



## Company Regulations



royal  
**van der leun**

# Company Regulations

## VAN DER LEUN

### FOREWORD

The foundation of the individual employment relationship between Van der Leun (the employer) and the employee is formed by the employment contract, the job profile, the collective labour agreement (CLA), the Code of Conduct, and the company regulations.

These company regulations contain information about Van der Leun, the terms of employment, working conditions, codes of conduct, and internal procedures as they apply to employees with either a temporary or permanent employment contract, as defined in Article 7:610 of the Dutch Civil Code..

Where applicable, these provisions also apply to interns, individuals with a learning-work agreement, temporary workers/freelancers, visitors, and those who regularly work for or stay in Van der Leun's buildings and/or on its premises.

Van der Leun is required to apply the collective labour agreement for the Metal and Technology sector. Whenever the text refers to the 'CLA,' this refers to the aforementioned collective agreement. For readability, we use "employee," which of course also includes female employees.

The content of the company regulations will be periodically reviewed and adjusted where necessary. With the introduction of these company regulations, all previous versions are void. Where these regulations are silent, the CLA, the Code of Conduct, or the management will apply.

We ask you to carefully read the information in these company regulations so that you can refer to them in the future. The company regulations are available to all employees. The most recent version of the regulations can be found on the intranet and in the HRM employer's dossier on Loket. The most recent CLA and Code of Conduct are also available on the intranet and in the HRM employer's dossier on Loket. You can also contact the HR department for these documents.

We believe that these company regulations meet a basic need. Should you require additional information on any of the topics, you can always contact your supervisor or the HR department.

### Changes

Van der Leun reserves the right to change or add to the regulations laid out in these company regulations, in compliance with the CLA and applicable laws.

The employer will announce any changes in writing. Upon notification, the employer will inform the employee about which points the relevant regulations have been changed. The employee is required to acknowledge and familiarize themselves with the new or amended regulations.

Specific agreements regarding employment terms laid out in the individual employment contract remain in effect. In the event of future legislative changes, mandatory legal provisions will take precedence over the regulations stipulated in the company regulations.

*The Dutch version of the company regulations with the texts contained therein shall always prevail over the present English translated version of the company regulations.*



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Van der Leun Installatiebouw: Groep B.V., P1 B.V., P2 B.V., P3 B.V. en Yachting B.V.  
Van der Leun Metaalbewerking B.V.  
Van der Leun Electrobouw B.V.

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## 1 GENERAL

### 1.1 History of Van der Leun

**Van der Leun has been involved in electrical engineering and everything related to it for more than a century. Lightbulb and radio salesman Jan Cornelis van der Leun was at the foundation of our company when he started replacing gas lamps with electric lighting.**

According to tradition, Jan Cornelis van der Leun (born on February 8, 1891) cautiously began electrical engineering activities as early as 1912. In 1920, he registered an "electrical engineering office" under the name "J.C. van der Leun" at address A617 in district A (now Rivierdijk) in Sliedrecht, which was also his home. One of the first projects was replacing gas-powered street lighting with electric lighting, pulling cables through the old gas pipes, and supplying lamps.

Not long after, Mr. Van der Leun moved to Kerkstraat 3, a house with a shop. It is not entirely clear in which year this occurred. The store sold lighting and ship lighting and was named "Sliedrechtsche Lampenhuis."



In 1945, Jan Cornelis handed the business over to his two sons, Marinus and Leendert, who were 32 and 30 years old, respectively. At the end of 1945, they changed the company name to "Van der Leun's Technische Onderneming" (Van der Leun's Technical Enterprise). Van der Leun quickly began receiving orders for electrical installations on dredging vessels.

For example, in 1948, the suction dredger "M.C. Vaarwater" from Zanen & Verstoep. Until Zanen & Verstoep was acquired by Boskalis, Van der Leun installed electrical systems on all of Zanen & Verstoep's dredging vessels.

In 1956, the company continued under the name N.V. Installatiebouw van der Leun. In 1959/1960, a new production hall was built on the newly developed industrial area Nijverwaard in Sliedrecht. It was the first on the new site.

However, around that time, things were not going well for the Van der Leun company. An investor, Mr. L. de Baat, was brought in, who provided funding in exchange for shares. Additionally, two employees, Mr. M. den Breejen and Mr. L. de Groot, also acquired shares in the company. This led to the departure of the Van der Leun brothers..



Diepzuiger "Beverwijk 39" van N.V. van Hattum en Blankevoort te Beverwijk, gebouwd door N.V. Scheepswerf Stapel te Spaarndam en voorzien van 1000 + 600 pk Lister Blackstone motoren voor aandrijving van één zandpompgenerator, 495 pk Lister Blackstone motor voor aandrijving van de waterpomp en 337 pk Lister Blackstone motor voor aandrijving van D.C. generator.

After a few years, Mr. De Baat was bought out, and Mr. Den Breejen and Mr. De Groot took over the management. The dredging vessels became larger and more complex.

Van der Leun developed into a market leader in the field of complex electrical installations. In addition to ship installations, other projects were also undertaken, such as the construction of the Lower Technical School in Sliedrecht. Van der Leun grew, and the office on Kerkstraat moved to Leeghwaterstraat in Sliedrecht.

The 1970s were good years for the company. It grew, and being highly technically advanced, Van der Leun was also asked to participate in pioneering projects, such as the "Gravelines," an experimental ship. It consisted of two coasters joined together with a cutting head between them to dredge hard seabeds. It was built at the Merwede Shipyard.



In the late 1970s, special ships were designed for the Delta Works that were suitable for constructing the storm surge barrier. These ships were all technical masterpieces. Van der Leun provided the electrical installations for vessels such as the Cardium. Until the mid-1980s, Van der Leun was also the largest electrical installer in the field of dredging vessels.

In the mid-1980s, things started to go wrong. At the Boele Bolnes shipyard, the Lorelay was being built for Allseas, and Van der Leun had the contract for the electrical installations on this, at the time, gigantic ship. Boele Shipyard in Bolnes (Ridderkerk), with 1,800 employees, had long been one of the most renowned shipyards in our country. However, the shipbuilding industry in the Netherlands was already struggling, and Boele Shipyard went bankrupt. Van der Leun was left with a loss of one million guilders.



This, combined with a poor shipbuilding market, forced Van der Leun to reorganize. The workforce was reduced from over one hundred employees to sixty. The last years of the 1980s and the first half of the 1990s saw only two new ships being built. Additionally, many projects were undertaken in wastewater treatment installations, and a lot of service work was done on ships for dredging companies such as Boskalis and Jan de Nul. In 1991, Mr. M. (Marius) den Breejen, by then the sole shareholder, transferred his shares to his two sons, Bert and Martin, and retired. Bert den Breejen left the company in 1996, and Martin den Breejen took over sole management. At that time, the company had just over 40 employees.

In the second half of the 1990s, Van der Leun received new orders for the construction of two hopper dredgers from Scheepswerf de Merwede. The company also received orders from IHC for larger hopper dredgers. In addition to traditional clients, Damen Shipyards was added to the customer base, which expanded the product portfolio to include tugboats and offshore vessels. At that time, Van der Leun was one company with three divisions: maritime installations, electrical installations for buildings, and a metalworking division. At the beginning of this century, these divisions became separate companies: Van der Leun Installatiebouw B.V., Van der Leun Electrobouw B.V., and Van der Leun Metaalbewerking B.V.





In the year 2000, the buildings on Leeghwaterstraat were replaced by new facilities on the newly developed industrial site, Noord-Oost Kwadrant, along the A15 in Slidrecht.

In 2005, the first steps toward international expansion were taken. Van der Leun China was established as the first foreign entity. More followed after that, with the most recent being Van der Leun Yachting. 100 years after its founding, Van der Leun now has 8 foreign branches, with the two largest being Van der Leun China and Van der Leun Vietnam.

These have their own engineering and production facilities. Currently, 250 people work at Van der Leun. The customer base includes Damen Shipyards Group, IHC, IKEA, Van Oord, Deme, and Jan de Nul.

The orange colour was added to the logo after a meeting on June 9, 2009. This meeting was organized by the State Secretary for Economic Affairs, Drs. F. Heemskerk, at the dredging company Boskalis, to discuss the impact of the economic crisis at the time. Her Majesty Queen Beatrix was also present at this meeting. Only a few leading companies were invited, including Van der Leun, the only maritime installer.



Since the beginning of this century, Van der Leun has had a sponsorship policy focused on supporting regional sports clubs, such as Slidrecht Sport. In recent years, this has shifted more towards culture, such as the Nederlands Dans Theater. Van der Leun also supports innovation, such as the Solar Boat of the TU Delft Hydro Motion Team.

Innovation and sustainability often go hand in hand, and in recent years, Van der Leun has invested a lot of time and money in this area. For example, in the development of a high-end power management system, which is now used on hybrid ferries. This system manages the energy distribution between batteries, generators, and motors.

Thanks to this policy, 100 years after its founding, Van der Leun remains at the top of the maritime installation industry.



On December 4, 2020, Van der Leun received the Royal designation in celebration of its 100th anniversary.

## 1.2 Organizational charts

The current organizational charts can be found on the local intranet or can be requested from the HR department. Any inaccuracies can be reported to the HR department.

## 1.3 Mission, vision, and core values

### Mission

As a (global) company, we aim to provide our customers (worldwide) with the same high quality. We collaborate with partners who offer added value in the market we operate in and who maintain the same high level of service as Van der Leun. In this way, we ensure that our customers' installations operate optimally and that we can deliver high-quality products.

We document our knowledge and experience in our own knowledge centres. We continuously innovate to offer our customers the latest technologies. This is only possible through ongoing knowledge development within our company, by investing in and educating our employees. In this process, we collaborate with educational institutions across various fields.

The world of energy supply is changing. Our aim is to use our global knowledge to contribute to the energy transition from fossil fuels to sustainable energy sources.

### Vision

The digital age is here to stay. With mobile phones, we can turn on home lighting and heating remotely. Meter readings can be taken from afar. In cars, functions are increasingly controlled via touchscreens instead of traditional physical buttons. More and more tasks are carried out wirelessly without the use of cables.

We see that technological advancements are accelerating, and innovation is continuous. Innovation is a top priority at Van der Leun.

Our vision is, fittingly, *'a world without cables.'*

### Culture

At Van der Leun, we work based on three core values. These values emphasize what Van der Leun stands for and what we aim to achieve in our daily operations. Trust is the foundation of our values. Trust determines and supports the quality of every interaction, relationship, project, and team. With trust, we can focus on what truly matters and contributes to organizational success.

At its core, it comes down to working with craftsmanship, attention and engagement, and clarity to deliver quality in everything we do:

#### ***We deliver craftsmanship***

At Van der Leun, we work with skilled professionals. They have all the knowledge and experience necessary to perform their tasks well. This is reflected in how we work: expertly, customer-oriented, flexible, solution-focused, and quality-driven. We take pride in our work and in Van der Leun.

#### ***We are people-oriented***

This means we show genuine attention to others, are involved in each other's work, and treat everyone with respect. We value mutual connection and workplace enjoyment. It's important that we listen to each other, learn from each other, and support each other so that we can move forward together.

