



STANDARD EMPLOYMENT CONDITIONS

Human Security Collective

Effectiveness: July 1st 2021

Version number: 3.0

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PREAMBLE

- 1 The text of the Collective Labour Agreement on Social Work, Welfare and Social Services (hereafter referred to as "CLA") is the guideline for these Standard Employment Conditions.
- 2 In case of questions concerning employment and labour conditions, the HSC Standard Employment Conditions take precedence.
- 3 Changes made to the Standard Employment Conditions
The employer will give notice by e-mail to all employees of realization, changes and removal of any provisions in the Standard Employment Conditions . In case the Management Team believes it necessary, employees will be asked to sign a letter of consent.
- 4 Whenever the word "he" is used in these Standard Employment Conditions, this can also be read as "she".

CHAPTER 1 GENERAL PROVISIONS

1.1 Definitions

- a **Employment contract:** an agreement as provided for in Article 7:610 of the Dutch Civil Code.
- b **Employer:** Stichting Human Security Collective ('Human Security Collective').
- c **Employee:** the person that has entered an employment contract with the employer, other than as a holiday worker.
- d **Union:** the employee association with members from among the employees.
- e1 **Salary scale:** a fixed ascending set of levels and the corresponding amounts, as specified in the salary table in Appendix 2.
- e2 **Salary:** the gross monthly amount agreed upon by employer and employee, which corresponds to a level of the salary scale that applies to the employee's position.
- e3 **Hourly wage:** 1/173,3 part of the gross salary.
- e4 **Periodic salary increment:** a salary increase of one level.
- e5 **Level:** a number that appears in the salary scale of the salary table in Appendix 2.
- e6 **Position-based scale:** the salary scale that corresponds to a specific type of position.
- f **Working time:** the time agreed upon between employer and employee, in which working activities are performed, including time for travels and waiting times associated with working activities for the employer.
- g **Place of employment:** the place where the employee usually performs the working activities.
- h **Work area:** the area assigned by the employer where the employee usually performs the working activities, as specified in the individual employment contract.
- i **Relational partner:** a person with whom the single employee has a relationship and with whom – with the intention of living together permanently – he lives at one same address sharing a joint household; relatives of the employee up to the third degree are not to be considered relational partners.
- j **Holiday worker:** a person who goes to school and performs simple and non-structural tasks during the school holidays for an uninterrupted period of up to 4 weeks.

1.1a Relational partner

- 1 The provisions of the Standard Employment Conditions (SEC) and the appendices applicable to married employees, also apply to employees with a registered partner within the ambit of the Partner Registration Act ("Wet op de Partnerregistratie", Stb. 1997, 324).
- 2 The provisions of the Standard Employment Conditions (SEC) and the appendices applicable to married employees, also apply to employees with a relational partner as described in Article 1.1a. paragraph 1. In this respect, blood relations and relations by marriage of the employee will also be considered relatives and relations by marriage. Only one person can be named as relational partner.

The employer can request the employee to submit to the employer a written statement signed by the employee and his partner, showing that there is a relationship as provided for in Article 1.1a. paragraph 1 and that the relational partners live at the same address.

1.2 Scope of application

These Standard Employment Conditions apply to the Stichting Human Security Collective.

1.3 Character of Standard Employment Conditions

The provisions that contain work instructions, house rules or other regulations agreed upon between employer and employee which are contrary to the SEC and appendices thereto shall be null, except if employer and employee agree on (temporary) different regulations for a period of time during which an employee is sent abroad, is commissioned to work abroad or is employed abroad. In that case the employee will be subject to the terms for working abroad specifically agreed upon.

1.4 Appendixes and transitory provisions

The appendixes and transitory provisions are an integral part of the Standard Employment Conditions.

1.5 Effectiveness

This version of the Standard Employment Conditions is in effect from July 1st 2021 and is valid until it replaced by a newer version.

1.6 Obligations of the employer

1 General

The employer enables the employee to perform his working activities on a best efforts basis, and will give instructions according to the demands of the position and the organization's aim. Furthermore, the employer will do and refrain from doing all things a good employer in similar circumstances is expected to do and refrain from doing.

2 Provision of and access to the Standard Employment Conditions

- a The employer will provide the employer a hardcopy of these SEC on request, free of charge.
- b The most recent version of these SEC can be accessed at all times on the G-drive at: Human Security Collective (F:)/Team/Employment Conditions
- c During an application process, the employer will give the potential employee access to a copy of the SEC.

3 Liability for damages

- a The employer will take out sufficient legal liability insurance to cover damages caused by employees during their periods of employment.
- b An employer who suffers injuries or losses during working hours for which he is not to blame, and for which the employer is legally liable, is entitled to compensation for those injuries or losses from the employee. This is subject to the condition that the employee transfers any claim of compensation from third parties to the employer.
The above does not apply to monetary damages through loss of wages which the employee is entitled to, based on an inability to work insurance of inability to work benefits as specified in Article 11.2 of these SEC.
- c The employer will ensure that employees who take working trips - both within The Netherlands and abroad - are insured against material and intangible damages which they may suffer as a result of, or related to working trips. The employees have access to the terms and conditions of this insurance on the F-drive in the folder: "Human Security Collective (G:)/Team/Travels/Travel Insurance AIG" .

4 Code of conduct

The employer defines a code of conduct aimed at preventing undesirable behaviour (aggression, racism, sexual harassment, age discrimination) and at respecting everyone's religious and ideological beliefs.

The employer has adopted a "Code of conduct for employees".

The code of conduct contains a procedure for employees who wish to file a complaint by virtue of this code. Possible measures in case of non-compliance with this code by the employee shall be taken in accordance with the paragraph 'Compliance with the code of conduct'.

New employees receive a copy of this code as part of the organization manual of Human Security Collective. By signing the employment contract, the employee declares that he has received the code and to accept the code. The code of conduct can be found in the Organization Manual on the G-drive in the folder: "Human Security Collective (F:)/Team/Organization Manual".

5 Promote equal opportunities

The employer encourages the promotion of equal opportunities within the organization for employees regardless of their sexual orientation, religious views, ethnicity or gender.

6 Confidentiality

The employer is obliged to maintain confidentiality regarding personal data of the employee that are known to the employer due to the employment relationship, unless the employee authorizes passing on this personal information. This obligation will continue being effective after termination of the employment relationship.

1.7 Obligations of the employee

1 General

The employee will do and refrain from doing all things which a good employee in similar circumstances is expected to do and refrain from doing. The employee will perform the tasks agreed upon to the best of his ability, taking into account indications from, or on behalf of, the employer in accordance with the demands of the position and the organization's aim.

2 Place of employment or work area and obligation to move.

- a An employee is considered living in the organization's work area when his daily commuting costs do not exceed the maximum amount as specified in Appendix 1, Article 1.
- b If the employee is living outside the organization's work area and agrees with the employer that the commuting distance can be bridged reasonably, he is not subject to the obligation to move.
- c If the employer and the employee agree that there (probably) is an obligation to move, then this will be provided for in the employment contract.
- d If in view of the work's importance and for adequate performance of the position, moving is deemed necessary, the obligation to move can still be agreed upon at the initiative of either the employer or the employee (after consultation and subject to a reasonable period for moving).

