



Our policy in case of illness absenteeism

Appendix 1: Our policy in case of illness absenteeism

Article 1. Sick reports

Were you to fall ill and/or become incapable of working, then you report sick as soon as possible with your immediate supervisor and with your Employer: in any case no later than a 1,5 hour before the time you normally start working. You communicate with your immediate supervisor. You must make the sick report at Staffice B.V. before 9.00 AM telephonically through 085 0600565.

In principle, you report sick yourself. Only if you are unable to do so, you can let somebody else report sick on your behalf. If you fall ill during worktime, you report this personally to your immediate supervisor and Staffice BV., before you stop working and go home.

If you call in sick, you will say for how long you expect to be ill, where you are during your illness (see article 2. below), the phone number where you can be reached and the address and phone number of your general practitioner. And, if this applies, also that of the specialist who is treating you. If you are hospitalised or committed to a nursing facility, you also transmit for how long you will probably be staying at the hospital or the nursing facility. In the event it was already known that you are going to a hospital or nursing facility, please communicate this as soon as possible.

If you believe that your illness and/or work incapacity results from a workplace accident, you report this immediately to your immediate supervisor as well as to Staffice B.V.

Article 2. The address you are staying at during your illness

Along with the sick report, you communicate the nursing address if it is a different address from the address Staffice B.V. has for you. If you are abroad, you transmit the foreign address. If the nursing address changes during the sick report, you must telephonically communicate this immediately to Staffice B.V. (for example commitment to a hospital or nursing facility). You confirm the report within 24 hours in writing by e-mail to Staffice B.V.. As soon as the Dutch nursing address changes to a nursing address abroad, you must first ask for permission from Staffice B.V. in writing. This is an important control regulation, whereby non-compliance may lead, for instance, to suspension of the wages (art. 7:629 section 6 BW – Civil Code).

Article 3. Stay abroad

If you are abroad, for example during your holidays, and you become incapable of working there, you report this as described in article 1. If you are unable to present yourself at the surgery of the health and safety services, the following applies:

- If you are staying within the EU, you will report within three days to the social security institution of that country for the conducting of a control. You can find the competent institution on the list attached to this illness absenteeism policy. If the country is not listed, you investigate yourself what institution is competent, and you report there. You ask if it is possible to have the statement drawn up in English and whether an opinion can be given regarding the nature of the illness, the probable duration thereof, and a statement concerning the fitness to travel. The social security institution will then be able to send the statement to the company physician of Staffice B.V. at administratie@staffice.nl. This is an important control regulation, whereby non-compliance can lead, for instance, to suspension of the wages (art. 7:629 section 6 BW – Netherlands Civil Code).



If you are staying outside the EU, you will report within 3 days to the social security institution of that country, or at least – if the preceding is not possible – to a local physician, and you ask for a statement – if possible in English – about the nature of the illness, the probable duration thereof, and a statement regarding fitness for travel. The social security institution or the local physician can then send this statement to the company physician of Staffice B.V. at administratie@staffice.nl. This is an important control regulation, whereby non-compliance may lead, for instance, to suspension of the wages (art. 7:629 section 6 BW – Civil Code).

During the work incapacity while staying abroad you repeat the preceding every two weeks and you ask to send such a statement to the company physician of your Employer every two weeks.

As soon as you are able to travel, you will travel back to the Netherlands as soon as possible. As soon as you are back in the Netherlands, you will immediately report this to your immediate supervisor. If you are still unable to work, you will upon request of your Employer report to the physician of the health and safety services ('Arbodienst') and you will cooperate with an examination by this physician to determine your work incapacity.

The Employer has the right, for that matter, in case of illness abroad to request an additional check/control by a physician of his own choice. You are bound to cooperate with this.

Article 4. Stay at home

You must be available between 8.30 AM and noon and between 1.30 PM and 5.00 PM for an inspector of the health and safety services or for the surgery of the controlling physician of those services. If you are not at home when the inspector of the health and safety services ('Arbodienst') pays you a visit, you will follow the written instructions that the inspector of the Arbodienst has left behind. Make sure that the inspector of the Arbodienst knows what your nursing or home address is and that he can visit there for a check. If such were to be necessary, then you communicate to your Employer what measures you have taken for this, so your Employer can transmit this to the inspector of the Arbodienst. Your employer and/or the Arbodienst can grant you exemption from these regulations. Following the first visit of the inspector of the Arbodienst, or after the first visit to the physician of the Arbodienst, you will observe the instructions he gives you. These instructions may be deviated from for a visit to the treating physician or, for example, because you are going back to work again.

Make sure you have an ID at hand, so you are able to identify yourself if you are requested to do so. The inspector of the Arbodienst will also show his ID if you request this.