#### ***We do what we say***

For us, a deal is a deal. This makes us reliable as an employer, colleague, and business partner. This is important because we believe it forms the foundation for strong relationships. Collaboration is essential for our success, both between colleagues, companies within the group, and with our customers.





Van der Leun distinguishes itself by how we act:

- Happy company
- Leading
- Sustainable
- Family business
- International
- Partnership

## 1.4 Commissions

Within Van der Leun, several committees are active. Below is a list of these committees along with the participants involved.

### Personnel Association

Gerwin Chevalking	Chairperson
Heidi Heemskerk	Secretary
Simone Kentie	Treasurer
Vacancy	Board Member
Simone Kentie	Board Member
Peter Overbeeke	Board Member
Rick Smouter	Board Member

Several times a year, the Personnel Association organizes activities that members can participate in, sometimes with a small personal contribution. Activities organized in the past include a cooking workshop, sea fishing, BBQs, riding a Solex, paintballing, camping, a golf clinic, go-karting, bowling, and a skiing day in Winterberg. The Personnel Association also organizes the annual Sinterklaas party for members with children.

The membership fee is € 5,- nett per month, which is deducted from the salary each month. The staff association can be contacted at [personeelsvereniging@royalvanderleun.com](mailto:personeelsvereniging@royalvanderleun.com).

### Van der Leun study fund foundation

Anly den Breejen	Chairperson
Arie Erkelens	Vacancy
Wim Vonk	Vacancy

The Van der Leun Study Fund Foundation was established on January 18, 2021, with the aim of contributing to the education, development, and studies of children of (former) Van der Leun employees, thereby investing in the future of our employees' children. The Study Fund aims to achieve this by providing school and study allowances to these children.

Well before the start of the new school year, employees are informed by the Study Fund about the regulations, participation, and registration process. The regulations can be requested via [studiefonds@royalvanderleun.com](mailto:studiefonds@royalvanderleun.com) or from the HR department.

### Electrical marine systems advisory group

The advisory group of Van der Leun Electrical Marine Systems consists of:

Jolanda van Veen	Finance
Arjan van de Minkelis	Marine Installations
Pieter Nagelkerke	Engineering
Lennart Ames	Sales
Matthijs de Ronde	Procurement
Jeroen Vonk	Transport
Falco Ebelties	Service coordination
Kees Bronkhorst	Engineering
Mark Hendriks	E-Workshop

The participants of the advisory group exchange thoughts and share knowledge and insights with the Management on various topics related to the installation industry. These discussions can include



(personnel) policies, atmosphere and harmony within the organization, or any complaints that may exist. Conversely, the Management might also present issues to the advisory group for discussion.

A participant serves as a communication bridge between the organization and the Management, and vice versa. All matters discussed within the advisory group are treated confidentially.

The advisory group meets quarterly. Shortly after, Martin den Breejen (CEO) and Heidi Heemskerk (Human Resources) join the meeting.

Participants in the advisory group can be approached individually or via [klankbord@royalvanderleun.com](mailto:klankbord@royalvanderleun.com).



## 2 General conduct and guidelines

### **PERSONNEL AND ORGANIZATION**

#### **2.1 Personnel changes**

Each employee must keep the HR department and the Payroll administrator informed of: changes in address, (mobile) phone number, bank account number, private email address, family circumstances, obtained diplomas, and any other information that may be important to Van der Leun. These changes can be communicated via [personeel@royalvanderleun.com](mailto:personeel@royalvanderleun.com). If the changes are of a relational nature, we advise the employee to consult the pension fund PMT's website ([www.pmt.nl](http://www.pmt.nl)) and, if necessary, also report the change there.

#### **2.2 Employer announcements**

Announcements for all employees are communicated via Intranet, the notice boards, the "Frequentie" newsletter, and the employee portal. Everyone is responsible for staying informed of these announcements and, if applicable, taking them into account.

The notice boards in the company are primarily used for announcements from a limited number of departments within Van der Leun, including Management, Human Resources, and ICT. The HR department or the Management Assistant is responsible for posting the information on these boards.

It is not allowed to post personal notices, posters, or other publications on these boards or elsewhere in the company without consulting the HR department or Management Assistant.

### **PRESENCE AND ABSENCE**

#### **2.3 Access to buildings and attendance registration**

Each employee is issued an access tag (tag), possibly with an alarm code, which grants access to Van der Leun's buildings and registers presence within the buildings. Employees must always use their tag when entering and leaving Van der Leun's premises.

The tag is issued by the Human Resources department upon hiring and remains company property. Upon receiving the tag, the employee is given a user agreement that outlines the rules for using the tag. At the end of the employment, the tag must be returned to Human Resources.

In the event of loss, theft, or damage to the tag, Human Resources must be informed as soon as possible so the tag can be blocked to prevent unauthorized use. After loss, theft, or damage, the employee will receive a new tag from Human Resources. A fee of €4.90 per tag will be charged for the issuance of a new tag, and this amount will be deducted from the next salary payment.

Attendance registration is used in case of emergencies.

In some cases, a building key may be provided, granting the employee access to the premises. If this is the case, a key agreement will be drawn up by the Management Assistant. Employees in possession of a building key must handle it with care and are not allowed to lend it out. In the event of a lost key, the employee must inform the Management Assistant immediately. At the end of the employment, the key must be returned to the Management Assistant.

#### **2.4 Reporting absence**

It is important for the Receptionist to know whether you are reachable during your absence so they can properly assist callers. Therefore, report your absence and your availability to the Receptionist or send them an email. Think of absences such as business trips, days off, working from home, or vacations.



## 2.5 Working hours and breaks

The normal weekly working hours are set at 38 hours in the CLA Metaal en Techniek. However, in a full-time workweek, employees work 40 hours, with an 8-hour workday. The standard workday is scheduled as follows:

Office workday	start between	07.00 - 09.00
	end between	15.30 - 17.30
Lunch break		12.00 - 12.30

Workshop workday	07.00 - 16.00 or 07.30 - 16.30
Coffee break / smoke break	09.30 - 09.45
Lunch break	12.00 - 12.30
Coffe break / smoke break	14.30 - 14.45

Employees who take a smoke break and do not work in the workshop are expected to compensate for the time by either starting their workday earlier or working longer.

For project locations, separate agreements are made. In extreme weather conditions, combined with the nature of the work, deviations can be discussed with Management.

When a part-time employee works on a non-working day(s), the hours worked up to 8 hours will be reimbursed as additional hours (i.e., up to 8 hours per day and 40 hours per week at 100%). If more than 8 hours are worked in a day, the normal overtime rules apply.

## 2.6 Flexible work act

Under the Flexible Work Act, employees have the right to request changes in working hours (increase or decrease), work schedule, or workplace. More information on these topics can be found on [www.rijksoverheid.nl](http://www.rijksoverheid.nl). The provisions included in the collective labour agreement also apply.

Employees must submit a written request to the HR department and their supervisor to adjust working hours, schedule, or workplace. This request must be submitted at least two months before the desired start date, and the employee must have been employed for at least 26 months. Employees can submit one request per year. The request must specify what changes are being requested, why, and the desired start date. Van der Leun will respond no later than one month before the intended date. Van der Leun can only reject a request for adjustment of working hours, schedule, or workplace if there is a compelling business or service interest. Any rejection or deviation from the request will be communicated to the employee no later than one month before the desired start date, with substantiated reasons.

## 2.7 Staffing

For the office, sufficient staffing/availability must be ensured in all departments from Monday to Friday between 07:30 and 17:00. Everyone must be present or available between 09:00 and 15:30. Department heads must ensure there is adequate staffing.

In the production departments, due to the nature of the work, fixed start and end times are followed. The working hours are generally from 07:00 to 16:00 or from 07:30 to 16:30, unless otherwise agreed with the supervisor.

In all cases, the working time is 8 hours per day, unless otherwise agreed with the employee.

## 2.8 Flexibility

Situations may arise that require the flexible deployment of employees within or outside the company. This can occur, for example, in the case of temporary overcapacity in a particular department.

## Internal flexibility

If the situation arises, the supervisor will consult with the employee regarding their deployment elsewhere within Van der Leun. The employee is required to perform their duties at a location other than their usual one. The employee is also obligated to carry out any reasonable tasks assigned by the employer. Exceptions can be made if special circumstances prevent this from being reasonably expected of the employee.

The original workplace will remain secured. Any problematic situations will be discussed with the HR department and, if necessary, with Management.

## Collegial secondment

If the situation arises, the supervisor and the HR department will consult with the employee about their deployment outside of Van der Leun. If it concerns relevant tasks, the employee will be asked to accept these assignments. The employee can be seconded to another company (borrower) for a maximum of 12 months. This period may be adjusted in consultation with the employee.

For collegial secondment to external companies, the following applies:

- Equal tasks will be sought;
- Efforts will be made to ensure secondment within the vicinity of Sliedrecht/the work field;
- Similar working hours will be pursued;
- The employment terms at Van der Leun will remain applicable;
- Necessary training/courses requested by the borrower will be paid for by Van der Leun;
- The borrower's house rules will apply;
- Information flow from Van der Leun will be ensured;
- In case of absenteeism and/or leave, all parties involved must be informed in time. Van der Leun will retain control over this;
- Already scheduled vacations will be respected;
- Van der Leun remains liable in case of legal issues.

A secondment agreement will be drawn up and signed between the employer, employee, and borrower. The employee will also receive a written confirmation of the collegial secondment.

## **2.9 Working from home**

### General

For certain job groups within Van der Leun, it is possible to regularly perform part of the work from home. The initiative to work from home lies with the employee, who can submit a request to their supervisor. After approval, a full-time employee can work from home for up to 2 days per week (for part-time employees, working from home is prorated). The arrangement of days and hours for working from home is determined in mutual consultation between the employee and the supervisor.

### Eligibility for working from home

Working from home is not possible for all positions, as it depends on the nature of the tasks. In principle, employees can only work from home if their tasks involve information processing or administrative work performed on a computer. Additionally, independent work must be feasible, and frequent consultation or contact with colleagues is not always necessary.

The job groups/departments where working from home is possible include Administration, Finance, Procurement, Sales, Human Resources, IT, Engineering, Executive Support, and Project Management. Due to the nature of the work and/or the role, working from home is not possible for facility employees (Reception/Telephony and cleaning), the (metal) workshop, (external) assembly, Logistics, and Warehouse.

Van der Leun expects employees working from home to be able to perform their tasks professionally. This includes being available during regular office hours to both colleagues and customers of Van der Leun. Furthermore, the employee is expected to work independently and demonstrate sufficient self-discipline, which will be assessed by their supervisor. How the employee is performing while working from home will be periodically discussed with the supervisor.

If it becomes apparent that the employee's performance while working from home declines, if the employee is frequently unavailable, or if the supervisor is less satisfied with their (remote) work, the permission to work from home may be revoked. Additionally, company organizational reasons (e.g., if the minimum staffing in the department can no longer be ensured), which are at the discretion of Van der Leun, may also be grounds for revoking the permission to work from home.

### Submitting a request

To submit a request for working from home, the employee must have been employed at Van der Leun for at least 26 weeks. Additionally, the request must be submitted in writing to the direct supervisor at least two months before the desired start date. In the request, the employee should clearly indicate how many days/hours they wish to work from home and provide the motivation for doing so. Van der Leun will review the request, possibly discuss it with the employee, and respond in writing (providing a written explanation in case of rejection). Submitting a request for working from home is not an absolute right, meaning that the employee cannot enforce it. However, Van der Leun will not arbitrarily deny a request. A request will only be granted if the employee has a home workspace that meets the requirements set by the Occupational Health and Safety Act.

