any changes occur.
3. This handbook and the information in it should be treated as proprietary and confidential. No portion of this handbook should be disclosed to others, except Airthings' employees and others affiliated with Airthings whose knowledge of the information is required in the normal course of business.

Airthings Corporate Standards

At Airthings, we have two guiding principles, and if you follow those, the corporate standards are easily adhered to:

1. Be nice
2. Use good judgement

Pretty much, just be a kind person. We have a huge impact on each other, and therefore are the architects of the space we work in. Being nice to others is a boomerang that comes back to you when you most need it.

Code of Business Conduct and Ethics

Conducting our business affairs in accordance with the highest ethical standards and in compliance with legal requirements aligns directly with our mission of providing quality solutions to our customers. A reputation for ethical conduct, market leadership and business success build the bond between employees, leaders, members of the Board of Directors, shareholders, suppliers, consultants, and all business partners to satisfy the demands of customers.

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



Every person, regardless of position, has an ethical responsibility to help enforce this. You should be alert to possible violations and report them to your manager or other appropriate personnel.

Non-harassment

Airthings is committed to a workplace free of any kind of harassment. We do not tolerate harassment of our employees or job applicants by another employee, supervisor or any vendor or customer. Harassment of a third party by an employee is also prohibited. Any form of harassment on the basis of race, color, sex, religion, mental or physical disability, marital status, age, sexual preference, medical condition, or any category protected by law is a violation of this policy and will be treated as a disciplinary matter.

If you feel that you have experienced or observed conduct inconsistent with this policy, whether in the workplace or any other work-related setting, you should report it immediately to your manager, any manager with whom you feel comfortable, or a board member.

Conflict of Interest and Outside Employment

In consideration of your employment, you are expected to devote your full attention to the business interests of Airthings. The Employee must not hold other positions or perform other professional work during the period of his employment without the prior written approval from the CEO of Airthings.

Our policies prohibit any employee from accepting simultaneous employment with a supplier, customer, developer, or competitor, or from taking part in any activity that may enhance or support a competitor's position.

Additionally, you must disclose to Airthings any interest that you have that may conflict with our business.

Anti-corruption and bribery.

We have zero tolerance when it comes to all forms of corruption and bribery. It is our policy to conduct all of our business in an honest, professional, fair and ethical manner, when dealing with potential or existing customers, suppliers or public officials and institutions. We require all employees to support this commitment.

Open Door

Airthings promotes an "open door" environment where employees deal openly and directly with each other and their managers to achieve optimal teamwork, satisfaction, development and our business goals. If you have questions about conditions, compensation or benefits, you are encouraged to talk openly and directly to management.

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



Exporting of Goods

Airthings is committed to following export compliance laws and adopting policies and procedures that are consistent with these requirements. As a Norway based company, we are required to follow the laws and regulations that govern the exportation of our goods and technology. Our failure to follow applicable laws and regulations could damage our business reputation and, even worse, prevent us from exporting our products to our customers. Compliance with the Exporting of Goods policy by all employees is of the utmost importance both for the employee and the Company.

Proprietary and Confidentiality Responsibilities

Airthings has developed and will develop certain information, products, processes, procedures, customer lists, and other proprietary and confidential information that are an important part of our business. All employees must realize that this information is proprietary and is the property of Airthings. Sharing this information with any other party or using it for your own purposes is a violation of your responsibility to Airthings. Keeping this information confidential is a specific condition of your employment with Airthings.

Whistleblowing

We invite our employees to blow the whistle on unacceptable circumstances. Unacceptable circumstances include breaking the law and breaching the guidelines for employees and other internal rules, as well as the infringement of generally accepted ethical standards.

We use Mitt Varsel (MyVoice) to report any breaching of our guidelines and ethical standards. By using this link you will be directed to Mitt Varsel and you can report the breach in a confidential manner.

<https://portal.mittvarsel.no/skjema/airthings-asa/GKVP4jLc67zpkw1W.953?lang=en>

Human Rights, Diversity and Inclusion

Our purpose is to empower the world to breathe better. To do so, we are focusing on doing good for the environment and less harm based on the sustainability dimensions, Planet, People and Business. We want to improve our daily activities by taking responsibility to respect and contribute positively to human rights, and a commitment to be a diverse and inclusive company. We believe a diverse and inclusive workforce and work environment are essential for a purpose-led business. Please familiarize yourself with our Human Rights, Diversity and Inclusion Policy [here](#).