3 Temporary change in the working tasks and activities, the working time and working hours. After consultation, within reasonable limits and to the degree to which it is in the interests of work or the organization, the employee will agree to:

- a perform other tasks for a short period of time, whereby these activities are reasonably consistent with his position;
- b accept temporary and incidental changes of his working time and hours;

- c accept temporary changes in the place of employment and/or the work area.
- 4 Board positions and other additional activities
- a The employee will notify the employer in the person of the executive director in writing whenever he intends to hold or to extend paid or unpaid board positions, or performs or to extend additional activities outside Human Security Collective, if it can reasonably be assumed that this gives rise or may give rise to a conflict of interests. This may be the case with board positions and/or ancillary activities at:
- fellow employer organizations;
 - organizations that are (partly) financed by Human Security Collective;
 - organizations from which Human Security Collective receives money.
- b Only in exceptional circumstances will the employer approve the (going) fulfillment of a board function at an organization that is (partly) financed by Human Security Collective or from which Human Security Collective receives money. If consent is granted, the employee will, in any event, refrain from interfering with the financing agreements between the relevant organization and Human Security Collective.
- c Paragraph b does not apply when it concerns a board position in an organization in which Human Security Collective participates precisely because of financing agreements.
- d If the additional activities or the extension of the activities thereof are considered to be in conflict with or harmful to the performance of the employee and/or the employer, the employer will confirm to the employee within one month (in writing and with due substantiation) that the performance or extension of these additional activities is not permissible, or is permissible only under certain conditions, to be determined by the employer.
- e If the employer does not reply to the employee's notification within one month, this is regarded as an approval.
- f Before the employer decides not to allow the additional activities or an extension of activities, he will discuss this with the employee.
- 5 Forbidden actions
- a The employee is forbidden from directly or indirectly participating in contracting or deliveries that benefit the employer. The employee is also forbidden from accepting or claiming gifts, remunerations or commissions or from accepting inheritances or legacies from persons with whom the employee comes into contact solely through the position he fulfils.
- b Unless explicitly authorized by the employer, the employee is forbidden from:
- accepting as a gift or on loan, buying, selling, causing the sale of or pledging of money or property that belongs to third parties;
 - making available or selling money or property that belongs to the employer to third parties;
 - having clients or persons employed by the employer perform personal services;
 - using property of the employer for personal use. The mobile phone and laptop provided by the employer on loan may be used for private purposes. The costs of private use of the mobile phone are allowed up to an amount of € 200 on an annual basis. The amount above will be settled with the employee via the salary. This can be deviated from in consultation with the supervisor.
- 6 Confidentiality
- The employee is obliged to maintain confidentiality regarding information received in his position and through his occupation, insofar as this obligation naturally applies or has been expressly imposed on him. This obligation shall also be effective after termination of the employment.
- 7 Management of the employer's property
- a The employee will carefully manage the property that the employer has entrusted to him.

- b The employee can be obliged to fully or partially compensate the damages suffered by the employer only insofar as these derive from intentional acts, gross negligence or serious carelessness on the part of the employee.
- c This obligation can only be imposed after the employee has been duly heard and if necessary, assisted by a counsellor.

8 Reporting absence

An employee who, because of inability to work or for any other reason, is unable to perform his duties, will notify the employer (stating the reasons) as soon as possible in the manner rescribed in the Organization Manual. As soon as the employee knows he will be able to resume work, he must inform the employer accordingly.

CHAPTER 2 EMPLOYMENT CONTRACT

2.1 Employment contract

- 1 The employment contract between the employer and the employee is entered into and amended in writing.
- 2 An employment contract is entered into for an indefinite or for a definite period of time
- 3 As soon as possible after having reached a verbal agreement concerning the signing of or the amending of an employment contract, the employer will forward the signed agreement to the employee. When received, the employee will return the signed agreement to the employer as soon as possible.
- 4 Article 7: 668a Dutch Civil Code (Flexibility Act) applies to all employment contracts. As provided for in this law, the employer and the employee may:
 - a enter into a chain of three temporary employment contracts before permanent employment sensues.
 - b enter into a chain of several temporary employment contracts in a period of 36 months, before permanent employment sensues;
In case of an interval of 6 months and 1 day or more in between two employment contracts, the count starts again.
- 5 In the case of a temporary employment contract, the employer will inform the employee at least two months before the end date of the contract about continuation or termination of the employment contract.

2.2 Medical examination

- 1 If a (recruitment) medical examination needs to be carried out according to the Medical Examinations Act, the employer can oblige the employee to undergo one.
- 2 Employees who regularly go on working trips are asked to undergo a tropical medical examination once every two years. The procedure with regard to these medical examinations is described in Appendix 5.
- 3 The employer will cover the costs of these examinations or tests.
Travel and accommodation expenses will be reimbursed as provided in Appendix 3.

2.3 End of employment contract

- 1 An employment relationship ends:
- a by mutual agreement at the moment agreed upon by the employer and the employee;
 - b upon expiration of the period for which the employment contract was entered, by notice of the employer of at least one month;
 - c by written unilateral termination by the employee as described in paragraph 2 and with a notice period of at least one month;
 - d by written unilateral termination by the employer, with the approval of the UWV, in so far as required;
 - e by unilateral termination during the trial period as referred to in Section 7: 652 and 676 of the Dutch Civil Code;
 - f by summary dismissal for urgent reasons by employer or employee in accordance with the provisions of article 7: 678 and 679 of the Dutch Civil Code;
 - g the day on which the employee reaches the state pension age;
 - h by the death of the employee;
 - i due to dissolution by the court pursuant to Section 7: 685 of 686 of the Dutch Civil Code for serious reasons or breach of contract.
 - j on the first day of the next calendar month, when an employee wishes to terminate the employment contract in connection with childbirth and has communicated this to the employer in writing no later than 6 weeks after delivery.
- 2
- a Notice must be given in writing and with due substantiation.
 - b The period of notice begins on the first day of the calendar month following the notice.

2.4 Death of employee

- 1 Following the death of an employee, the salary settlement is the same as when terminating the employment relationship with an employee. Furthermore, a death allowance is granted which comprises the salary, the holiday allowance and the year-end contribution to which the employee would have been entitled as from the date following the death until the last day of the second month following the death. If the deceased was married and did not live permanently separated, the death allowance will be paid to the surviving spouse. If the spouse is also deceased or if the couple indeed lived separated permanently, the death allowance will be paid to the joint, under-aged legitimate, foster or natural children.
- 2 In case the surviving relatives receive benefits related to the employee's death under a legally required inability to work insurance, then the amount of these benefits will be deducted from the death allowance.

2.5 Disciplinary measures

- 1 Suspension
- a The employer can suspend the employee for no more than 14 calendar days, in case he suspects there is just cause within the ambit of Article 7: 677 and 678 of the Dutch Civil Code for summary dismissal of an employee instantly and if the employer believes that suspension is an urgent necessity in the interests of the work. This term can be extended once at the most, and again for 14 days.
 - b The employer must immediately inform the employee of the decision for suspension or an extension thereof, specifying the length of the suspension and the reasons underlying the suspension or the extension thereof. As soon as possible thereafter, the employee should receive a confirmation of the decision in writing and with due substantiation.