When the employee begins working from home, they will receive a telework agreement in addition to their employment contract, outlining the agreed-upon terms.

### Occasional working from home

It may happen that an employee wishes to work from home occasionally, for example, if the heating technician is coming by, the car needs to be taken to the garage, the employee has a cold, or due to heavy snowfall. When the employee wishes to work from home occasionally, this should be discussed with their supervisor. Arrangements will be made on how and when the employee will be reachable during occasional homeworking.

## **IN AND AROUND THE BUILDINGS**

### **2.10 Workplace tidiness**

At the end of the day, the employee should leave their desk neat and tidy. Paper should be thrown in the office trash can, and other waste like plastic cups, sandwich bags, food leftovers, etc., should be disposed of in the kitchen trash can. Dishes should not be left on the counter but placed in the designated dishwasher. Waste should be separated when possible.

### **2.11 Personal use of mobile phones during work**

The personal use of mobile phones during work has increased in recent years and can be disruptive to work and colleagues. Therefore, it should be limited to breaks. Exceptions will be made for important personal calls, such as when an employee is expecting an urgent personal phone call.

### **2.12 Use of meeting rooms**

Meeting rooms are booked through Outlook. A meeting room is considered officially reserved once a confirmation has been received via Outlook.

Using an available meeting room without prior reservation is possible, but it is important to manually reserve the room on the screen next to the door afterward. This way, the meeting room will be blocked in Outlook for the specified period.

After using a meeting room, it must be left clean and tidy. This means disposing of cups/paper, cleaning the table if necessary, and pushing the chairs back in place. The air conditioning, lights, and, if applicable, the Smart Board must be turned off.

After using the Smart Board, ensure that all connections (wires, etc.) are left in place so that the next colleague can start immediately.



## **2.13 Visitor Wi-Fi use**

Visitors can use Wi-Fi if necessary. A separate login code and password have been created for this purpose. These credentials are displayed on the meeting tables. Sharing the Wi-Fi details of our internal network is not allowed.

## **2.14 Turning off lights and devices during absence**

At the end of the workday, when attending external appointments, or during long internal meetings, the lights and air conditioning in the office/workspace should be turned off. Printers automatically switch to Auto Off/Sleep mode, so there's no need to manually turn them off. Additionally, printers run nightly cleanup processes and updates if needed. If there is no reason to leave your PC on, turn it off as well. Do not turn off a colleague's PC without checking, as it may be left on intentionally, for example, for remote access.

## **2.15 Smoking policy**

Van der Leun is responsible for ensuring a safe, healthy, and smoke-free work environment for its employees, clients, and third parties, in accordance with the Tobacco Act and Occupational Health and Safety Act.

There is a general smoking ban in all Van der Leun buildings. This ban applies to smoking tobacco products, using electronic cigarettes (with or without nicotine), and consuming tobacco products other than by smoking (such as chewing and snuff tobacco).

Outside Van der Leun buildings, smoking is only permitted in designated areas. However, this should not cause any inconvenience within the buildings. Smoking is not allowed near the gas cylinders located at the back of the premises. Smokers must dispose of their waste in the designated ashtrays.

Smoking during the workday is only allowed during regular breaks: 09:30-09:45, 12:00-12:30, and 14:30-14:45. Employees who take smoke breaks and are not working in the workshop are expected to compensate for the smoke breaks by starting earlier or working later.

Violating the smoking policy is not permitted. If Van der Leun is fined by the Netherlands Food and Consumer Product Safety Authority due to a violation, the employee responsible will bear the full cost of the fine, which will be deducted from their salary.

## **2.16 Parking policy**

Visitor parking spaces are reserved for visitors.

Parking on the "puncture" area in front of Trapezium 170 is prohibited due to the turning radius required for trucks.

## **2.17 Lunch rooms**

Van der Leun provides spaces for employees and guests to have lunch. Employees are responsible for bringing their own lunch. The canteen, Café de Leuning, is located near the installation workshop (building Trapezium 170).

Lunch can be ordered for guests and/or clients. This must be requested by 10:00 a.m. on the day of the visit from the Management Assistant.

## **2.18 Camera surveillance**

Van der Leun uses camera surveillance and security to prevent crimes such as burglaries and vandalism. Camera surveillance also helps in identifying perpetrators of criminal acts, but most importantly, it ensures the safety of employees and visitors. The surveillance system consists of cameras, software, and hardware to temporarily store footage. Only a limited number of individuals within the company are authorized to view these recordings. At the direction of Management, authorized personnel may export footage from the system and store it on information systems, respecting personal privacy and adhering to laws and regulations.

Van der Leun aims to minimize any invasion of privacy. It is not Van der Leun's intention to regularly review footage. This will generally only occur if incidents have taken place, such as suspected



unauthorized guests, theft, burglary, assault, vandalism, etc., or when footage is requested by third parties, such as the police.

A sign indicating the presence of camera surveillance has been placed at the entrance of both office buildings at Trapezium, informing visitors and staff of the surveillance system.

In Appendix A, you can find the Camera Surveillance Regulations.

## **Resources provided**

### **2.19 Mobile phones**

In the context of fulfilling their role and ensuring availability, an employee may be provided with a mobile phone. Before the phone is issued, a Business Device User Agreement will be established, detailing the rights, obligations, and usage guidelines (Articles 24 and 25 of the CLA apply).

Within the European Union, the employee can use up to 8 GB of mobile data through a subscription plan. For internet and data usage abroad, employees should use Wi-Fi wherever possible. Any non-business-related or excessive internet and data costs will be charged to the employee.

### **2.20 Laptops or desktops**

A laptop or desktop may be assigned to an employee if necessary for their role. Prior to issuing a laptop, a Laptop User Agreement will be established, outlining the rights, obligations, and terms of use (Articles 24 and 25 of the CLA apply).

Downloading or uploading software and data without explicit permission is prohibited. This permission must be granted by the supervisor or the IT department (as defined in the Code of Conduct).

Employees with a company-issued laptop must either store it in a safe place at the end of the workday or take it home.

### **2.21 Workplace management**

It is not permitted to connect equipment such as personal laptops, PLCs, or other network devices, that have not been provided or approved by the IT department, to the internal network. Additionally, computers and/or monitors should not be moved or taken to projects or home without consulting the IT department. If a project location is closed or relocated, this must be reported to the IT department.

### **2.22 Tools**

Employees for whom this applies are responsible for the proper use and maintenance of their toolsets (Articles 24 and 25 of the CLA apply). Upon leaving the company, the employee must return all tools. Any missing tools will be deducted from the final settlement.

### **2.23 Keys**

For employees who are issued a key to the premises, a key agreement will be drawn up by the Management Assistant. Employees who have a key are required to handle it with care and are not permitted to lend it out. In case of a lost key, the employee must immediately notify Management and the Management Assistant.

### **2.24 Company credit card**

Company credit cards may be issued to employees who frequently travel for Van der Leun. The use of the company credit card is monitored by the employee's supervisor and the Finance department.

The company credit card is issued solely for business purposes related to the employee's role. A usage agreement for the company credit card will be established with the employee.

## VACATION AND LEAVE

### **2.25 Days off**

Taking time off helps employees recharge physically, gain fresh perspectives, enjoy new experiences, reduce stress, and boost productivity. Van der Leun encourages its employees to take leave.

### **2.26 ADV days**

The provisions set out in the collective labour agreement (clauses 18a and 18b) apply to ADV. Van der Leun has added some clarifications and supplements to the terms of the collective labour agreement, which are included in the text below.

The standard full-time weekly working hours are set at 38 hours in the collective labour agreement. However, the daily working time is 8 hours, resulting in entitlement to ADV, which is 2 hours per week. These hours are taken in a continuous period of at least 4 hours. For a full-time position, the ADV allowance is 104 hours / 13 days per calendar year.

#### Part-time employment

As of the 2021 calendar year, new part-time employment contracts of up to 31 working hours per week do not entitle employees to ADV (additional leave) hours in time. Instead, the employee receives their ADV as a monetary compensation, which is included in the monthly salary (see also CLA Article 18a). For part-time employment of 32 hours or more, ADV is calculated proportionally.

#### Collective ADV days

Each year, management determines the collective ADV days. Typically, these are the day after Ascension Day and the period between Christmas and New Year's Eve. This determination is made no later than the first quarter of the year in which the ADV days are to be taken.

Employees without an ADV arrangement must plan their leave accordingly, as these collective ADV days will require alternative leave to be taken, such as a vacation day or unpaid leave. Alternatively, after consultation with their direct supervisor, a workday can be swapped for the ADV day.

If business operations do not allow for a collective ADV day to be taken, the unused days will be compensated no later than the quarter following the quarter in which the ADV time was worked.

#### Incapacity for work

In cases of full or partial incapacity for work lasting six weeks or longer, no ADV hours will be accrued. As long as the employee does not work the hours they are paid for, no ADV hours will be accumulated. Full accrual of ADV hours resumes only when the employee returns to full-time work.

Corrections will be made by the Finance department after the employee is fully recovered or at the end of the calendar year in which the recovery occurred.

In cases of incapacity for work on designated collective ADV days, these ADV days will be deducted from the ADV balance (CLA Article 18b, paragraph 3 applies).

#### Taking ADV days

In principle, ADV hours cannot be saved or used for vacation leave.

Requested ADV days must be well-coordinated with business activity levels and colleagues to ensure staffing continuity. Taking an ADV day requires prior consultation with and approval from the direct supervisor. If business operations do not allow the scheduled ADV to be taken, unused ADV will be compensated no later than the quarter following the quarter in which the ADV time was worked.

Starting from the 2021 calendar year, ADV hours are assumed to be used by the end of the year for which they are intended. If this is not the case, a maximum of 2 ADV days may be carried over to the following calendar year, and the remaining balance will be paid out with the January salary payment of the following year.



If desired, employees may make alternative arrangements for taking ADV in consultation with the HR department and their direct supervisor. To do so, the employee must submit a written and substantiated request to the HR department.

Existing agreements between supervisors and employees regarding the reduction of ADV remain in effect.

### Selling ADV days

Employees can exchange employment conditions (see CLA Article 30). Regarding ADV, employees may trade their ADV days for monetary compensation. A form for selling ADV days is available from the HR department or can be found on the intranet.

## **2.27 Vacation**

The provisions in both legislation and the CLA apply to the accrual and use of vacation rights. Van der Leun has added clarifications and supplements to these provisions, as outlined below.

For a full-time employment contract, employees are entitled to 200 hours or 25 vacation days per calendar year, comprising 20 statutory vacation days and 5 additional vacation days annually (see CLA Article 50). For part-time employment, the balance is calculated proportionally.

Vacation hours are assumed to be used by the end of the year for which they are intended. Statutory vacation rights that are not used expire six months after the last day of the calendar year in which they were accrued (Civil Code Article 7:640a and CLA Article 58). Specifically, statutory vacation days accrued in 2025 must be used by July 1, 2026. If they are not used by that date, they expire and are not paid out, unless the employee was unable to take leave due to business circumstances. In such cases, the vacation hours remain available to the employee.

