



# Revs+

## Yamaha Motor Europe N.V. Facilities & GA Update

April 2026

### POLICIES & JIRA

Our Facilities & General Affairs policies are available on [Sharepoint](#) and [Confluence](#). The policies are made to help you find more information about our services and standards. In case you have questions / requests / complaints, please create a ticket via the [Facility Jira platform](#).

### PHONE BOOTHS & ACCOUSTIC PANELS

Last month we installed 4 extra Phone Poddies at HO; 1 extra on 1<sup>st</sup> floor, 2 on the 2<sup>nd</sup> floor and 1 extra on 3<sup>rd</sup> floor and also the (extra) acoustic panels. The IS Division is now fully equipped with acoustic panels and 6 panels are installed at Marine Division on 2<sup>nd</sup> floor.

### CHARGING LITHIUM BATTERIES

To keep our workplace safe, we would like to remind everyone that lithium batteries from electric bikes and scooters (i.g. NEO's) **should not be charged inside the office**. These batteries can occasionally overheat while charging, and we want to avoid any fire risks indoors.

To help prevent accidents, we kindly ask you to charge your batteries in one of the following safe locations:

- In the bike parking area at the warehouse, or
- Charging facilities in the service center

### UPDATE RECEPTION & SECURITY

From April 1st, we started working with two new service providers for Reception (Facility B.V.) and Security (Securitas). During the tender, we have taken various factors into account, such as quality, safety, response time, finances and flexibility, but we have also chosen to thoroughly review our current needs. This review and assessment revealed that the premises open earlier and/or remain open longer than we currently facilitate and therefore the risk for unauthorized people is unnecessarily high. To also bring this more into line with HR policy \* and to enhance the security of our sites, the following schedule is applicable from April 1st:

	Opening time	Closing time
HO	06:40	20:00
SC	06:20	19:15
WHS	05:45	23:30
Bellsingel office	05:45	20:30

\* The above changes are in line with HR policy (starting between 7.30 and 9.30 am and leaving between 4.00 and 6.00 pm) and contribute to a better work-life balance for our staff.

This is excluding roles that specifically being asked to work longer, for example in the WHS

If one of our buildings need to remain open for longer, this can be requested via a [Jira ticket](#), following the regular process of requesting overtime.

Please note that working alone is not permitted and a member of the emergency response team need to be present, in line with government safety requirements.



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### EMERGENCY RESPONSE TEAM UPDATES

#### Team update:

After 20 years Nicole decided to leave the Emergency Responder Team. We would like to thank her for all these years commitment to the team.

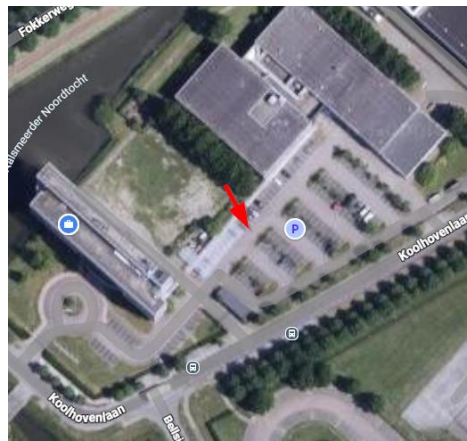
We welcomed five new members this year: Margaret Martin-Carroll, Aleksandra Maltceva, Aditya Bhargava, Ithy Buffinga & Berry Gernaat.

#### What to do in case of an Emergency:

- In case of a fire push the nearest fire alarm button first
- Call: the emergency number: 020-654 6555
- o Who: Report your name
- o Where: Report the location of the incident
- o What happened: give a description of the incident

#### Assembly point

In case of an evacuation go to the assembly point on the parking, between the Head Office and the Service Center:



**Always follow instructions from the emergency response team (recognizable by their vests).**

### EVENT CALENDAR

We made an event calendar in [Confluence](#) with all After Work Drinks, Social events, Country theme lunches etc. As soon as new events are known, we will also update it in this calendar.

The next After Work Drinks is on Wednesday the 27<sup>th</sup> of May.

The event team is also busy with the preparations for the Yamaha Summer Event, more details and Save the date will follow soon.



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## RESTAURANT & BANQUETING

### Restaurant

During busy days (Monday until Thursday) all tables are most likely occupied when you arrive at 12:15 and therefore we would still like to invite you to have lunch with your department at 12:00 or at/after 12:30.