- c Before the employer decides to proceed with a suspension, he will hear or have heard the employee, or at least must invite the employee to explain his case. The employee is entitled to receive assistance from a legal counsellor.
 - d During suspension the employee retains the right to a salary.
 - e Should the suspension turn out to be unfounded, the employee will be reinstated by the employer. This will be confirmed in writing to the employee. If the employee was assisted by a lawyer, the costs of this counsellor will be borne by the employer in case of a reinstatement.
 - f The employee may request that the employer also provides for his reinstatement in writing with third parties that were informed by the employer. The employer is obliged to grant this request.
 - g Non-reinstatement of the employee and failure to inform of, or confirm, his reinstatement in time and in writing in case the suspension proved incorrect provides sufficient grounds for the employee to terminate employment immediately, as provided for in Article 7: 679 of the Dutch Civil Code.
- 2 Garden leave
- a The employer can grant the employee garden leave of no more than two weeks if the continuation of the working activities (for any reason whatsoever) is subject to impediments. This term can be extended only once for the same amount of time.
- significant
- b The employer will inform the employee of his decision to grant garden leave or an extension thereof as soon as possible, specifying the reasons why continuation of the working activities requires taking this measure.
 - c Upon expiration of the period of two or four weeks, the employee is entitled to resume his work, unless in the meantime a dismissal permit has been submitted or the civil court has been asked to rescind the employment contract. In that case, after having heard the employee, the employer can repeatedly extend the garden leave for a period that the employer may determine. This can be done until the moment when the contract ends or the aforementioned procedures have ended.
- employment
- d Garden leave is always subject to full payment of the salary.
 - e The employer is obliged to make provisions that are conducive to resuming work during the garden leave period(s).
 - f Garden leave cannot be used as a punitive measure.

CHAPTER 3 WORKING TIME AND WORKING HOURS

3.1 Working time

- 1 A full-time employee's working time is 40 hours per week.
If the working time is more than 5,5 hours per day, there is a mandatory break of at least half an hour.
- 2 Every year, the holiday and leave hours are subtracted from the total number of working hours.
- 2 The working time also includes participation in meetings directly derived from working tasks and activities, the travel and waiting times resulting from the work assigned and the commuting time, insofar as the latter is more than usual because of work carried out outside the professional residence.

3.2 Working hours

- 1 With the consent of the board and in consultation with the staff, the employer can introduce or make a

change to a working hours scheme.

- 2 Any modification to the employee's working hours can only be made subject to an agreement between employer and employee.
- 3 When regulating the working hours, the employee's religious and ideological beliefs will be taken into account as much as possible.

3.3 Application of the Working Hours Act and the Working Hours Decree

Working time regulations may not be contrary to the Working Hours Act and the Working Hours Decree.

3.4 Standard working time for working trips

- 1 The working time of an employee who goes on a work trip for more than one week will be the standard 40 hours. Upon return, the employee is entitled to one day of recovery leave, to be taken in consultation with the supervisor.
- 2 Part-time employees can file a request to the line manager for compensation of extra days worked. These compensation days should be taken almost immediately after returning from the work trip and in consultation with the supervisor.

CHAPTER 4 SALARY AND (YEARLY) ALLOWANCES

4.1 General

Articles 4.2 to 4.5 do not apply to the persons with the highest authority in the daily management of work. This includes the executive director who performs his duties under the statutory final responsibility of the Board.

4.2 Determining of the salary

- 1 The employee's salary will be set at an amount which corresponds to his position on the salary scale.
- 2 The applicable classification and the maximum achievable salary will be laid down in the employment contract and, in case of changes, in an agreement on amendments.
- 3 If the employee does not yet fully qualify for a position, but is expected to do so in the introductory period, during no more than 2 years can he be classified as being on the introductory scale. An introductory scale will be, at most, one scale below the usual scale for the position.

4.3 Classification at commencement of employment

At commencement of employment, the employee's salary is usually set at the lowest level of the salary

scale that corresponds to the position, unless the employer believes there are reasons to set the salary at a higher level.

4.4 Annual increase

- 1 The employee's salary will be increased on a yearly basis by one salary increment until reaching the maximum of the salary scale that corresponds to the position.
- 2 This periodic increase enters into effect on January 1 of the new calendar year, unless employment commences after July 1 of the current calendar year, in which case there will be an increment only on January 1 of the second calendar year following commencement of employment.
- 3 The personal employment contract will specify which of the possibilities mentioned in paragraph 2 applies.
- 4 In the fourth quarter/November, the management reserves the right to decide to continue or discontinue the periodic increase based on the financial forecast for the coming year. The management will inform the employees in December of the current calendar year at the latest. If the financial situation merits it, the Management Team of Human Security Collective may be asked to take a temporary pay cut.

4.5 Transfer to another position

- 1 Transfer to a higher-level position
 - a An employee who takes up a position at a higher salary scale will be assigned to that salary scale as from the effective date. The new salary will be determined in consultation with the employer, but will not, under any circumstances, be lower than the current salary.
 - b In case of promotion as from January 1, the employee will then receive both the periodic increase that corresponds to the promotion and any normal increment by virtue of Article 4.4.1.
- 2 Transfer to a position at the same level

If the employee takes up a position at the same salary scale, he will at least retain the salary that he received in the previous position.

When being appointed to the new position, the number of years of experience that are relevant to this position will be reconsidered, in the understanding that the new scaling will at least be equal to the existing scaling.
- 3 Voluntary transfer to a lower-level position
 - a If the employee takes up a position classified on a lower scale on his own request, his salary can go up to the maximum that corresponds to that lower salary scale.
 - b If the employee is already classified above the maximum of the lower scale when the change of positions take place, he will be classified on the maximum level of that lower scale.
- 4 Forced transfer to a lower-level position
 - a If the employee is forced to take up a position classified on a lower scale due to a reorganization or otherwise, he will be classified on the lower scale, though he retains the right to salary increase up to the maximum he was made to expect, in writing, for his previous position.
 - b If the actual salary is higher than the salary that corresponds to the classification, the difference will then be considered an individual allowance. From an administrative point of view, this allowance continues to be part of the salary and therefore counts towards the holiday pay, the pensionable salary, etc.
This allowance shall be subject to the same general pay rounds that apply to the salary.

4.6 Salary payment

- 1 The salary will be paid at the latest two days prior to the end of the calendar month.
- 2 Any possible allowances will be paid the following month.
- 3 On his request, an employee can receive an advance payment of at least 75% of the expected salary.

4.7 Holiday allowance

- 1 The holiday allowance year runs from June 1 to May 31.
- 2 The employee will receive a holiday allowance of 8% of the effectively earned salary and/or the salary payment continuation/supplement as provided for in Article 11.2, for the applicable holiday allowance year.
- 3 Employees who become employed or end employment in the course of the calendar year will receive the proportional portion of this allowance.
- 4 The payment of the holiday allowance will take place no later than in May.

4.8 Year-end contribution

The executive director reserves the right to grant employees a year-end contribution, which will be paid in December. This depends on the income of the foundation in the current calendar year. The amount of the year-end contribution depends on position and employment. The employee will be notified by e-mail.