Additional vacation rights not used expire five years after the last day of the calendar year in which they were accrued.

### Vacation rights for older employees

Additional vacation rights for older employees are outlined in CLA Article 51. These extra vacation hours must be used within one year of allocation. If the employee does not use these hours, the employer has the right to schedule or pay them out, unless the employer denied a request to take the vacation hours. In such cases, the vacation hours remain available to the employee.

*\* Contrary to the CLA, Van der Leun grants employees aged 66 and older the vacation rights applicable to the age category of 65.*

### Deducting vacation hours

As of April 2021, vacation balances in Loket consist of the following types of leave for full-time employees:

<b>Name</b>	<b>Expiration period</b>	<b>Quantity</b>
Senior Days	1 year	Based on age
Leave (statutory)	1,5 years	20 days
Leave (non-statutory)	5 years	5 days
Balance as of 12/31/2020	5 years	Remaining balance on 12/31/2020

When vacation is taken, hours are deducted from the balance with the earliest expiration date or the oldest accrued rights.

If any hours remain in the "Balance as of 12/31/2020" category as of January 1, 2026, they will expire on that date after the 5-year expiration period. These hours will not be paid out.

Alternative agreements regarding the use of vacation hours can be made in consultation with the HR department and the direct supervisor. Employees must submit a written and substantiated request to the HR department to initiate this process.

Existing agreements between supervisors and employees regarding the reduction of vacation balances will remain in effect.

## Taking vacation

Employees are generally expected to take at least 21 consecutive days off. Vacation planning and approval must always be coordinated with the direct supervisor at least three months in advance. The requested days off must align with business needs and be coordinated with colleagues to ensure staffing continuity.

For vacations lasting longer than three consecutive weeks, a written request must be submitted to the direct supervisor and the HR department at least three months before the desired vacation period. The employer will respond to the request within two weeks.

Requests for individual vacation days must be submitted to the direct supervisor at least two working days in advance.

## Illness

If an employee falls ill during vacation, no vacation days will be deducted for the days the employee is sick unless the employee provides written consent. With such consent, the vacation days may be deducted from the vacation balance.

If an employee wishes to take vacation during a period of illness, they must obtain prior approval from the company doctor and the employer. If permission is granted, the approved vacation days will be considered as vacation and deducted from the vacation balance.

If an employee reports a second instance of incapacity for work within a calendar year (unrelated to pregnancy or childbirth), Van der Leun will deduct one vacation day from the vacation balance. The number of hours deducted will correspond to the hours the employee was scheduled to work on the first day of incapacity, up to a maximum of 8 hours (see CLA Article 52). If applicable, this adjustment will be made retrospectively in July and January of each calendar year.

As per vacation legislation effective January 1, 2012, there is no distinction between the number of statutory vacation days accrued by healthy and ill employees. If a sick employee does not use their statutory vacation days while being "reasonably able to do so," these vacation days will expire six months after the last day of the accrual year. Sick employees accrue full vacation days and take full vacation days.

## Employer-directed vacation allocation

Management may designate up to three collective vacation days annually (see CLA Article 55). These are determined no later than the first quarter of the year in which they must be taken.

Van der Leun has the right to purchase one vacation day (8 hours) per calendar year from an employee (see CLA Article 30). This will only occur with prior notice and if the employee's vacation balance exceeds 192 hours as of January 1 of the applicable calendar year.

## Trading vacation days

Employees may exchange employment conditions, such as buying or selling vacation days: Employees on a full-time contract may cash out up to 40 hours of non-statutory vacation leave per calendar year. Employees on a full-time contract may purchase up to 64 hours of leave per calendar year. For details, see CLA Articles 30 and 58.

## **2.28 Short leave**

The provisions regarding short leave (special leave) for situations such as marriage or bereavement are detailed in CLA Articles 61 and 62).

## **2.29 Doctor's visits**

Doctor's visits refer to appointments with a general practitioner, dentist, specialist, or referred therapist. These appointments should, as much as possible, take place outside of working hours. If this is not reasonably feasible, appointments should be scheduled at the start or end of the workday, in consultation with the supervisor, to minimize disruption to work activities.

A maximum of two hours of leave is granted for a doctor's visit, and up to four hours for a specialist visit. If additional time is required, it will be deducted from the employee's leave balance.

The maximum reimbursed hours for doctor's visits will not exceed eight hours annually. In exceptional cases, this limit may be adjusted in consultation with Management. Employees may be asked by the HR department to provide proof of their visit, such as a referral or appointment card, to justify their paid absence. If privacy concerns arise, this documentation can be submitted via the company doctor. If frequent visits raise concerns, HR may consult the company doctor.

### **2.30 Leave arrangements**

For information on various types of leave, such as emergency leave, parental leave (paid and unpaid), care leave (short and long-term), paternity leave, additional birth leave, and unpaid leave, please refer to [www.rijksoverheid.nl](http://www.rijksoverheid.nl).

Unpaid leave and parental leave may affect pension accrual. For more information, contact Pensioenfonds Metaal en Techniek (PMT) or the HR department.

The type of leave must be clearly described in the timesheet, as not all types of leave are fully paid.

### **2.31 Informal care**

Informal care involves unpaid care provided to a loved one who is chronically ill, has a disability, or requires assistance. This could be a partner, parent, child, or another family member, friend, or neighbour. Informal care is not limited by age, gender, education, or background. It can happen to anyone and often starts small but grows over time.

The care provided can vary, including tasks like grocery shopping, administrative support, assistance with bathing, and intensive caregiving. The emotional and psychological burden also differs depending on the situation.

While it is often known when someone is an informal caregiver, not everyone is comfortable sharing personal matters at work. However, it is important to communicate when caregiving impacts work. Speak with your supervisor early to find a good solution and avoid burnout.

One of the solutions that help balance work and caregiving is legal provisions. These provisions can be particularly helpful for unplanned caregiving tasks or emergencies. However, because caregiving is often long-term and intensive, these provisions may not always be sufficient. Custom agreements can often provide a more sustainable solution, such as working (temporarily) fewer hours or adjusting work schedules. It is important for the employer and employee to discuss the caregiving situation together to find a suitable solution.

Examples of arrangements that can be implemented:

- Short-term care leave
- Long-term care leave
- Emergency leave
- Part-time work
- Flexible/adjusted working hours
- (Temporarily) working fewer hours
- (Temporarily) fewer tasks/responsibilities
- (Temporarily) working partly from home

Sometimes it is helpful to talk to an experienced caregiver about the caregiving situation. For questions about informal care or finding a care consultant, visit [www.mantelzorg.nl](http://www.mantelzorg.nl) or check with your municipality to see how they can support informal caregivers. Information about informal care is also available on the Dutch Government website (<https://www.rijksoverheid.nl/onderwerpen/mantelzorg>).

## **WORKING CONDITIONS**

### **2.32 Sick leave**

The safety, health, and well-being of employees are of great importance at Van der Leun. Absence management is part of the occupational health and personnel policies and aims to prevent and reduce absenteeism. Prevention is better than cure! From the first day of illness, Van der Leun implements active measures, if necessary in collaboration with the occupational health service, with the goal of quickly reintegrating the employee into the workplace.

The illness absence policy is linked to measures to improve safety and health and to prevent and reduce the psychosocial workload (PSA) of employees. In other words, the illness absence policy contributes to creating an optimal work environment in compliance with the Work and Income According to Labour Capacity Act (WIA), Working Conditions Act (Arbowet), Gatekeeper Improvement Act (WVP), and other relevant regulations.

The objectives of the illness absence policy are:

- To prevent incapacity for work and occupational diseases (preventive)
- To minimize absenteeism
- To act in accordance with laws and regulations in this area

Van der Leun's vision and policy on absenteeism are based on the following principles:

- Absenteeism is solved together
- Both employer and employee share responsibility for a complete dossier
- Being ill is not the same as being unable to work
- The advice of the company doctor and/or occupational health service is followed

Van der Leun has a contract with the occupational health service:

**Verzuim Prevent Plus**

Stationspark 600

3364 DA Sliedrecht

[www.verzuimpreventplus.nl](http://www.verzuimpreventplus.nl)

Tel: (+31) (0)184 – 496804

The absenteeism policy can only be effective with the involvement of both supervisors and employees. Both parties share responsibility for the success of the policy. The rules for this are outlined in the Absence Regulations (see Appendix B of this company policy manual).

## **ADDITIONAL IMPORTANT GUIDELINES**

### **2.33 Procedures and work instructions**

Employees are required to adhere to established processes, procedures, and work instructions.

### **2.34 Confidentiality clause and other provisions**

#### Confidentiality clause

Employees are required to maintain strict confidentiality regarding written and oral information during employment and for one year after the termination of the employment contract. This includes all company information in the broadest sense, as well as information about the employer, affiliated third parties, clients, and relationships, as well as technical or financial information. Employees must treat this information as confidential and only use it for the purposes of performing their job.

If an employee discloses confidential information, they may face immediate dismissal and/or a fine proportionate to the severity of the breach and its consequences.

Employees are prohibited from retaining documents, drawings, correspondence, or copies thereof beyond what is necessary for their work. At the end of employment, suspension, or inactivity for any reason, employees must immediately return such documents, even without a request to do so. This applies regardless of the format of the information, including (copies of) digital files.

Any scientific publications or materials about or by the company require prior approval from the employer. Approval will be withheld if it conflicts with the company's interests.



#### Other provisions

Any agreements on non-compete, non-solicitation, or anti-poaching clauses will be documented in writing between the employer and employee.

#### **2.35 Secondary employment**

During the employment contract, the employee shall not engage in secondary employment without the written consent of the Employer. The Employer may withhold consent if there is an objective justification.

Objective justifications include (but are not limited to): the health and safety of the Employee, the protection of the confidentiality of company information, and the avoidance of conflicts of interest and compliance with the working hours legislation.

If the employee violates this provision, they will owe the Employer a penalty without prior notice, formal demand, or judicial intervention. The penalty per week will be equal to the wages for half a working day per week.

#### **2.36 Flight tickets and booking classes**

##### Flights booked by Van der Leun

Flight tickets are booked and modified by the Management Assistant, after approval from the CEO.

Flights within Europe are booked in economy class. Flights outside Europe and longer than 7 hours may be booked in economy comfort class if this option is available onboard. If the airline does not offer or have an intermediate class available, the flight will be booked in economy class.

Upgrading to comfort class at check-in on one's own initiative is not allowed. Any upgrades or additional bookings must have prior approval from the CEO.

##### Flights booked by the client

For flights booked and paid for by the client, upgrading to comfort class on one's own initiative is not allowed. Such expenses will not be reimbursed.

#### **2.37 Statements to customers**

It is not acceptable to make, directly or indirectly, negative statements to customers about the company's operations, issues/irritations, internal matters, or a colleague. Problems must be addressed and resolved internally according to the guidelines outlined in the Code of Conduct.

#### **2.38 Rules of conduct on location**

When working at a project site, the employee must adhere to the rules of conduct and safety regulations established by the project site.

If the employee identifies an unsafe situation at the client's location, it must be immediately reported to both the client and their supervisor. Any other problems that cannot be resolved in consultation with the company should also be reported to the supervisor.