Other Party's Information

You may or may not have received confidential information in connection with your previous employment. As part of your previous employment, you may be under an on-going contractual obligation not to disclose confidential information received in connection with that employment.

In accordance with our ethical standards, Airthings does not want you to use or disclose to others any confidential information that properly belongs to other parties.

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



Work for Hire

Any work produced during your employment with Airthings is considered "work for hire," and the rights to such work belong to Airthings unless otherwise agreed to in writing and approved by the CEO. If you leave Airthings and wish to retain samples of your own work, you must obtain specific written permission from our CEO.

Disclosure

We have four (4) authorized spokespeople for speaking to the public media and/or the investment community or on behalf of Airthings: (1) The Chairman of the Board, (2) the CEO, (3) the CPO, and (4) CMO. Others can be appointed as needed.

Any employee or person who is not an authorized spokesperson for Airthings should not respond under any circumstances to inquiries from the investment community or the media unless specifically directed to do so by one of the four listed authorized spokespersons.

All inquiries should be directed to the CEO or CMO.

Employment

All employees received an Employment Agreement that includes details with respect to the contract between the employer and employee.

The Employee must follow any rules and guidelines that apply to the position and must be aware that these guidelines and rules may change at any time. The position and tasks for the employee can also change.

Performance Assessment and Development

At Airthings, all employees will have a formal discussion about their work, performance, and plans annually with their manager. It is a two-way discussion and feedback session. We use Performance Assessment, Peer-Feedback and Goal Setting in BambooHR.

The Performance Assessment should take place early in the year (March) and will have a formal follow-up about 6 months after. Feedback to the employer or leader should not wait until the next formal Performance Assessment meeting, give feedback on a regular basis!

New employees

It is important that new employees get a professional and good on-boarding experience. The manager of the new employee must follow the on-boarding process in BambooHR. Please spend time introducing yourself and welcome all new employees. New employees will also be appointed a Buddy and invited to New Hire Intro Day soon after start date.

Termination

There is a three- or six-month trial period with one-month mutual term of termination notice. Thereafter the mutual term of termination notice is three months from the end of the calendar month in which the term of notice was given. Specifics are described in your employment contract.

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



Work hours

To us, collaboration and teamwork are the foundation of all great products. We work together as a team all the time. We have a flat structure and an open-door policy. Even though we work together, it's crucial to have the ability to work on your own and focus on your tasks. We focus and work hard during office hours, using our full work capacity towards the betterment of the company. Use your working hours to stay on top of your responsibilities.

Normal working hours are 37½ hours per week plus a 30min lunch per day. We understand that employees have family duties, and we like to be a company that offers "worklife" balance. Therefore, it would be great if we are in the office between 9.00 and 15.00, every day.

Working Remotely

At Airthings, collaboration and teamwork are key. However, we know everyone's schedule is different and sometimes we need some flexibility. At times, we want to work from home, or a cabin, or your parents' house. Therefore, you are free to work remotely for a couple of days when you need to. Just keep in mind that you should check with your manager/team first, be present on Slack and email, and keep your team in the loop if you will be away for periods of time.

Time-sheets

Tracking your hours is important since we are a business that includes R&D. Please, be sure to update your timesheet using BambooHR — our time registration system. We recommend keeping up with this daily and/or weekly. Depending on the department you work in, you may be asked to track your hours for different projects.

Overtime work

Every attempt should be made to avoid the necessity for overtime through efficient planning and effective work. However, overtime work might be required to reach the lofty milestones we make. Any overtime should be agreed on ahead of time with the responsible manager.

Time-Off

Holidays

We have a lot of great holidays in Norway and we added a couple extra free days because we think family time is important.