CHAPTER 5 ALLOWANCES

5.1 Allowance for replacing a position with a higher salary

- 1 Employees who, on request of the employer, temporarily replace, either fully or partially, an employee in a position with a higher salary (other than because of a holiday) will receive an allowance. This allowance will be granted when the replacement has lasted for one calendar month, retroactively back to the moment when the replacement started. The allowance will be the difference between the effective salary and the salary that the employee would receive if classified under the position being replaced.
- 2 If the employer assigns the replacement to several employees, the employees involved will receive an allowance that is proportional to the replacement percentage determined by the employer for each employee.

5.2 Overtime allowance and/or compensation for irregular/extra hours

- 1 Employees who are not classified above salary group 8 and who, by instructions of the employer, perform additional tasks incidentally or for a longer period of time outside their habitual work schedule, or who perform tasks at unusual times, will receive a compensation in time or money, provided that the manager has given his prior consent in writing.

CHAPTER 6 ALLOWANCES AND REIMBURSEMENTS

6.1 Reimbursement of moving expenses

1 The employee is entitled to an allowance when an obligation to move has been agreed on by virtue of Article 1.7.2.

2 The moving reimbursement regulation includes a contribution to cover the costs for packing and moving household effects up to a maximum amount of 1.000 euros. The costs incurred for the removal must demonstrably be accompanied by receipts. The request for compensation for the costs of moving must take place within two years of commencement of employment. The travel distance between the old home address and work must be reduced by at least fifty percent. The new residential address must be within ten kilometers of the work address.

The removal expenses allowance can be paid tax-free if:

- The employee moves from a home more than 25 kilometers from the place of work to a home at less than 10 kilometers from the place of work.
- The removal is to take place within 2 years of acceptance of the employment.

6.2 Commuting allowance

1 The employee is entitled to a contribution to the commuting costs to and from work, provided this distance is more than 5 kilometers.

2 A detailed description of the regulation and the conditions governing the eligibility for this regulation can be found in Appendix 1.

3 At the end of the year the employee can claim an extra commuting allowance by converting part of the gross salary into net compensation. A detailed description of the regulation can be found in Chapter 12.

6.3 Allowances and reimbursements for interns

1 Interns who are accumulating practical experience based on a three-party internship agreement between academic institution, the intern and Human Security Collective, will receive an internship allowance. Based on a 40 hour working week, this allowance is € 400 per month. If the total amount of hours is lower, then the allowance will be adjusted accordingly.

2 If the intern cannot use an annual student travel pass during the internship period, he will be entitled to a reimbursement for the commuting costs according to article 6.2. The costs which the intern incurs during the internship will be reimbursed, by instruction of the employer, according to the Human Security Collective expense reimbursement regulations in effect.

6.4 Reimbursement of travel and accommodation expenses

1 A reimbursement regulation applies, by instruction of the employer, for travel and accommodation expenses incurred by the employee in relation to his working activities.

2 A detailed description of the regulation and the conditions governing the eligibility for this regulation can be found in Appendix 3.

6.5 Reimbursement of the premium for health insurance

Regardless of the number of hours worked per week, the employee is entitled to a gross monthly

allowance of € 10,00 towards the cost of the premium.
On-call employees are not eligible for this allowance.

6.6 Working at home/teleworking

On request, an employer can grant permission for an employee to work at home (hours or a day) in good consultation with the supervisor. This does not apply to employees with a position that requires actual presence at the office. The employer will not provide any facilities for homeworking.

6.7 Telephone costs

- 1 The employer provides employees with an indefinite contract of employment a mobile telephone on loan during the period in which they perform the job.
- 2 The costs of business calls made from one's own fixed telephone will be reimbursed tax-free, provided an original bill from the telecommunications service provider is submitted.
- 3 An employee who takes advantage of this arrangement and makes use of the scheme agrees to have his calls for private and business use controlled, as required by the Income Tax Office.
- 4 The amounts on which tax could be levied will be borne by the employee and will be deducted from the employee's salary.

CHAPTER 7 HOLIDAYS AND LEAVE

7.1 Number of holiday hours

- 1 The employee with a full-time employment (40-hours working week) is entitled to 200 hours of basic holiday leave per calendar year. For an employee with a part-time employment the accrual is adjusted proportionally.
Further information on the number of holiday hours is provided in Appendix 6.

7.2 Taking vacation leave

- 1 There is a difference between statutory and non-statutory leave hours. Normally, both statutory and non-statutory leave hours must be taken in the corresponding calendar year.
 - a The statutory leave hours that have not been taken, will lapse after 1.5 years, that is, on July 1 of the year following the year when they were granted.
 - b The extra statutory hours that have not been taken will lapse after 5 years.

The start and end dates of the holiday will be determined by the employer in timely consultation with the employee, in consultation with the supervisor.

The application for holiday leave is to be done by e-mail to the supervisor. If he agrees, he will send the employee a confirmation by e-mail, with a copy to the executive director and the management assistant for registration.

- 2 With the aim of ensuring the employee's welfare, the employer believes that it is important for the employee to take a holiday of two consecutive weeks at least once every year.
- 3 If the employee becomes unable to work prior to or during a holiday, the free days will not be counted as holidays, provided the employee submits sufficient evidence of his inability to work to the employer.

- 4 An employee who has been or was employed by the employer during part of the calendar year will be entitled to proportional holiday leave.

7.3 Holiday leave upon termination of employment

- 1 When an employment contract ends, the employee and the employer will reach an agreement on when and how to take the remaining holiday leave.
- 2 Before the end of the employment contract, the remaining holidays are to be taken by the employee in consultation with the supervisor before the termination of employment. If this is not possible, any excess of holiday hours will be settled with the last payment.
- 3 A negative holiday balance will be deducted from the last payment at the end of the employment contract.

7.4 Bank holidays

- 1 The employee is entitled to paid time off on the following days, insofar as they do not fall on a Saturday or Sunday: New Year's Day, Good Friday, Easter Monday, King's Day, the five-yearly anniversary of Liberation Day (5th May), Ascension Day, Whit Monday, Christmas Day and Boxing Day.

In the period between Christmas and New Year, the organization is closed. This period is not charged to the holiday leave of the employee.

- 2 For Muslim employees, the annual Sugar Holiday (Eid al-Fitr) is also considered a paid public holiday. The same applies to the Diwali celebration for Hindu workers. For employees of religious beliefs other than the ones herein mentioned, the employer can, on request accept another specific official holiday. For the celebration of any additional religious holiday, the employee will be required to take his leave hours.
- 3 Employees are not required to work on the official holidays specified in paragraphs 1 and 2, except in exceptional cases which, in the employer's opinion, require the employee to work. In that case, the employee will be entitled to another free paid working day, in consultation with the supervisor.

7.5 Special leave

- 1 If and insofar as absence is unavoidable due to one of the following events, the employee is entitled to special leave for the number of uninterrupted working days specified below, unless this is contrary to the tasks that, in the employer's opinion, should be performed:
 - a marriage or registration of the partner within the meaning of the Partner Registration Act: 1 day;
 - b upon death of blood relatives or relations by marriage:
 - 4 days upon the death of the spouse, parents, stepparents, in-laws, foster parents, children, stepchildren, foster children or children by marriage;
 - 2 days upon death of blood relations of relations by marriage in the second degree: grandparents, brothers/sisters and grandchildren;If the employee is responsible for organizing the funeral, cremation and/or inheritance, he shall be granted a maximum of 4 days leave;
 - c in connection with the adoption of a child, the employee is entitled to leave of absence by

virtue of Article 3.2 of the Work and Care Act.