#### **2.39 Photographing/filming at customer locations**

Contracts that Van der Leun establishes with its clients always include a reference to a subcontractor regulation. Employees of Van der Leun must adhere to this regulation.

One of the rules in this regulation is the explicit prohibition of photographing or filming at the premises of our clients, including business spaces, outdoor areas, ships, products, materials, and equipment.

Photographing or filming is only allowed with written permission from the client. If permission is granted, it remains strictly forbidden to post photos or videos on social media or share them with acquaintances. Such actions can harm the client and damage the relationship with the client. Violations may result in permanent removal from the client's premises (guidelines are outlined in the Code of Conduct).

## **2.40 Protection of personal data (GDPR)**

On May 25, 2018, the General Data Protection Regulation (GDPR) came into effect. From that date, the same privacy legislation applies across the entire European Union (EU).

In the Netherlands, the GDPR is known as the Algemene Verordening Gegevensbescherming (AVG). The AVG replaced the Dutch Data Protection Act (Wbp) and aims to better protect personal data.

Van der Leun is committed to fulfilling its obligations under European legislation (AVG) regarding data protection. Below, the company outlines how it processes personal data.

### Types of data

Van der Leun collects certain personal data that may include information that can directly or indirectly identify the employee. There are two types of personal data: regular and special categories of data. Sensitive information, such as an individual's race, religion, or health, is classified as special category personal data. Examples of the types of data that may be collected include:

- Name, address, and contact details
- Skills, experience and employment history
- Date of birth
- Bank account
- Performance reports and absence records
- Salaries and bonuses
- Email addresses
- IP address at work
- Employee ID
- Passport
- General health
- Work schedules and leave
- Emergency contact details
- Nationality

### How is data collected?

This information is typically obtained when an employee joins Van der Leun and at various points during their employment through the completion of forms and documents. These may originate from departments such as Human Resources, Payroll, or ICT. In some cases, personal data is obtained via third parties, such as references from former employers or information from companies conducting employee background checks.

### How is data processed?

Under European data protection laws, any organization processing personal data about an employee for its own purposes must have a lawful reason to do so. Van der Leun processes personal data based on several lawful grounds.

The GDPR recognizes six legal bases for processing personal data:

Consent from the individual concerned.

- The data processing is necessary for the performance of a contract.
- The data processing is necessary for compliance with a legal obligation.
- The data processing is necessary to protect vital interests.
- The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.
- The data processing is necessary for the purposes of legitimate interests.

Collecting/processing personal data may enable Van der Leun, for example, to enter into (and fulfill) an agreement with an individual or an organization, which may involve processing data such as pensions and salaries. In other cases, there may be a legitimate interest in obtaining and processing personal data, as it allows Van der Leun to fulfill its duty of care and/or legal obligations, such as verifying whether an employee has the right to work in the Netherlands.

### Where is data stored?

Data is stored in various systems, databases, applications, and directories, and can only be accessed by authorized individuals or departments based on their job responsibilities. Examples include the Human Resources department, the Payroll department, and the IT department (for tasks such as technical support, backups, etc.).

Additionally, data may be stored on paper in secured cabinets belonging to these departments, which are all restricted-access and locked when not in use.



## How long is data retained?

Van der Leun retains data in accordance with legal retention periods. These retention periods align with the minimum requirements set by legal guidelines; however, they are regularly reviewed and adjusted as needed.

## With whom is data shared?

Van der Leun may share data with various companies and individuals, but only for specific and documented purposes. Data may be shared with organizations such as law enforcement agencies, the tax authorities, occupational health services, pension funds, immigration services, and labor law advisors to ensure Van der Leun complies with its legal obligations. In such cases, it is verified that the data is processed and deleted securely by these parties.

There may also be instances within Van der Leun where there is a legitimate interest in sharing data with, for example, members of the management team and other authorized staff, if accessing the data is necessary for them to perform their duties.

When Van der Leun engages another organization to process personal data on its behalf, a data processing agreement is established. This applies only when Van der Leun assigns the organization to process personal data for which Van der Leun is responsible.

If data is shared with clients as part of executing or entering into an agreement, it is limited to business-related information, such as job title, Van der Leun email address, and business phone number. In cases where permission from other countries is required, Van der Leun may share limited data with clients to obtain the necessary documentation. This is always done in consultation with the relevant employee(s).

## Can employees access the data Van der Leun holds about them?

Under the law, employees have the right to request a copy of the information Van der Leun currently holds about them. This is known as a Data Subject Access Request. All requests must be submitted to the HR department in accordance with Van der Leun's data protection policy, either in writing (by post or email). Copies of the data are provided free of charge, but in some cases, a small and reasonable fee may be charged.

## What are an employee's rights?

Under the GDPR, employees have the right to:

- Know what data Van der Leun holds about them, how it is stored, used, and/or shared, and for what purpose. This information is provided when the employee starts working with the company and (upon request) during active employment.
- Request corrections to their data to ensure it remains accurate. Both Van der Leun and the employee share this responsibility. Employees are expected to promptly inform Van der Leun of any changes in their personal circumstances.
- Access the data Van der Leun currently holds about them. Employees can submit a written request (via post or email) to the HR department, who will respond within four weeks.
- Request the deletion of their data. This must be submitted in writing to the HR department. However, Van der Leun is required to retain certain data to meet legal obligations, such as salary payments.
- Restrict the processing of their data.
- Object to the processing of their data based on a specific situation.

## How can I protect personal data?

To prevent personal data from being accidentally or intentionally compromised, everyone should take precautions. Consider the following:



## E-mails

- Encrypt all files containing personal data.
- Share passwords through an alternative method (e.g., not via the same email).

## Screens

- Lock all computer screens to prevent unauthorized use or access.
- Be mindful of your surroundings and ensure unauthorized individuals cannot view sensitive data.

## Desks

- Leave desks clear of personal data; do not leave documents unattended or visible to unauthorized persons, both during and after working hours.

## Access

- Do not share passwords.
- Store all personal data securely overnight or whenever you are away from your desk.

## Data protection officer

A Data Protection Officer ensures that data is processed in accordance with the law. They are responsible for safeguarding the information the company holds about employees.

The Data Protection Officer at Van der Leun is:

Michel de Raad – Privacy Officer

E-mail : [m.de.raad@royalvanderleun.com](mailto:m.de.raad@royalvanderleun.com)

Phone : 0184-413288 / 06-10060590

## Complaints

If there are objections to how Van der Leun collects, stores, and/or processes data, employees can first discuss the issue with the HR department and/or the designated Data Protection Officer (Privacy Officer). If the matter is unresolved, employees can contact the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

Website : [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl)

Phone : 088 - 1805 250

## Questions

For questions, employees can contact the Data Protection Officer or the HR department. More information about the GDPR is available at: [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl)

### **2.41 Submitting time reports**

By every Wednesday of the new week, employees who record hours must submit their time and mileage reports for the previous week. These reports will be reviewed.

It is essential for every applicable employee to cooperate and provide the information on time (even from abroad). Timely submission is a requirement for maintaining an efficient payroll system and ensuring an accurate project administration.

Employees must use the current timesheet as published on the intranet or the time tracking app.

### **2.42 Payslips and other documents**

After starting employment, employees will receive an invitation for the ESS system (Loket) via their personal email, along with instructions for downloading their payslips. The ESS system also provides access to leave balances, personal records, the company regulations, and the Code of Conduct etc.

### **2.43 Anniversaries**

Van der Leun officially celebrates two service milestones: at 25 and 40 years of employment. On these occasions, the employee receives a jubilee bonus.



## 2.44 Suggestion box

Van der Leun welcomes innovation and process improvement. Have a good idea? Encountered an issue and have a solution? Share it by filling out the 'Suggestion Box' form on the intranet (login required) or email [suggestion@royalvanderleun.com](mailto:suggestion@royalvanderleun.com)

You can also submit your idea on paper via the suggestion box, even anonymously if you prefer. The box is located at the reception desks of office buildings 120 and 170.

Emails and suggestion boxes are monitored by the HR department. Ideas are reviewed and discussed with the relevant manager, employee, and/or the Management Team.

## 2.45 Internal applications

All job vacancies are published on Van der Leun's website. Every Van der Leun employee has the opportunity to apply internally for any of the open positions listed on the website.

Van der Leun is not obligated to prioritize internal candidates. Vacancies may be filled by external candidates if no internal applications are submitted or if appointing an internal candidate is deemed unsuitable.

## 2.46 Pension and insurance

### Pension

With a (new) job in the Metal and Engineering sector, employees automatically start building a pension with the Pensioenfonds Metaal en Techniek (PMT) from the age of 18. Both the employee and employer contribute to the pension, which is based on a career average scheme. The employee's pension contribution is shown on their payslip.

Through PMT, employees accrue a basic pension consisting of:

- Old-age pension
- Partner and orphan pension

Additionally, pension accrual continues during disability. Employees also have the option to voluntarily take out extra ANW pension insurance.

PMT will notify the employee when the employer registers them with the fund. Personal pension details are available at: <https://deelnemersportaal.mijnpmt.nl/login> and on the annual pension statement (UPO).

The total pension, including AOW and any pension accrued with previous employers, can be viewed at: [www.mijnpensioenoverzicht.nl](http://www.mijnpensioenoverzicht.nl).

For detailed information about PMT's pension scheme, visit <https://www.pmt.nl/deelnemer/>. The website also provides contact details for the regional consultant.

### WIA Insurance

Employees working in the metal and engineering sector are enrolled in WIA employee insurance by their employer, as stipulated in the collective labour agreement (CLA).

This insurance provides income supplementation if an employee becomes incapacitated for work and falls under the WIA scheme. The insurance does not cover income above the maximum social insurance wage (SV-wage).

To address this, Van der Leun has arranged an additional insurance policy for employees with NV Schade: the WIA-Excedent Insurance. Both the employer's and employee's share of the premium for this insurance is paid by Van der Leun.

More information is available at: [www.nvschade.nl](http://www.nvschade.nl).



## Group Accident Insurance

Van der Leun employees are collectively insured against accidents. This insurance provides worldwide coverage, 24 hours a day. More information and the policy terms can be requested from the Finance department.

## Business Travel Insurance

The business travel insurance provides global coverage for employees traveling abroad for work. More information and the policy terms can be requested from the Finance department.

## International SOS

Van der Leun has a membership with International SOS for employees traveling abroad for work-related purposes.

International SOS provides assistance with medical, safety, and logistical issues when necessary. Through its global network of advisory centres, clinics, and service providers, it offers local expertise, preventive advice, and emergency support during critical situations such as illness, accidents, or civil unrest.

The membership also includes services from Control Risks, a specialized consultancy offering advice on managing political, integrity, and security risks in complex or hostile environments.

International SOS has no exclusions for age or health and is available 24/7 via various emergency numbers listed on the SOS membership card. This card is issued to employees traveling abroad for work-related reasons.

For more information about International SOS, contact the Management Assistant or visit [www.internationalsos.com](http://www.internationalsos.com).

## Group Health Insurance

Every Van der Leun employee can opt for one of the two group health insurance plans.

Zilveren Kruis

Collectivity number: 207041088 (registered under Leun Bv Inst Bouw Vd).

<https://secure.zilverenkruis.nl/Collectiviteitzoeker/>

CZ

Collectivity number: 000051039 (registered under Van der Leun BV Installatiebouw).