Norway

- Christmas Eve, Christmas Day, 2nd Day of Christmas
- New Year's Eve, New Year's Day
- Easter: Maundy Thursday, Good Friday, Easter Monday
- Labor Day (May 1)

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



- Constitution Day (May 17)
- Ascension Day (39 days after Easter)
- Whit Monday (50 days after Easter)

US

- Christmas Eve, Christmas Day
- New Year's Eve, New Year's Day
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving (Fourth Thursday and Friday of November)

Vacation

On top of paid holidays, you will get 25 days of paid* vacation, or 5 weeks. We think vacation time is important and we urge you to take all your vacation, whenever it works best for you—just let your manager know as early in advance as possible.

*you earn paid vacation as you work, so your first 12 months, you will have limited paid vacation. During your first year, your 25 days are free to use, unpaid, or you can choose to work those days for full pay—you decide.

You are entitled to three week's consecutive vacation time between June 1 and September 30. We encourage (but do not force) employees to do this to have a good break from work. But we also know that travel happens all year round. Want to go somewhere for 4 weeks in April? Go for it. Just give your manager as much notice as possible and plan around any major deadlines you have.

Airthings encourages all employees to take all 25 days of vacation during the year. However, if vacation days are not used, you can transfer them to the next calendar year. Remember to notify your manager before the years-end for this to take effect.

Additionally, any unpaid leave must be agreed upon with your manager in advance.

Holiday Pay (only applies to employees in Norway)

In Norway, in July, monthly salary is replaced with Holiday Pay. Each month, you are paid 1/12 of your yearly salary except in July when you get Holiday pay. This is earned in the previous year when Airthings sets aside a percentage (12%) of your previous years' salary. On the 1st of July, you are paid the money set aside for Holiday Pay from the previous year. If you were hired during the previous year, you have the right to work and get normal pay instead of Holiday Pay, up to the level of days you have earned Holiday Pay. Any vacation you take that is not covered by Holiday Pay, is unpaid vacation.

If you work in sales and receive a quarterly bonus payment the Holiday Pay is included in the net payment. Make sure you set aside these on your private holiday saving account!

The yearly KPI bonus is not eligible for Holiday pay.

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



Taxes

Your taxes are deducted from your monthly paycheck, which is calculated by taking your annual salary divided by 10,5. In July you pay no taxes, and only half tax is paid in December. Therefore, you will receive larger paychecks in July and December.

Leave of Absence

Sickness

Everyone gets sick and only you know the best way to get better. Here at Airthings we think our employees should decide if they need to stay home and rest, or if they prefer to work from home. If you don't come in for any reason, be sure to let your manager know. And if you decide to work from home, please make yourself available on Slack, email etc.

The norm in Norway is that the employer will cover up to 3 days sickness, 4 times within a 12-month period. At Airthings, we offer you paid sick days whenever you are sick. When you are better, come back to the office—we miss you! If you are sick for more than 3 consecutive days (including Saturday and Sunday) please bring a doctor's note. If your sickness absence lasts longer than 16 calendar days, the Norwegian Insurance Act applies.

Baby Leave (Not to be confused with paternity leave)

Airthings wants to make sure both parents get to be home with a brand-new baby to get settled in. Therefore, Airthings gives the partner (that didn't do the pushing) 14 days (2 weeks) of paid leave when the baby arrives.

Maternity/Paternity leave

We follow the normal Maternity and Paternity leave governed by the National Insurance Act in Norway that states: You have the right to parental leave if you have had pensionable income for at least 6 of the last 10 months before the parental benefit period starts.

Please see www.nav.no for more detailed information and how to apply for your parental leave.

However, please remember that according to the National Insurance Act: Paid paternity leave requires that both parents fulfill the requirements for paid parental leave. Maternity leave is always given to a new mother; however, paternity leave depends on if both parents were employed or enrolled in school.

Please give a copy of your "Vedtak" from NAV, to the Finance department. The Finance department needs to fill in a form and send to NAV based on the "Vedtak"; as well as pay you the right amount of money when you are on your leave. Airthings pays 100% fixed salary when you are on parental leave, meaning we cover the gap between what NAV is paying and your 80% or 100% fixed salary.

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



Sick Child Leave

If you have kids under 12, you are entitled to time off when your child is sick, or when you need to take them to the doctor. If your child-care person is ill, you are also entitled to time off. Other rights apply if your child has prolonged illness.