The duration of the leave and the conditions under which it can be granted are specified in this article. During the leave of absence, by virtue of this Act, the employee is entitled to receive an allowance of 100% of his salary for up to four weeks.

d childbirth of the employee's partner: 2 days.

- 2 In all other special cases, the employer can grant special or unpaid leave, if he considers this to be justified, for a period of time to be determined on a case-by-case basis.
- 3 The employer must confirm any refusal of a request for special leave in writing and with due substantiation to the employee.

7.6 Work and personal life

1 Statutory leave regulations

The employee can benefit from different forms of paid or unpaid leave.

These leave regulations are laid down in the law:

- pregnancy and childbirth leave
- birth leave and additional birth leave
- paid parental leave (as of 2nd August 2022)
- adoption leave
- calamity and other types of short-term leave.

Except for calamity leave, requests for - leaves of absence have to be submitted in advance and in writing to the employer; for parental leave the request has to be submitted at least 2 months in advance.

2 Parental leave

1 The Work and Care Act (Dutch Bulletin of Acts and Decrees 2001, 567) sets forth, inter alia, legal provisions for parental leave and the conditions under which this leave can be taken. Notwithstanding and supplementary to this Act, the following provisions apply.

2 The maximum number of hours of the leave of absence is 26 times the average working hours of the employee per week.

3 It is possible to build up retirement accrual during parental leave on a voluntary basis. The costs associated with this shall be borne by the employee.

4 The employee does not accrue holiday leave for the hours that he enjoys parental leave.

5 If taking parental leave leads to a change in the number of travel days per week, the commuting allowance will be adjusted proportionately after six weeks.

6 Once the leave has started but is not continued at the employee's request due to unforeseen circumstances, the right to the remaining portion of the leave expires. If the parental leave is interrupted because of pregnancy, childbirth or adoption leave, the right to the remaining parental leave does not expire. The right to the remainder is then suspended and can be taken at a later date to be agreed on.

7 Paid parental leave:

From August 2nd 2022 the employee is entitled to paid parental leave within 1 year after the child's birth, for a maximum of 9 times the number of weekly working hours of the employee. The WAZO benefit (via UWV) will be paid to the employee.

3 Care leave

- 1 The Work and Care Act (Dutch Bulletin of Acts and Decrees 2001, 567) sets forth, inter alia, legal provisions for care leave and the conditions under which this leave of absence can be taken.
The employee can claim short-term/long-term care leave to provide the necessary care in case of acute/long-term illness or reliance on the part of:
 - children, partner, parents, grandparents, grandchildren, brothers and sisters (second-degree relatives);
 - others who are part of the employee's household (for example, a resident aunt);
 - acquaintances (someone with whom the employee has a social relationship, for example in-laws, a neighbour or a friend). The relationship must be such that it is plausible that the employee must provide the care. The condition is that the employee is the only person who can provide the sick care.
- 2 Short-term care leave per period of twelve consecutive months is a maximum of twice the number of working hours per week, for a 40-hour working week, $2 \times 40 \text{ hours} = 80 \text{ hours}$. The twelve-month period starts from the first day on which the leave is received. Salary will be paid for 70 percent for the leave hours taken.
- 3 Long-term care leave per period of twelve consecutive months covers a maximum of 6x the average working hours per week, for a 40-hour working week, $6 \times 40 = 240 \text{ hours}$. The twelve-month period starts from the first day on which the leave is received. Salary is not paid for the long-term care leave hours.
- 4 It is possible to continue retirement accrual during the hours taken for long-term care leave on a voluntary basis. The costs associated with this shall be borne by the employee.
- 5 The leave is taken per week during an uninterrupted period of at the most 6 months, up to at the most half the average working hours per week.
- 6 The hours taken as care leave by the employee still count towards the accrual of holiday hours.

4 Birth leave and additional birth leave for partners

- 1 The Work and Care Act (Dutch Bulletin of Acts and Decrees 2001, 567) includes the legal provisions for birth leave for partners and the conditions under which this leave can be taken. The request for additional birth leave has to be submitted at least 4 weeks in advance by letter or e-mail.
- 2 Partners are entitled to the number of working hours per week in birth leave. The employer pays salary in full during this leave. The employee can take the days of birth leave within 4 weeks after the birth of the child.
- 3 In addition to the birth leave, partners can take additional birth leave for a maximum of 5 weeks (this is 5 times the number of working hours per week). During the leave, the employee is paid 70% of the salary. The additional birth leave must be taken within 6 months of the child's birth, and the employee must have taken the one week of birth leave first.

- 4 During this partially paid leave, the employer pays the pension contribution on basis of the paid salary. It is possible to accrue pension on the unpaid part on a voluntary basis. The costs associated with this shall be borne by the employee.
- 5 The accrual of holiday leave and the fixed travel allowance for commuting remain unchanged during birth leave and additional birth leave.

7.7 Unpaid leave

The employee may be granted unpaid leave at his request for a certain period on the condition that working activities allow him to do so. When agreed upon, it is possible to continue insurance policies (including retirement insurances). The costs associated with this shall be borne by the employee.

7.8 Collective holiday leave ("obligatory days off")

- 1 The employer appoints a maximum of 2 obligatory days off per year as collective leave days. The Friday after Ascension Day is designated as a bridging day.
In 2023 the Friday following King's Day (Friday 28 April 2023) is designated as a bridging day.
- 2 The total amount of leave hours that the employee must take for this obligatory day off is the same as the amount of the usual number of working hours of the employee on this day.
- 3 The leave hours referred to in paragraph 2 will be deducted from the holiday credit.

CHAPTER 8 EMPLOYABILITY

8.1 Training policy and career policy

The aim of the training and education policy is to work towards the development and training of employees (in a planned manner and with demonstrable results) and to build the competences that the strategic plan considers are essential in order to achieve the strategic objectives.

A detailed description of the study facilities offered can be found in Appendix 6.

CHAPTER 9 WORKING CONDITIONS AND REDUCING HEALTH-RELATED ABSENTEEISM

9.1 Policy

- 1 The employer defines a policy that aims at promoting health, safety and welfare of the employees.
- 2 When developing and executing this policy, the employer will use the measures and tools contained in the safety, health and welfare catalogue of the Welfare and Social Services Sector ("Welzijn en Maatschappelijke Dienstverlening").

CHAPTER 10 RETIREMENT

10.1 Retirement

By virtue of his employment contract with the employer, the employee joins the pension scheme executed by and insured with Pensioenfonds Zorg en Welzijn (Pension Scheme Health and Welfare).

10.2 Retirement contribution

- 1 The employer may withhold from the employee's salary part of the retirement contributions owed. This is based on the salary as defined in the retirement regulations of this Retirement Fund.
- 2 The premium of the old-age and partner's retirement plan is divided evenly between the employer and employee.

The premium of the inability to work retirement plan is paid by the employer.