<https://www.cz.nl/zorgverzekering/premie-berekenen>

## **2.47 NMT member benefits**

Van der Leun is a member of the Netherlands Maritime Technology (NMT) industry association, which connects, represents, and strengthens the Dutch maritime manufacturing industry. NMT is affiliated with FME, which negotiates significant discounts for its member companies through collective agreements.

Under the Employees' Benefits program, employees of NMT member companies can enjoy benefits in areas such as:

- Insurance
- Travel
- Fuel
- Household appliances
- Car rentals
- Fashion

Van der Leun employees can take advantage of these benefits. For more details, visit:

<https://www.membersbenefits.eu/eb/nmt/>

## 2.48 Sports with employer discount

Van der Leun values employee health and contributes to the cost of a gym membership. Employees can benefit from discounted fitness options through Bedrijfsfitness Nederland, which offers access to over 4,000 sports locations. The diverse range of activities includes crossfit, yoga, swimming, bootcamp, and fitness, ensuring there's something for everyone.

How to Register:

1. Visit [www.mijnfitnessplan.nl](http://www.mijnfitnessplan.nl) and log in with the code: **LEU3364**.
2. Select the appropriate entity.
3. Choose from 4,000+ sports locations (e.g., yoga, swimming, bootcamp, fitness, or crossfit).
4. Register for a new membership or easily transfer your current one via the switch service.

For FAQs, check the menu in MijnFitnessplan. If your question isn't listed, contact Bedrijfsfitness Nederland for assistance.

## 2.49 Recognized training company

Van der Leun is a recognized training company for various programs and offers internships (MBO-BOL and HBO), graduation projects, and work-based learning positions (MBO-BBL). These certifications are registered with SBB (Stichting Beroepsonderwijs Bedrijfsleven) and ELBHO (Erkend Leerbedrijf Hoger BeroepsOnderwijs). A list of recognitions can be requested from the HR department.

For BOL internships and BBL work placements, Van der Leun's companies are listed on the SBB website: [www.stagemarkt.nl](http://www.stagemarkt.nl). MBO students can find Van der Leun and its certifications there. For HBO programs, (graduation) internships are listed on the ELBHO website: [www.hbo-stagemarkt.nl](http://www.hbo-stagemarkt.nl).

In addition to the school-provided agreements (PraktijkOvereenkomst), Van der Leun creates a separate internship or work-study agreement, which includes any applicable compensation.

## 2.50 Courses and training

Van der Leun enables employees to pursue training necessary for their role. When training is required for the employee to perform the job they were hired for, Van der Leun will provide this at no cost, as per EU law, national law, and/or the collective labour agreement (CLA). Training will take place during agreed working hours whenever possible.

If training is mandatory due to project requirements, legal or regulatory obligations, the CLA, safety protocols, or the quality management system, the employee will be enrolled and is required to participate. When training is necessary for performing the current role, suitable training options will be discussed with the employee.

In exceptional cases, a repayment agreement may be established for certain training programs. If applicable, such arrangements will be documented in a study cost contract between the employer and employee.

Provisions regarding training are outlined in Articles 71, 72, and 73 of the CLA.

Van der Leun leverages subsidies from industry-specific organizations such as OOM ([www.oom.nl](http://www.oom.nl)) and WijTechniek ([www.wijtechniek.nl](http://www.wijtechniek.nl)) for training and educational purposes.

The training regulations can be found in Appendix C.

## 2.51 Performance and evaluation

Managers hold an annual end-of-year meeting with their employees to review job performance over the past year and to look ahead to the future. The discussion focuses on what has gone well and what can be improved. Based on this, agreements are made regarding areas for improvement and the (departmental) goals and results to be achieved.

At Electrobouw B.V., this annual performance review is documented in the ISO procedures. In the quality management system of Van der Leun Installatiebouw, this annual meeting is recorded using

the Performance Interview form. The forms are sent to the manager by the HR department in a timely manner.

Agreements for the upcoming year should be formulated as much as possible using the SMART criteria (S=Specific, M=Measurable, A=Achievable, R=Realistic, T=Time-bound). Between 3 and 5 specific agreements are common.

It may also be agreed that an interim evaluation meeting will be scheduled during the year. This interim meeting is a Feedback Interview. The Feedback Interview form is sent to the manager by the HR department in a timely manner. This is the moment to discuss the yearly agreements made and adjust them where necessary.

The manager schedules an appointment for these meetings. In preparation for the meeting, the manager provides the relevant discussion form to the employee along with the meeting invitation.

The form is signed by the manager. The employee signs for "seen and read." The manager provides a copy of the form to the employee. The manager discusses HR-relevant actions with the HR department. Agreements made are monitored by both the manager and the employee. If needed, the HR department can play a supporting role. The HR department stores the forms in the employee's (digital) personnel file.

## **2.52 Travel expense reimbursement**

From January 1, 2022, employees receive a tax-free travel expense reimbursement for the days they actually travel for commuting purposes. On days when the employee works entirely from home, is working abroad, is on vacation, or is absent, no travel expense reimbursement is provided. Travel expenses are reimbursed based on a declaration. The employee must indicate on the timesheet or in the time tracking app the days they traveled. The tax-free travel expense reimbursement is paid in the month following the month in which the travel expenses were incurred.

The employee receives a tax-free travel expense reimbursement based on the current tax legislation. As of January 1, 2024, the tax-free travel expense reimbursement amounts to € 0.23 per km for commuting. For calculating the travel expense reimbursement, Google Maps – shortest route is used.

From January 1, 2023, new employees are eligible for a maximum reimbursement of 50 km one way. For employees already employed, the following rules apply in the event of relocation:

If the commuting distance between the new residence and the company (Trapezium – Sliedrecht) decreases, the reimbursement will be adjusted to the new distance, with a maximum of 50 km one way.

If the commuting distance between the new residence and the company (Trapezium – Sliedrecht) increases, the previous reimbursement will be adjusted to the new distance, with a maximum of 50 km one way.

The travel expense reimbursement is paid from the date of employment or from the relocation date.

The taxable travel expense reimbursement to project locations, driven with a personal vehicle, from the office, is always € 0.09 more than the tax-free travel expense reimbursement. As of January 1, 2024, this reimbursement amounts to € 0.32 per km.

The travel expense reimbursement to project locations, driven with a personal vehicle, from home, amounts to € 0.23 per km up to the commuting distance. The remaining distance greater than the commuting distance is reimbursed at € 0.32 per km.

This policy is based on prevailing tax laws and regulations. Van der Leun reserves the right to amend this policy in compliance with the CLA and any obligations arising from legislation.

### **2.53 Work-from-home allowance**

As of January 1, 2022, Van der Leun reimburses employees for working from home. This allowance is intended to compensate for the additional expenses incurred by remote workers. The work-from-home allowance is tax-free and, as of January 1, 2024, amounts to € 2.40 per day worked from home.

If the employee works part of the day from home and the other part at the office, Van der Leun reimburses the tax-free travel expense allowance but does not provide the work-from-home allowance. The Dutch Tax Authorities specify that both allowances cannot be granted on the same day.

The tax-free work-from-home allowance is paid in the month following the month in which the employee worked from home.

This policy is based on prevailing tax laws and regulations. Van der Leun reserves the right to amend this policy in compliance with the CLA and any obligations arising from legislation.

### **2.54 Company car or lease car**

Within Van der Leun's Dutch companies, a company car or lease car may be included as part of the employment package for specific roles. The allocation of a company or lease car is decided by the Management Team and may be either functional or contractual.

Functional allocation: The car is tied to the role the employee holds, often for roles requiring significant travel.

If the employee changes roles or becomes long-term incapacitated, the car allocation will be re-evaluated.

In cases where a company or lease car is provided, arrangements are documented in a "Lease/Company Car Agreement" with the respective employee.

Van der Leun has chosen to lease vehicles. Leasing is considered a long-term rental arrangement. The leasing company retains ownership of the lease car at all times and is responsible for various services, including management, handling damages, repairs, maintenance, insurance, vehicle tax, and, in many cases, providing replacement transportation during repairs.

### **2.55 Whistleblower policy**

Van der Leun places great importance on integrity and aims to conduct business in an open and honest manner in compliance with laws, regulations, and internal policies. However, in any organization, including Van der Leun, things can go wrong. Everyone working for or with Van der Leun is the eyes and ears of our organization and may often be the first to notice potential issues.

It is crucial that such signals reach those who can take action. Van der Leun values its employees' freedom to report, in good faith, any potential wrongdoing or suspected misconduct of a general, operational, or financial nature. The internal whistleblower policy facilitates this purpose. By reporting possible irregularities or misconduct in good faith, employees enable Van der Leun to address these issues and learn from them for the future. This contributes positively to Van der Leun's image and the achievement of its goals. Reports will be taken seriously and will not affect the employee's (legal) position. Van der Leun ensures that reporting employees will not suffer adverse consequences in their work or performance as a result of making a report.

To facilitate a thorough investigation, it is highly preferable that reports are not made anonymously. Anonymity can hinder the exchange of information during the investigation process and is unnecessary due to the protection Van der Leun provides to reporters. Nevertheless, anonymous reporting is allowed under this policy. Van der Leun prefers an anonymous report over no report at all. The whistleblower policy is not intended for individual complaints about undesirable behavior or personal work situations. Such complaints should be directed to the employee's manager or the (external) confidential advisor.

If there is uncertainty about whether a complaint falls under the whistleblower policy or should be addressed to the (external) confidential advisor, employees are encouraged to contact the (external)





confidential advisor. The advisor will determine whether to handle the complaint or refer the employee to Van der Leun's Whistleblower Reporting Point.

Internal whistleblower reporting point at Van der Leun:

- Arie Mijster (General Manager Romania)  
Email: [a.mijster@royalvanderleun.com](mailto:a.mijster@royalvanderleun.com)  
Phone: 06-48136374
- Mirjam van der Vlies (Marketing & Communications)  
Email: [m.van.der.vlies@royalvanderleun.com](mailto:m.van.der.vlies@royalvanderleun.com)  
Phone: 06-10684589

Reports may also be made directly to the House for Whistleblowers, the official body designated for such matters. This institution can also provide advice and answer questions.

External whistleblower reporting point – house for whistleblowers:

[www.huisvoorklokkenluiders.nl/onderzoek-door-het-huis](http://www.huisvoorklokkenluiders.nl/onderzoek-door-het-huis)

Van der Leun's whistleblower policy has been developed in response to the whistleblower protection act, which came into effect on February 18, 2023. More information can be found here:

[www.huisvoorklokkenluiders.nl](http://www.huisvoorklokkenluiders.nl).

The whistleblower regulations can be found in appendix D.

## 3 Guidelines and regulations for safety

### 3.1 Safety instructions

You are required to follow all instructions regarding safety regulations. In the event of an emergency within the company, all employees are responsible for properly executing the Emergency Response (BHV) plan. Instructions given by the BHV organization during an emergency must also be respected and followed. The BHV Emergency Plan is available on the intranet and can also be consulted at the reception desk.

### 3.2 First aid and emergencies (BHV)

Several Emergency Response Officers (BHV-ers) have been appointed and trained for the office, workshop, and warehouse to provide first aid when necessary:

The Emergency Response Officers are listed in the Emergency Response emergency plan, which can be found on the local intranet. The head of Emergency Response is Michel Hardonk, Manager QHSE.