Also at 12:30 there will be enough choices of food. We hope that measures mentioned above, with more spread-out lunch times, will help make the lunch area pleasant for everyone. If this doesn't have the desired effect, we will introduce lunch shifts on these busy days.

### Banqueting

Managerial approval in Jira is mandatory as of January 1<sup>st</sup> for all banqueting/lunch vouchers and can only be ordered by Yamaha employees. Lunch vouchers are for visitors only and need to be requested via [Jira](#) at least 2 working days in advance before 12.00 hours.

Banqueting requests must be done via [Jira](#) at least 3 days in advance before 14:00 including the managerial approval. For groups larger than 20 persons, please order 2 weeks before the event date. More information can be found in the [policy](#).

### Lunch 'speed date' table

We've received a great suggestion that we're happy to implement. Every first week of the month (starting 4-8 May), there will be a lunch speed date table (see blue circle on the floor plan) where you can have lunch with colleagues from other divisions. Places are first come, first served, with a maximum of 1 colleague per division at the table. This initiative supports our "Teamwork & Cooperation" competency—so please keep sharing ideas to strengthen the Kando feeling!





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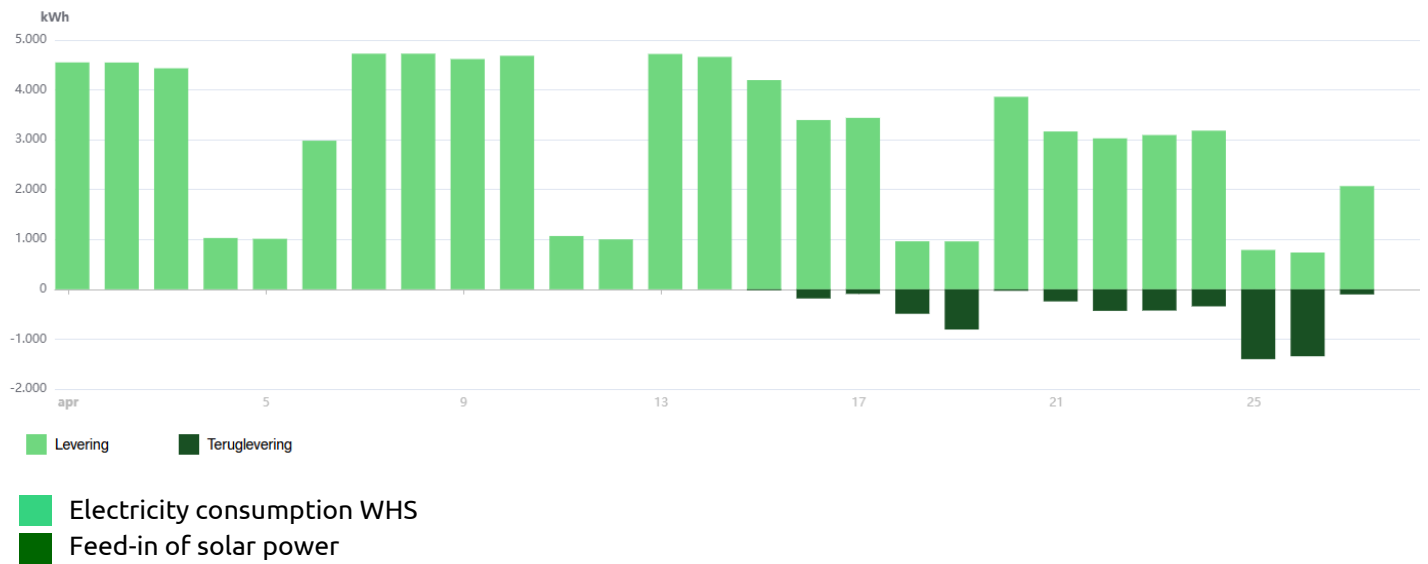
April 2026

### VARIOUS PROJECTS

#### Solar panels

The solar panels are now operational, and the first results are positive, see the chart below:

Totaal Levering: 81.647 kWh Teruglevering: -5.910 kWh



#### Renovation Traffic

Last week we finalized the renovation of Traffic area. It's now a matter of fine-tuning and putting the finishing touches in place.