CHAPTER 11 EMPLOYMENT AND SOCIAL SECURITY

11.1 WGA contribution

While the Standard Employment Conditions are in effect, the employer will not withhold any contributions to the Partially Disabled Re-employment Scheme (Werkhervatting Gedeeltelijk Arbeidsongeschikten, or WGA) from the employee's salary.

11.2 Payment during inability to work

- 1 When applying this article, the last earned salary is:
The salary at the moment the inability to work arose, plus any other salary components according to the daily wages regulations of the Sickness Benefits Act ("Ziektewet") and/or the Work and Income according to Earning Capacity Act (WIA). The amount of these salary components is based on the average over the three months prior to the month during which the inability to work arose. The last earned salary is adjusted if the monthly salary changes due to a periodical salary increment and/or to general pay rounds.
- 2 The employee who because of illness, inability to work, pregnancy or childbirth, is entirely or partially prevented from performing his working activities, will be entitled to (partial) continued payment of the last earned salary while this lasts, as long as his employment contract remains in effect.
- 3
 - a From the first to the twelfth month of inability to work, 100% of the salary will be paid.
 - b From the thirteenth to the twenty-fourth month of inability to work, 70% of the salary will be paid. This percentage will be increased to 85% if the employee, with the aim of resuming work within the framework of a reintegration plan, performs working activities, follows training and/or (temporarily) performs a position with a lower salary.
The employee who, within the framework of reintegration, works during more than 85% of his average working hours, will receive the proportional percentage of his last earned salary.
- 4 The employee who prior to the end of the normal two-year waiting period is entitled to an allowance

from the Occupationally Disabled Persons Income Scheme (IVA) will receive a supplement from the employer. The employer will deduct the IVA benefit from the salary.
During the first twelfth months of incapacity for work, the salary is supplemented up to 100% of the last earned salary, and from the thirteenth to eighteenth month, to 85% of the last salary. If the employment ends, the supplement ends as well.

- 5 Periods of inability to work are added and counted as one if they succeed one another with an interval of less than four weeks (see Section 7: 629 of the Dutch Civil Code).
- 6 If the employee is entitled to a statutory allowance that is higher than the employer's supplement, This supplement will not be granted.
- 7 If a female employee has taken pregnancy or childbirth leave, the periods mentioned in paragraph 3 shall be extended accordingly.
If the legal benefits (from the UWV) related to pregnancy/childbirth are lower than the last earned salary, the employer supplements them to reach 100%.
- 8 During the periods of the supplement, the employee is entitled to a holiday allowance minus any other holiday allowances that may have been received from (an)other source(s).
- 9 If the employee earns income during the periods of inability to work from activities that started after the emergence of the inability to work, the employer's supplement will be reduced accordingly.
10. The employee is not entitled to salary continuation (according to Dutch Civil Code 7: 629 paragraph 3):
 - a in case the employee does not perform his work although he is able to do so;
 - b in case the inability to work was caused intentionally by the employee;
 - c in case the inability to work is the consequence of a defect that the employee had deliberately concealed when entering the employment contract, or which he intentionally provided incorrect information about to the employer, and of which he has known or must understand that this condition makes him unable to perform the position;
 - d if and as long as the employee hinders or slows down his own healing process;
 - e in case the employee does not accept any other working activities, although he is able to do so and the offer of the employer is reasonable;
 - f if and as long as the employee refuses, without proper grounds, to cooperate with the reasonable rules or measures provided by or on behalf of the employer that aim at making it possible for the employee to perform adequate work (see Dutch Civil Code 7: 658a, paragraph 4);
 - g if and as long as the employee refuses, without proper grounds, to cooperate with developing, evaluating and/or adjusting a working plan as provided for in the Dutch Civil Code 7: 658a, paragraph 1;

The employer must inform the employee immediately and in writing when he no longer enjoys the right to salary continuation.

- 11 If, after at least four weeks following the beginning of the employer's supplement, the inability to work percentage goes up, the employee will be compensated for the lost salary portion, according to the same system and for the same duration.

11.3 Protection against dismissal of employees who are partially unable to work

In case a sick employee has applied for a WIA benefit, which is not allocated by UWV because the employee is considered less than 35% disabled, the employee will resume his work as much as possible.

If this sick employee has not fully resumed his original work after 104 weeks of illness, the employer can convert the employment to a part-time employment. The part-time percentage is then established on the basis of the average number of hours that the employee has worked in the last 8 weeks.

11.4 Reorganizations

- 1 The employer will inform staff about any proposed reorganization which might result in a significant change in the employment situation or the dismissal of one or more employees. Employees are given the opportunity to give advice on this. The employer drafts a reorganization plan, which as a minimum specifies the position groups that will suffer quantitative and qualitative changes as a result of the reorganization and the manner in which the reorganization will be carried out.
- 2 Furthermore, if the intended reorganization causes forced dismissals, the employer must also prepare an implementation plan. In the implementation plan, the employer will specify which positions will be discontinued and whether there are positions in the organization that are similar or interchangeable with the positions that will be discontinued. The aim of this is to reappoint employees, if possible, to appropriate positions.
- 3 Interchangeable positions are positions which are comparable in terms of their content and the knowledge, skills and competences they require, and which are equivalent in terms of their level and remuneration.
- 4 The employer will make efforts to guide the employees involved from one job to the next. The implementation plan sets forth the measures that will be taken to guide employees from one job to the next, as well as the incentives that these employees will enjoy during these efforts.

11.5 Mergers

- 1 If the employer intends to proceed with a merger or to transfer control of the (or a part of the) organization to another legal person, employees organizations with members among the employees must be informed.
- 2 When announcing this, the employer will provide information on the following aspects: the legal form of the organizations involved, their place of business, the range and composition of the staff and the reasons underlying the merger.
- 3 The underlying principle of the consultations in the merger is that the employee's legal position should not worsen and that there will be no forced dismissals, unless this is unavoidable.

CHAPTER 12 OPTIONAL CHOICES (CAFETARIA MODEL)

12.1 Additional compensation for commuting costs

At the end of the year, the employee is given the possibility of extra commuting allowance by converting part of the gross salary into a net compensation. The personnel administrator provides a form that can be completed by the employee in December. The extra travel allowance is paid together with the December salary. Reducing the gross salary in this way may have consequences for the basis for social insurance and the pension contribution.

CHAPTER 13 EMPLOYEE PARTICIPATION

13.1 Employee participation

As a rule, there is a team meeting at least twice a year in which the employer informs the employees about decisions that affect at least a quarter of all employees in the company.

If there is a joint request from at least a quarter of the employees, an extra team meeting can be held in the meantime. This request must be submitted to the management.

13.2 Staff representation

If the employer has less than 10 employees, there is no legal obligation to set up a Staff Representation (a so called “Personeelsvertegenwoordiging” or PVT).

As soon as there are at least 10 employees, and the majority of them have expressed the wish to have a Staff Representation, this will be set up.

13.3 Union leave

- 1 An employee who is a member of an employee organization is entitled to special leave on full pay at the written request of this organization. This leave is granted to participate in activities, meetings and training and education days organized by the employee organization. The right to this leave expires if, in the employer's opinion, the work that must be performed is contrary to this request. The employee will be informed of any refusal to grant a request for leave in writing and with due substantiation.
- 2 If a large number of members wish to be eligible for this leave of absence, in so much that granting all their requests would seriously hinder work progress, then the employer can submit the matter to the executive board of the relevant employee organization. This will be decisive in terms of determining which members are eligible for the leave.