Moving

People move and it is usually stressful. We will give you a day off to move or settle in—just let your manager know ahead of time.

Death in your family

Losing someone you love is so hard, and we want to try to help in some way. Airthings will give you paid leave if you need, please talk with your manager.

Unpaid Leave

If you have a special need to take additional unpaid leave, talk to your manager and agree on how it should be arranged for the best interest of both parties.

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



Travel

At Airthings we are focusing on doing good for the environment and the people. Therefore, we want to improve our projects based on the sustainability dimensions, "planet, people, and business", our sustainability key performance indicators. Please read our [Travel policy](#).

Before you purchase your means of travel and book your accommodation please fill in Airthings sustainable travel [form](#). This form is mandatory to fill for any form of traveling from an Airthings related activities. It will help us monitor our travel emissions and the safety of our employees. Traveling guidelines apply to all Airthings Employees seeking to travel on behalf of Airthings. These traveling policies will help employees to make the best decisions in their traveling choices and expenses, and contribute to becoming a zero-waste and climate-positive company. What's not to love? ❤️

Airthings will reimburse all actual, necessary, and reasonable company business expenses. You should use good judgment when incurring business expenses. Travel expenses will be reimbursed as soon as you submit your claims by your expenses tools. The report must be submitted within two and four weeks of your trip. Book in the most reasonable price and economy class. Plan ahead your travel with a minimum of one week as traveling from one day to another tends to be more expensive.

If you need to travel to countries that need a visa or other documentation to enter, Airthings will cover all relevant expenses. The same applies to medical expenses, like medical insurance for travelers, vaccinations, or examinations.

As an anti-corruption and bribery measurement, when traveling Airthings will always take the cost for employees' business travel and hospitality. Employees shall not accept that our partners take this cost. Likewise, Airthings shall not cover these expenses for any one not employed by Airthings or a member of the board of directors.

All travel should be booked at the most reasonable rates that gets you effectively to the destination. Travel should be booked in economy class. For hotels, we use standard business grade hotels. Get approval from your supervisor before you book your travel.

Any employee who knowingly files a false expense report is subject to disciplinary action up to and including possible termination.

Travel Insurance

All employees are covered by the Europeiske Reiseforsikring when going on a business travel, anywhere in the world. Please download the Europeiske Reiseforsikring APP on your mobile phone and enter SP 2302070 in "MITT REISEKORT".



Other Perks

Pension (only applies for employees in Norway)

Employees in Norway are included in Airthings' mandatory occupational pension scheme (OTP). The contribution to the OTP by the company is 6% (from 1 April 2021) (2% is the mandatory contribution) of the annual salary from 1-12 Folketrygdens Grunnbeløp.

Health Insurance

Employees are included in our health insurance. Please contact HR for more information.

Options

We strongly believe that having a stake in our company is great for everyone and makes sure we are one team working towards a common goal. As of now, all new employees will receive stock options when they start. This is also a great way to make sure everyone can reap the rewards of our work.

Training

To be one of the best teams in the world we need to keep learning and look for inspiration and new perspectives. You know best what inspires you and what you need to stay on top of your game. Training courses, conferences, or exhibitions — as long as it's relevant for your work and you can give back to the rest of your team, you're encouraged to go and the costs will be covered.

Referral bonus program

Employees can refer candidates to Airthings. If the candidate is hired, the employee will receive a referral bonus of NOK 20 000, SEK 20 0000, USD 2000, CAD 2000, EUR 2000, DK 2000 or £ 2000 after the candidate's trial period.

What is the process?

What	Who
Email to manager with the candidate name, email, CV and why this is a good fit for Airthings. Please refer to a position the candidate can be a fit for.	Employees
The manager decides if this is a candidate, he/she wants to meet and will contact the candidate.	Manager
The candidate will need to go through the normal interview process.	Manager
If the candidate is hired, the manager sends an email to HR with the name of the employee that referred the candidate and the candidate name.	Manager
HR keeps an overview of the referral bonus payouts and gives the information to payroll.	HR
The employee will receive the bonus after the candidate's trial period.	Employee

Conditions of the program:

The candidate has not already applied to any positions at Airthings.