## PROCEDURE FOR FIRST AID/EMERGENCY RESPONSE

### Medical assistance and life-threatening situations: Call emergency number 112

In the event of serious accidents or life-threatening situations that require immediate action and ambulance transport, call 112 and request an ambulance.

### BHV within Van der Leun: Call 5555

For the location Sliedrecht, the BHV is available at number 5555 for first aid in case of accidents, reporting fire or dangerous situations.

### AED

An AED is centrally located in the building. It can be found in the Workshop of Van der Leun Installatiebouw, next to the coffee machine. The AED should only be operated by an employee trained in its use.

### EHBO/ first-aid kits

First aid kits are available in various locations throughout the building:

- Reception at Installatiebouw
- E-Workshop at Installatiebouw
- Central warehouse
- Workshop office at Metalworking
- Entrance to Metalworking/Electrobouw office

### Medical assistance (non-life-threatening)

Need medical assistance or advice for non-life-threatening situations? Always call your general practitioner first. Employees living in Sliedrecht or the surrounding area should contact their own GP. Employees living outside this area should call one of the doctors at Medisch Centrum Thorbecke and explain their situation.

After office hours (after 5:00 PM) Contact the General practitioner in Dordrecht, location Dordwijk. The General practitioner is located at the Emergency Department of the Albert Schweitzer Hospital and will refer patients to the Emergency Department if necessary.

Before visiting the General practitioner, always call them first. During the call, have your insurance card, a valid ID, and your current medication details ready, and bring these with you to the General practitioner.

## ADDRESSES AND PHONE NUMBERS

### Emergency number

112

### BHV-number

5555



General practitioners at medical centre Thorbecke  
Thorbeckelaan 122, Sliedrecht

Always call the practice line first. If unavailable, call the emergency line.  
Bring your insurance card, current medication, and ID.

Dr. B. Koçak	Practice line: 0184-411688	Emergency line: 0184-416605
Dr. J.A. Spaan	Practice line: 0184-413130	Emergency line: 0184-411483
Dr. G.D. de Sterke	Practice line: 0184-413114	Emergency line: 0184-415299
Dr. C.J. Vos	Practice line: 0184-412408	Emergency line: 0184-421120

General practitioner Post

Karel Lotsyweg 8, Dordrecht (location Dordwijk)  
Phone: 078-6542600

Only visit after referral by your General practitioner or the General Practitioner Post.  
Bring your insurance card, current medication, and ID.

Emergency department

Karel Lotsyweg 8, Dordrecht (location Dordwijk)

Only visit after referral by your general practitioner or the General Practitioner Post. Bring your insurance card, current medication, and ID.

### **3.3 Premises and building security**

(Near) accidents, regardless of where they occurred, must always be reported to the Prevention Officer, Michel Hardonk (QHSE Manager). The procedure for reporting (near) accidents and the accident report form can be found on the intranet.

### **3.4 Reporting (near) accidents**

(Near) accidents, regardless of where they occurred, must always be reported to the Prevention Officer, Michel Hardonk (QHSE Manager). The procedure for reporting (near) accidents and the accident report form can be found on the intranet.

### **3.5 Use of Personal Protective Equipment (PPE) and company clothing**

All employees and interns performing tasks that require the use of Personal Protective Equipment (PPE), such as safety shoes, hearing protection, safety glasses, gloves, etc., and company clothing, are obligated to wear them while performing these tasks.

Upon starting employment, employees who require these items for their role will receive a package containing PPE and work clothing. Upon onboarding, employees must complete the "Personal Data Form" to indicate their sizes. Upon leaving employment, the company clothing and PPE must be returned to the direct supervisor.

The nature of the tasks performed and the business unit determines the contents of the package. Refer to the table: "Work Clothing per 12 Months" for details.

For interns, depending on the type of internship and expected tasks, work clothing and PPE will be provided in consultation with the direct supervisor. At the end of the internship, the intern must return the work clothing to the direct supervisor.

Employees are not permitted to order company clothing independently. Orders for company clothing must be made through the Management Assistant.

Replacement

After starting employment, the mentioned PPE and company clothing can be replaced once every 12 months or sooner if required by the nature of the work (with the exception of custom-fitted hearing protection, prescription safety glasses, or display screen glasses provided at the employer's expense).



If an employee wishes to replace or supplement their PPE or work clothing package before the 12-month period has passed, this is only possible in cases of demonstrated necessity and upon returning the items to be replaced.

If an employee wishes to replace PPE or clothing more frequently than outlined above, the costs will be borne by the employee, unless the employee can demonstrate that the early replacement is due to the employer's fault or a case of force majeure. If negligence or carelessness by the employee is involved, the replacement costs will be charged to the employee.

### Work shoes

We advise employees to try on shoes at Van der Leun's designated supplier. Employees have free choice in selecting work shoes, but they must always comply with the S3 standard and cannot be sneaker/sports models. Van der Leun reimburses up to € 120,- (excluding VAT) per pair of shoes. If the purchase price exceeds this amount, the employee must pay the difference, which will be deducted from their salary. Exceptions can be discussed with the supervisor or Management. For interns, the choice of shoes is pre-determined.

### Special equipment: safety glasses and hearing protection

It is possible to obtain custom-fitted hearing protection and prescription safety glasses at the company's expense if the role necessitates the (daily) use of these items.

Van der Leun has established agreements with a designated supplier for providing safety glasses. For more information, please contact the Management Assistant.

### Display screen work

The Working Conditions Decree regarding display screen work requires employers to ensure that such work does not negatively affect the safety and health of employees. Prolonged periods of screen work can lead to complaints.

To alleviate strain and complaints associated with screen work, tasks should be organized so that two consecutive hours of screen work are alternated with other tasks or a break of at least 10 minutes. Instructions for setting up the workspace and a guide for adjusting the chair and workstation can be found on the intranet.

For frequent complaints, alternating tasks, adjusting the workspace, or using a display screen glasses may help. Display screen glasses promote better posture while working at a computer.

If an employee requires display screen glasses, Van der Leun provides them under the following conditions:

- The employee works an average of at least 2 hours per day on a computer.
- A vision test by an occupational health service or optician determines the need for display screen glasses.

Van der Leun provides display screen glasses once every 3 years. For interim lens adjustments recommended by an optician or occupational health service, only the cost of the lenses will be reimbursed, not the frame.

Van der Leun has agreements with a designated supplier offering fixed prices. If the custom-fitted display screen glasses exceed the agreed amount, whether through the designated supplier or the employee's choice of supplier, the employee will cover the additional cost. This difference will be deducted from their salary.

The maximum reimbursement, including VAT, is as follows:

- Frame: up to € 70,-; any amount above is paid by the employee
- Lenses: up to € 125,- per lens; any amount above is paid by the employee

The cost of reading glasses, or glasses with trifocal, multifocal, or Varilux lenses, is not reimbursed, nor are additional coatings such as anti-reflective or tinted coatings.

For more information, contact the Management Assistant.

**Table: working clothes per 12 months**

	Warehouse	Installatiebouw E-Workshop	Installatiebouw Offsite team	Metalworking	Electrobouw	Yachting
Jeans	2	2	2			2
Blackladder Work Pants					2	
Welding Pants				3		
Welding Jacket				3		
Welding Overall				3		
Polo Shirts	6	6	6	6	6	3 white polo shirts and 3 blue polo shirts
Sweater		2	2		2	2
Sweater (Thick)	2					
Work Shoes (high or low)	1	1	1	2	1	1
Offshore Boots			1 (instead of work shoes or extra for project/service work)		1 (instead of work shoes or extra for project work)	
Overall			3			
Helmet			1		1	1
Hat	1	1	1	1	1	1

### 3.6 Prevention, medical examinations, vaccinations, and safety training

For certain tasks performed for clients, employees may be required to undergo a medical examination, such as an offshore medical exam. The cost of these examinations is covered by Van der Leun or the client.

Recommended vaccinations for business travel can be found on [www.nederlandwereldwijd.nl](http://www.nederlandwereldwijd.nl) or [www.ggdreisvaccinaties.nl](http://www.ggdreisvaccinaties.nl). To schedule a vaccination appointment or for additional information, employees can contact the Management Assistant.



## 4 Rules of behaviour and interpersonal behaviour

### 4.1 Rules of behaviour

Our philosophy is based on the belief that our success depends on the contributions of each individual employee and the extent to which we can leverage our collective knowledge.

It is essential to fully utilize everyone's skills and knowledge without discrimination or intimidation based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other legally protected status. If an employee's contribution to the company's success is disregarded due to any of these factors, both the employee and Van der Leun are wronged. Discrimination or intimidation will not be tolerated.

Van der Leun aims to create a work environment where everyone is treated with respect for personal privacy and physical integrity and with empathy. We embrace individual differences and leverage them effectively to maximize our contribution to the company.

In this context, comments or behaviours that are demeaning, intimidating, or burdensome are strictly prohibited in the workplace.

The following guidelines support this vision:

- Every employee is responsible for their own behaviour
- We treat each other with respect
- We adhere to the agreements we have made
- We are transparent and provide explanations when asked, respecting the privacy of customers and employees
- We exercise restraint, including in organizing special occasions, accepting gifts from clients, and benefiting from business relationships
- We respect others' property and handle company property with care, adhering to internal guidelines for the use of company resources, including ICT facilities
- Van der Leun is accountable, both to its employees and to third parties, for the quality and conduct of its employees
- We prevent undesirable behaviour in the workplace (e.g., sexual harassment, aggression and violence, bullying, discrimination, and workplace conflicts)
- We hold each other accountable for complying with these rules

Questions or issues regarding the application of the Code of Conduct must always be open for discussion. Employees can address these with their manager, the (external) confidential advisor, or the HR department. Clients and visitors can contact their point of contact within the organization, their manager, or the General Manager.

Van der Leun has also established a "Code of Conduct," which is published on both the intranet and the internet. This Code of Conduct applies to all employees, and we require our contractors and suppliers to act in the same manner and adhere to our Ethical Principles and Core Values.

### 4.2 Unacceptable behaviour

In any workplace, unacceptable behaviour can arise. Both employers and employees must remain vigilant and work to prevent it. Such behaviour can lead to long-term absences. Van der Leun does not tolerate unacceptable behaviour and actively promotes a positive working environment for everyone.

Unacceptable behaviour includes any verbal, non-verbal, or physical actions between employees or between employees and clients/visitors that are perceived as unwelcome. This includes sexual harassment, aggression and violence, bullying, discrimination and conflicts.

## Personal relationships

Employees must report personal relationships that are intimate in nature and related to work, especially if they involve a subordinate or dependent individual, to the manager or person upon whom the individual depends. Such cases should be reported immediately to Management, the HR department, or the (external) Confidential Advisor. Van der Leun reserves the right to take appropriate measures in these cases.

Employees who encounter or witness inappropriate behaviour, directly or indirectly, are encouraged to report it immediately to their manager, HR, or Management, with or without the involvement of the internal or external Confidential Advisor..

## Sexual harassment

Sexual harassment involves verbal, non-verbal, or physical actions of a sexual nature intended to undermine someone's dignity, especially if such actions create a threatening, hostile, humiliating, offensive, or insulting situation.