CHAPTER 14 DISPUTE PROCEDURE

14.1 Disagreement in the Interpretation of the Standard Employment Conditions

- 1 If an employee believes that there is a disagreement derived from the interpretation or application of these Standard Employment Conditions, he can submit this disagreement as an objection to the Foundation Board by forwarding a substantiated petition. The Foundation Board may decide to call on a mediator.
- 2 The dispute could be related to a dismissal procedure which requires a dismissal permit from UWV. If UWV has not yet provided a dismissal permit, then the party that requested a dismissal permit from the UWV is obliged to ask UWV to suspend the dismissal procedure as soon as the Foundation Board has confirmed receipt of the petition.
- 3 The Foundation Board does not consider the dispute if:
 - a the dispute refers to a dismissal procedure which requires a dismissal permit from UWV and the petition is filed with the Foundation Board while UWV has already been handling the application for dismissal for 6 weeks or more;

- b the dispute refers to a dismissal procedure which requires a dismissal permit from UWV
and UWV has already issued or rejected this dismissal permit at the time when the petition was filed with the Foundation Board;
 - c the dispute has been brought before the Court prior to having been filed with the Foundation Board.
- 4 If one party or both parties bring(s) the dispute before the Court while it is being considered by the Foundation Board, then the Foundation Board shall cease further consideration of the case.

APPENDIXES

APPENDIX 1 COMMUTING ALLOWANCE

(pertains to article 1.7-2a and article 6.2)

1 Allowance regulation

1 General

- a The employee is entitled to an allowance to cover his commuting costs to and from work, provided the travelling distance is greater than 5 kilometers.
- b If an employee lives outside a 5-kilometer radius from his place of work, then he is entitled to an allowance for the kilometers outside this radius.

If the employee moves during the employment, as a result of which the number of commuting kilometers to work increases, the reimbursement will be maintained as in the old situation.

If the employee moves during the employment, reducing the number of kilometers, the compensation will be adjusted to the new situation.

- c Due to the corona measures with lockdown and the advice to work at home, the fixed commuting allowance has been stopped from 1 January 2021. Over the actual days on which the employer has travelled from home to work, the travel costs can be reimbursed. The travel costs of public transport are fully reimbursed. If the employer has travelled in another way, the reimbursement request can be made on a kilometer basis (when the travel distance is greater than 5 kilometers).
- d The allowance amounts to € 0,113 per kilometer as of January 1, 2020. The kilometer amount and the individual allowances based thereon are indexed annually on January 1 pursuant to rate changes of the NS (Dutch Railways).
- e Employees who wish to take advantage of this allowance regulation must file a request with the personnel administrator using the form for commuting allowance.

2 Commuting distance

The commuting distance between home and work addresses is calculated using the ANWB Route planner (<https://www.anwb.nl/verkeer/routeplanner>) with the fastest route, and as provided for in paragraph 1, minus 5 kilometers.

- 3 In 2022, an NS Business Card will be made available for both commuter and public transport trips business travel. The following rules apply for this:

The NS Business Card can be used for train journeys in the Netherlands and for tram/metro/bus journeys in the Netherlands, in 2nd class.

The NS Business Card is not to be used for private travels.

HSC applies for the NS Business Card. An account must then be created by the employee, after which the NS Business Card is delivered to the home address.

If the card is lost or stolen, it must be blocked via the NS portal. A duplicate can then be requested.

2 Special arrangements

In order to promote the mobility of an employee with disabilities, the employer can provide for

Special arrangements.

APPENDIX 2 SALARY TABLES

Salary tables by 1st July 2020:

step	amount	scales							
	1-7-2020	3	4	5	6	7	8	9	10
1	1.476								
2	1.554								
3	1.635								
4	1.670								
5	1.712								
6	1.750	█							
7	1.788	█	█						
8	1.826	█	█	█					
9	1.869	█	█	█	█				
10	1.911	█	█	█	█	█			
11	1.965	█	█	█	█	█	█		
12	2.026	█	█	█	█	█	█	█	
13	2.095								
14	2.164								
15	2.228								
16	2.253								
17	2.367								
18	2.435								
19	2.498								
20	2.566								
21	2.632								
22	2.696								
23	2.763								
24	2.831								
25	2.896								
26	2.971								
27	3.044								
28	3.108								
29	3.179								
30	3.251								
31	3.321								
32	3.388								
33	3.457								

step	amount	scales							
	1-7-2020	8	9	10	11	12	13	14	15
34	3.528	■	■	■	■				
35	3.595								
36	3.660								
37	3.736								
38	3.815								
39	3.892	■	■	■	■				
40	3.959								
41	4.038								
42	4.116								
43	4.189								
44	4.261								
45	4.328								
46	4.390	■	■	■	■				
47	4.456								
48	4.546								
49	4.596								
50	4.665								
51	4.730	■	■	■	■				
52	4.801								
53	4.871								
54	4.937								
55	5.003								
56	5.069								
57	5.137								
58	5.206								
59	5.272	■	■	■	■				
60	5.341								
61	5.407								
62	5.474								
63	5.540								
64	5.609								
65	5.694								
66	5.777								
67	5.860								
68	5.947	■	■	■	■				
69	6.030								
70	6.115								
71	6.197								
72	6.281								
73	6.439								
74	6.451								
75	6.536								
76	6.620	■	■	■	■				
77	6.703								
78	6.798								
79	6.893								
80	6.986								
81	7.079								
82	7.173								
83	7.328								
84	7.483	■	■	■	■				
85	7.603								
86	7.724								

APPENDIX 3 REIMBURSEMENT OF TRAVEL AND ACCOMODATION EXPENSES

(pertains to article 6.4 and others)

1 General

When an employee goes on a work trip on behalf of the employer, he will receive a reimbursement of travel expenses.

2 Amount of the reimbursement

The expense reimbursement is granted in the following ways:

- a a reimbursement of the costs of public transport based on the lowest class rate;
- b an allowance of € 0,113 per kilometer if the employee uses his own car although he could use public transportation in an efficient manner;
- c a reimbursement of € 0,19 per kilometer if the employee uses his own car, subject to prior consent of the employer, insofar as he cannot or not efficiently travel by public transportation;
- d reimbursement for a taxi if the employer has authorized the employee to use this means of transport.

If the employer and the employee thus agree, the employer may also have a car at the disposal of the employee for the trip, at the employer's expense.

3 Use of own vehicle

When using his own motorized vehicle, the employee will be covered automatically under the employer's liability insurance, should the employee unexpectedly be liable for damages caused in accordance with Article 6: 170 of the Dutch Civil Code. The employee is obliged to take out a co-passenger insurance himself, and to submit the policy if this is requested.

An employee cannot use his own vehicle for more than 5,000 work-related kilometers per year. This does not include home to work commuting kilometers.

4 Toll and parking fees

These costs can only be claimed when traveling in a company car. In all other cases, toll and parking fees cannot be claimed separately for fiscal reasons.

5 Accommodation expenses

If work trips necessitate a stay of most of the day or several days outside the place of employment, the actual accommodation expenses will be reimbursed subject to submission of receipts and based on reasonableness, as to be determined by the employer.