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



If a candidate is referred by two or more Airthings employees - the first one referred the candidate will be entitled to receive the bonus.

The candidate must complete the interview process, be hired, and complete the trial period before the bonus is paid out.

Referral bonuses are not applicable to the Leadership team and the hiring manager for the position.

Airthings' Products Discounts

We want all our employees to get to know and understand our products (and hopefully be their biggest fans!) That is why we give everyone a Wave product when you start. We also offer 50% off to employees for any other products. Buy them for your friends and family, at a reasonable limit.

Party Time

We celebrate a lot here at Airthings. Every time something big happens, we pop the champagne and skål! We also have milestones, Christmas parties and a summertime strategy session. As part of the Airthings team, you will always have a place on the guest list.

Champagne toast

When you hear the bell, one of these things happened:

- Product release, RTM
- Single order or contract of >1MNOK
- Sign a major new reseller or distributor
- Month of record revenue
- "Special" events (or when we just really need a toast)

Salary Beers

Here at Airthings we work hard and like reaping the benefits. We celebrate getting our paycheck once a month by going out for beers (or whatever else you would prefer to drink!)

Milestones

Since the beginning of time (in the Airthings world) goals have been a big deal. We have big hairy goals and we are well-known for achieving them! We work hard to make those goals, so when we accomplish one of them, we celebrate big-time. When a milestone is accomplished, we will ring the bell, have a champagne toast and open a Milestone envelope. We have 10 hanging envelopes with a surprise, company-wide outing inside each one.

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



Strategy Session

Each year around spring, we hold a two-day, offsite strategy session where each employee directly contributes to our company strategy.

Christmas party

Sometime in December we hold a Christmas party where we can dress up, eat delicious food/drink and dance. Feel free to bring your partner and get ready to party! We also hold a Secret Santa gift exchange that day in the office.

Office Culture

Our working space is our home away from home. It's where we explore ideas, hang out, eat lunch, have meetings, discuss the best development strategies and create epic products. Take good care of the space, and make yourself at home.

Lunch

We try to spend as much time together as we can, so at lunch we sit as a group. We take about a 30-minute lunch between 11 or 12 each day. Each month you are deducted NOK 200,-. Airthings contribute to your lunch which is considered a fringe benefit; therefore, a canteen-tax is deducted from your pay slip each month.

Verneombud

As is normal in Norwegian culture, we have a Verneombud and safety representative. At Airthings, this is a chosen person that will ensure that the business safeguards the employees' safety, health and well-being in accordance with the Working Environment Act. The Verneombud has the right to stop dangerous work, i.e., if there is an immediate danger to life or health. If you have any issues with your work environment, please go to the Verneombud.

Cultural

We are proud of where we work and the people we work with. We have a lot of different people from different backgrounds, but these are some personal and company traits that we all agree on:

Open	International	Scientific	Dedicated
	Intelligent		

We have a flat structure and people that lead by example. We care about our customer's well-being and safety, and we think customer service is key. These are all integral parts of our culture that we stand behind every day.

Roundtables

The CEO has regular meetings with a random group of employees where any questions can be raised to him. It is important for the CEO to hear ideas and concerns in a smaller group.

AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104



Friday lunch

On Fridays, we have an informal all-hands meeting. It is expected that everyone in the office join this meeting or call in, and it will include a wide variety of topics, like:

- Introduction of new employees
- Financial updates
- Sales, marketing, and customer updates
- Summary of any travel
- Product and project updates, new releases
- Social event info
- Q&A's—come with questions!

Final thoughts

You have been hired to be a part of the Airthings team and that means we believe in you and think you fit here. We try to give you the best and want yours in return. We give you the freedom, responsibility and trust you need to thrive.

We also know that people perform best when they care deeply about their work. Detailed lists of tasks to run through each day are tedious and unmotivating. That is why you oversee your work, and it's up to you to make the right priorities, always keeping our guiding principles in mind:

- Use your best judgement
- Be nice



AIRTHINGS

Norway: Wergelandsveien 7, 0359 Oslo, Norway, +47 468 46 155
US: 451 S. Main St., Suite 220, Fort Worth, TX 76104