Article 5. Visiting surgery

As soon as the Arbodienst or your Employer ask you to go to the surgery of the physician of the Arbodienst, or to visit a specialist indicated by the Arbodienst, you will do so. If you have valid grounds for not being able to do so (for instance because you cannot leave your bed), then you will report this to your Employer. The Arbodienst will then determine whether the grounds are valid and whether the check/surgery can take place in another manner or at another time. If you have a doctor's visit as a result of which you are not able to come to surgery, you will report this, immediately, and including documentary evidence, to the Arbodienst.

You may ask the Employer yourself for an appointment with the company physician of the Arbodienst if there are good reasons for this. If the company physician of the Arbodienst establishes that there were no legitimate reasons afterwards, the costs of the appointment will be billed to you and set off against your wages.

If you have doubts about the advice of the company physician, you can ask whether the company physician can contact another company physician concerning. The company physician who gave the advice to you will deploy another company physician as soon as possible after consulting with you, unless there are important arguments not to do so. The company physician must explain what these important arguments are. The company physician who is to be consulted does not work for the Arbodienst or the company or the institution where the company physician who gave the first advice to the Employer works.



The company physician has a complaints procedure. A copy of it can be requested by e-mail through administratie@staffice.nl.

Article 6. Make sure you can recover well

You may not do anything that hinders your recovery. Such may be, for example, sports, odd jobs in and around the house, going to festivals, and working in general. If you believe that certain work or activities do not hinder your recovery, you discuss this with the physician of the Arbodienst and you ask for permission. After consulting with the physician of the Arbodienst, you will do everything to promote the process of recovery, so you will soon be able to go back to work. You will thereby strictly observe the arrangements that are made in the context of re-integration. You will thereby cooperate with the drawing up of a plan of action, progress reports, and a first-year evaluation.

Article 7. Contact with your Employer

During work incapacity you keep your Employer and the Arbodienst informed of how your illness and/or work incapacity are going and how your recovery is progressing.

In the event you wanted to take vacation days during illness, you report this in the usual manner to your employer. The Employer may submit this to the company physician and refuse the vacation in case the company physician assesses that it hinders your recovery.

If you are close to illness and/or work incapacity, you can request an interview with your immediate supervisor or your Employer to discuss this and to see whether deactivation can be prevented. Employer has the right in case of frequent absenteeism or striking absenteeism to take to you about the matter. You are bound to accept an invitation for such an interview.

Article 8. Recovered again?

You immediately communicate to your Employer, upon his request or on your own initiative, all facts and circumstances of which you can reasonably understand that they may affect the continued disbursement of your wages during your illness or work incapacity. If it regards medical information, you are only obliged to communicate such to the physician of the Arbodienst, who will respect the medical patient-doctor privilege and privacy.

Article 9. Information

Je geeft aan je Werkgever, op zijn verzoek of uit eigen beweging, direct alle feiten en omstandigheden door, waarvan je redelijkerwijs kunt weten dat die van invloed kunnen zijn op de doorbetaling van je salaris tijdens je ziekte of arbeidsongeschiktheid. Als het om medische gegevens gaat, hoeft je die alleen door te geven aan de arts van de Arbodienst, die het medisch beroepsgeheim en de privacy zal respecteren.

Article 10. Second opinion

As soon as your Employer asks, you will cooperate with an examination by an expert as intended in article 7:629a section 1 BW (Civil Code), in order to obtain a so-called 'expert opinion' on your work (in)capacity.

Article 11. Violation

If you were not to comply with the control regulations, on grounds of what is stipulated in article 7:629 section 6 BW (Civil Code), your Employer may suspend the payment of your wages until the moment when your Employer has been able to establish that you are entitled to the continued disbursement of wages, or that the continued disbursement of wages is halted. If you do not agree with this suspension of the continued payment of your wages, you can file a wage claim with the district court. Thereby, you must have a statement of an expert appointed by the social security agency UWV ('expert opinion') that you are prevented from carrying out the established or other suitable activities (see: article 7:629a BW).

In the event you were to violate one or more of these control regulations, your Employer may also take further measures against you. These also cover measures of dismissal.



Article 12. Benefits

The illness benefits occur once every four weeks. This also applies if deviating arrangements have been made for periodic wage payments. The disbursement of these benefits always takes place 2 weeks after the end of the period. This means concretely, that week 1 through week 4 are transferred in week 6, etc..

Period	From Week	Through week	Payment day <i>donderdag</i>	Disbursement sick pay <i>donderdag</i>
1	1	4	Week 5	Week 6
2	5	8	Week 9	Week 10
3	9	12	Week 13	Week 14
4	13	16	Week 17	Week 18
5	17	20	Week 21	Week 22
6	21	24	Week 25	Week 26
7	25	28	Week 29	Week 30
8	29	32	Week 33	Week 34
9	33	36	Week 37	Week 38
10	37	40	Week 41	Week 42
11	41	44	Week 45	Week 46
12	45	48	Week 49	Week 50
13	49	52	Week 53	Week 1*
	53**	53**	Week 01**	Week 2*

* these disbursements occur in the year after

** these disbursements occur, if applicable, in the year after or date to be communicated.