APPENDIX 4 STUDY FACILITIES

(pertains to article 8.1)

- 1 **Aim of training and development of professional skills**
The aim of training and development of professional skills is to maintain and increase the expertise of employees. It is important to the employer that employees stay up-to-date with developments in the profession, so that the quality of the work they do stays at a high level and employees are able to work properly.
- 2 **Types of training and development of professional skills include:**
 - Internal trainings – these will be organized on a regular basis by staff members of Human Security Collective
 - External trainings and language courses
 - Keeping up with professional literature
 - Participating in conferences, debates and lectures.
- 3 **Request for an external course for training or development of professional skills**
An employee who wishes to participate in an external course for training or developing his professional skills has to apply for permission to his supervisor before commencing. The application should be accompanied by a cost estimation and all other details necessary for the evaluation of this request.

4 **Compensation of time and costs**

The employer will enable the employee to follow the training during working hours. Training outside of working hours will not be compensated.

The costs that will be compensated for are:

- The costs of the course for training or development of professional skills
- The necessary course materials
- A reimbursement of travel expenses in case the training is at a location that is not compensated for by the commuting allowance. The reimbursement of travel expenses are granted according to Appendix 3 – Reimbursement of travel and accommodation expenses.

The maximum amount for training and development of professional skills is 1.000 euro per employee per year. In case the maximum amount has not been reached, the remainder will be passed on to the next calendar year.

APPENDIX 5 PROTOCOL TROPICAL MEDICAL EXAMINATION

(pertains to article 2.2.)

A part of good employment practices is the care for health and safe working conditions. HSC sends employees abroad and therefore needs to pay attention to health care. This is less well-regulated in many countries than in the Netherlands.

1 Purpose

The purpose of tropical medical examinations is to:

- a protect the health of the people who take work trips and their families, based on an assessment of their medical fitness to stay in the tropics, vaccination, malaria prophylaxis and provision of specific information;
- b protect the health and interests of colleagues and all other persons involved by complying with (medical) obligations derived from, inter alia, the Working Conditions Act and the Dutch Civil Code with regard to employer and employee obligations;
- c protect public health in a broader sense, by reducing the risk of importing of (infectious) diseases.

2 Content of the medical examinations

The medical examinations include a number of standard examinations, to be determined by the medical examination center in consultation with the employer. In case of complaints and/or in case of specific diagnostics, further examinations or referrals can be made in consultation with the employer.

3 Frequency of the medical examinations

- a In the employment contract, the employer states that adequate performance of the position requires (frequent) work trips to other countries (including tropical areas) where the employee will be required to work in special and possible tough conditions. The employee declares to be willing and physically and mentally capable of doing this, insofar as he can determine this himself.
- b In the employment contract, the employee is offered a chance to determine this previous point at the expense of the employer by means of a baseline medical examination prior to the first work trip. The result of this baseline examination will not have any impact on the employee's legal position.
- c After each period of two years, the employee is entitled to a standard intermediate examination, except if there had been reasons for having that intermediate examination conducted previously.
- d If it is not yet time for a standard intermediate examination and the employee's state of health has not changed since the previous work trip, then the employee will declare on the work trip form that he is able to make the work trip insofar as he himself can determine himself. The date of the last tropical medical examination will be registered on this form.
If there have been changes, the employee must contact the medical examination center prior to his work trip, in order to determine whether there is any negative (medical) advice.

- 4 Procedure
- a The medical examination has to take place at the KLM Health Services. An appointment can be made by:
- Calling the secretariat by phone: 020-64091445
 - Sending an e-mail to moc.health@klm.com
- The medical examination can take place at the following locations:
- Hofweg 9, Den Haag (walking distance from the HSC office)
 - Schiphol
- When making the appointment, please mention that the examination is an 'Expat/PMO-examination'.
- b The employer bears the costs of the standard medical examination. The costs of any additional examinations will be borne by the employer only if these are not covered by the employee's health insurance provider.
- c If required, KLM Health Services provide general information on travelling in the tropics. Moreover, country information for specific destinations is available on the website <https://klmhealthservices.com/en/travel-clinic/>.
- 5 General provisions
- a The necessary vaccinations and malaria prophylaxis can be also be arranged for at the KLM Health Services.
- b The costs of vaccinations, malaria prophylaxis, etc. needed for work trips will be borne by the employer
- c PCR tests (corona test) for business trips can be done by appointment at KLM Health Services. The bill is sent directly to HSC.

APPENDIX 6 ACCRUAL OF HOLIDAY HOURS

(pertains to article 7.1)

- 1 Based on article 7.1. Paragraph 1 of the Standard Employment Conditions a full-time employee is entitled to basic holiday leave of 200 hours per calendar year. These are calculated as follows:
 - a 160 statutory holiday hours
 - b 40 non-statutory holiday hours

- 2 Both statutory and non-statutory leave hours must normally be taken in the corresponding calendar year:
 - a the statutory leave hours that have not been taken lapse after 1.5 years, that is, on July 1 of the year following the year when they were granted;
 - b non-statutory hours will lapse after 5 years.

Example of accrual of annual leave entitlement:

160	statutory holiday hours
<u>40</u>	non-statutory holiday hours
200	total holiday hours per year

- 3 The provisions above are applicable unabridged, including during inability to work.

- 4 The leave application procedure is described in the Organization Manual.

APPENDIX 7 CHANGES IN SEC

Date	Part	Change
1-9-2019	1.1a paragraph 2	Written statement on relationship to be submitted only at employer's request.
1-9-2019	2.1 paragraph 4	As of January 1st 2020 the maximum period will be 36 months for the chain of temporary employment contracts.
1-9-2019	7.4 paragraph 1	The five-yearly anniversary of Liberation day is paid time off.
1-9-2019	7.8	Monday May 4th 2020 is designated as a bridging day.
1-9-2019	10.2	The employee's own contribution for the old-age and partner's retirement plan was 11,4% and will be 11,75% as of September 1 st 2019.
1-9-2019	Appendix 2 Salary tables	On September 1st 2019 a general wage increase of 3,25% has been implemented.
1-7-2019	Appendix 5 paragraph 4 and 5	KLM Travel Health Services will provide of tropical medical/pm-checkups and vaccinations.
1-1-2020	Appendix 1 and 3	The allowance amount of € 0,108 per kilometer has been changed into € 0,113 per kilometer as of January 1st 2020, due to the indexation pursuant to rate changes of the NS (Dutch Railways).
1-7-2020	Appendix 2 Salary tables	On July 1st 2020 a general wage increase of 3,25% has been implemented.
1-7-2020	7.6 paragraph 4 added	Birth leave and additional birth leave for partners
1-1-2022	7.6 paragraph 2	Addition of paid parental leave in effect from 2-August-2022
1-1-2022	7.8	Bridge days 2022 and 2023 designated
1-1-2021	10.2	Text changed: retirement and partner pension scheme premium is divided equally between employer and employee
1-1-2021	Appendix 1	Travel expenses for home-work on a declaration basis
1-1-2021	Appendix 1	NS Business Card is being introduced for home work and business trips
1-7-2021	Appendix 5	At KLM Travel Health Services, a PCR test for business trips can also be done by appointment