This behaviour can be physical or verbal, involving internal colleagues, clients, or external contacts.

Examples include:

### *Verbal and Non-Verbal*

- Suggestive or insinuating behaviour (e.g., ambiguous comments)
- Verbal, sexually targeted intimidation
- Hostile, demeaning, or intimidating behaviour
- Viewing or showing pornographic or erotic material
- Digital sexual harassment

### *Physical*

- Physical, sexually aggressive behaviour
- Unwanted physical contact
- Attempted or actual assault
- Attempted or actual rape

## Aggression and violence

Aggression and violence involve incidents where employees are verbally, non-verbally, psychologically, or physically harassed, threatened, or attacked.

Examples include:

### *Verbal*

- Swearing
- Insulting
- Threatening
- Hostility

### *Physical*

- Adopting a threatening posture
- Kicking or punching
- Biting
- Grabbing
- Armed violence
- Spitting

### *Psychological*

- Harassment.
- Intimidation and applying pressure
- Irritation
- Threatening behaviour
- Stalking

## Bullying and harassment

Bullying involves any form of (digital) intimidating behaviour directed at an employee who is unable to defend themselves. The perpetrator may be a colleague, supervisor, client, or someone else inside or outside the organization.

Key characteristics of bullying include its repetitive nature, often carried out by the same individuals and typically targeted at the same person or group.

Bullying and harassment can take various forms, as outlined below:

### *Verbal abuse*

- Name-calling
- Making jokes at the expense of the victim
- Mocking
- Gossiping
- Making discriminatory or sexually charged comments

### *Psychological abuse*

- Threatening
- Intimidating
- Social exclusion
- Making someone's work unpleasant or impossible
- Hiding or damaging an employee's belongings
- Physical contact
- Cyberbullying or digital harassment

## Discrimination

Discrimination is any form of distinction, exclusion, restriction or preference to put employees or groups of employees in the organization at a disadvantage. Distinctions can be made on the basis of several things.

Some examples are below:

- Race
- Ethnic origin
- Nationality
- Age
- Gender
- Marital status
- Sexual orientation
- Disability or chronic illness
- Employment duration
- Employment contract (full-time/part-time)
- Religion
- Belief system
- Political affiliation

## Workplace conflicts

The fifth form of unacceptable behaviour relates to conflicts, labour disputes, or disagreements. Conflicts may involve undesirable behaviour and can hinder the daily tasks of those involved.

The subject of the conflict does not fall under the previously mentioned four categories of undesirable behaviour. However, the way the conflict is handled may. The issue is not the existence of the conflict itself but how people interact and manage the conflict.

This form of undesirable behaviour occurs when at least one party feels obstructed or annoyed by the other.

Van der Leun is committed to ensuring the safety, health, and well-being of its employees in the workplace. Negative experiences of employees and relationships are always taken seriously. Van der Leun supports employees who experience undesirable behaviour at work.

#### **4.3 Confidential advisor**

Everyone occasionally encounters situations where a colleague or manager reacts in a way they find undesirable. The best approach is to inform the person directly or shortly afterward that their behaviour was not appreciated. Often, the individual is unaware of the impact of their behaviour and will apologize.

However, there may be situations where it is difficult to address the person directly, or where the person does not take the complaint seriously. In such cases, employees can approach their manager or another trusted person in the organization who is willing and able to support them. The employee can also contact the internal confidential advisor or the external confidential advisor.

The confidential advisor has a duty of confidentiality. Any discussion is strictly confidential. The confidential advisor primarily offers a listening ear but is also appointed to guide and support the employee in finding a resolution. Together with the confidential advisor, the employee will determine how to address the situation. Whether the employee wants to address the issue directly with the individual involved, practice the conversation in advance, or request the confidential advisor's presence at the discussion, all options are possible. However, it is important to note that the complaint remains the employee's responsibility to resolve.

Within Van der Leun, the internal confidential advisor is the HR department, Heidi Heemskerk. The external confidential advisor is Yvette Vermeulen-Visser, employed at Verzuim Prevent Plus. If an employee does not wish to speak with their manager or the HR department, they have the option to contact the external confidential advisor.

The external confidential advisor, Yvette Vermeulen-Visser, can be reached at 06-83708657. She is also reachable via the Verzuim Prevent Plus number (0184-496804). She is available by phone on Monday, Tuesday, and Thursday during office hours (8:30 AM to 5:00 PM). Employees may also contact her via email at ([y.vermeulen@verzuimpreventplus.nl](mailto:y.vermeulen@verzuimpreventplus.nl)).

#### **4.4 Sanctions**

Unacceptable behaviour (undesirable interpersonal behaviour) is not tolerated in any form or at any level. If necessary, Management will impose sanctions, which may range from a verbal warning to dismissal. A record of the incident will always be included in the personnel file.



## **5 Alcohol, Drugs and Medication Policy and Sanctions Policy**

At Royal Van der Leun, we are committed to maintaining a safe, healthy, and productive workplace for everyone. Through our Alcohol, Drugs, and Medication policy (ADM-policy), we provide clear guidelines regarding the use of substances in the workplace, and through our sanctions policy, we clearly outline the consequences of any violations.

The purpose of the ADM-policy is to prevent, correct, and sanction working under the influence of alcohol or drugs and to promote responsible use of medication. The purpose of the sanctions policy is to objectively assess, correct, and sanction unacceptable and/or dangerous behaviour.

This policy is based on the principles of good employer and employee practices, as outlined in article 7:611 of the Dutch Civil Code, and also on the Working Conditions Act (Arbowet). This policy applies to all employees, including temporary workers, interns, seconded employees and agency workers, during working hours, at our company locations, and during activities organized on behalf of Van der Leun.

By setting clear rules and defining consequences, we ensure clarity and a healthy balance between support and adherence to standards within our company. This is intended to prevent (recurrence of) harm to people, the environment, and resources.

With this policy, we safeguard a workplace culture where mutual respect, professionalism, and safety are paramount, in accordance with legal standards and our corporate values.

Appendix E provides a detailed elaboration of the ADM-policy and sanctions policy.



## **6 Guidelines for network, internet, email usage, and corporate identity**

### **6.1 Network, software and data usage**

Employees gain access to the network, relevant software, and data through the use of a personal password. The level of access granted depends on the employee's role within the organization. Downloading or uploading software and data is only permitted with explicit authorization. This permission must be granted by the manager or the ICT department. Confidential information about or from clients and the employer must be handled with care. Under no circumstances should confidential or otherwise company-specific information be sent to a private email address. Additionally, files may not be copied, uploaded to the cloud, or stored on personal devices. These guidelines are outlined in the Code of Conduct.

### **6.2 Internet usage**

It is prohibited to visit websites containing pornographic, racist, discriminatory, or offensive material, as well as those that violate the law or promote unethical behaviour. Incidental monitoring of email and internet usage, such as time spent online and sites visited, may occur for compelling reasons. Such monitoring requires that other options have been exhausted and that a significant business interest is at stake. This involves a careful balance of interests determined by Management, leading to justified monitoring measures for specific cases. These measures focus on employee performance, evidence/archive systems, network security, protection of trade secrets, prevention of negative publicity, and adherence to restrictions outlined in this section. The guidelines are detailed in the Code of Conduct. Failure to comply with sections 5.1 and 5.2 may result in disciplinary action, up to and including termination of employment.

### **6.3 Social media**

Van der Leun trusts employees to use social media (including Facebook, Twitter, and LinkedIn) responsibly. Employees are allowed to publish work-related topics in private contexts, provided they do not share confidential and/or harmful information about Van der Leun, clients, suppliers, or partners. Employees are personally responsible for the content they publish on social media, blogs, and other platforms. Guidelines are outlined in the Code of Conduct.

### **6.4 Corporate identity**

For documents such as quotations, order confirmations, forms, etc., established templates must be used. These templates are available on the intranet. It is not permitted to modify the templates or create custom layouts.

### **6.5 Email settings**

Standard settings must be used when sending emails. These settings are part of the corporate identity and must be adhered to.

#### Text settings

Font: Arial

Size: 10



## Signature

For responding to emails, the external and/or internal email signature is used. This signature is configured by the ICT department.

### External

Met vriendelijke groet / With kind regards,

<Name>

<Job>

*Working on Mon/Wed/Thu/Fri*



royal  
van der leun

Trapezium 170 • 3364 DL Sliedrecht • The Netherlands

T: +31(0)184 413 288 • M: +31(0)6-48516071

E: [e.mail@vanderleun.nl](mailto:e.mail@vanderleun.nl) • W: [www.vanderleun.nl](http://www.vanderleun.nl)

 Please consider the environment before printing this e-mail.



### Internal

Met vriendelijke groet / With kind regards,

<Name>

<Department | Job>

*Working on Mon/Tue/Thu/Fri*

*Working from home on Mon/Tue*

## 6.6 Out-of-office assistant

The content of the out-of-office assistant varies depending on the situation; however, the following layout serves as the standard guideline.

### Out-of-office assistant for external communication

Geachte relatie,

Bedankt voor uw email. Wegens afwezigheid van [datum] tot en met [datum] kan ik uw e-mail niet beantwoorden. Uw e-mail wordt niet doorgestuurd. Voor dringende zaken kunt u contact opnemen met mijn collega [naam] op telefoonnummer 0184-413288 of via [emailadres].

Dear customer,

Thank you for your message. I will be out of office from [datum] until [datum]. I will respond to your message upon my return. For urgent matters please contact my colleague [naam] on +31(0)184-413288 or [emailadres].

Met vriendelijke groet / Kind regards,  
[naam]



## Additional Employment Terms

### **Van der Leun Installatiebouw: Groep B.V., P1 B.V., P2 B.V., P3 B.V. en Yachting B.V.**

#### **Working and travel hours in the Netherlands**

##### Separation allowance

Employees receive a net allowance of € 35,- per day for working at project locations within a 230 km radius of Sliedrecht if they do not stay overnight at home. The allowance starts on the day of departure to the project location and ends on the day before departure from the project location.

##### Online meetings

For hours spent collaborating with colleagues from an international Van der Leun branch via online meetings, the following allowances will be paid:

Already worked 8 hours (at 100%) and working extra between 06:00 and 21:00	: Payment at 125%
Working between 21:00 and 24:00	: Payment at 150%
Working between 24:00 and 06:00	: Payment at 200%

There is no entitlement to the foreign allowance for these meetings.

##### Overtime

Overtime hours worked in the Netherlands are paid with the following allowances:

First two hrs overtimes Mon-Fri	: 125%
Other hrs and Saturday	: 150%
Hrs on Sun- and holidays	: 200%

If a public holiday falls on a Saturday or Sunday, all hours worked on that day are paid at 200%.

If a public holiday falls on a weekday, all hours worked on that day are also paid at 200%:

The employee receives the regular 8 hours as part of their salary. The hours actually worked on that day, up to 8 hours, are additionally paid at 100%, resulting in a total of 200%. All hours beyond 8 hours are paid at 200%.

##### Travel hours

Travel hours within the Netherlands are paid with the following allowances:

Travel hours Mon–Fri	: 100%
Travel hours on Saturday or Sunday	: 150%

Travel hours within the Netherlands are recorded from the office:

- If you travel from your home address to the project location and the travel time is equal to or shorter than your regular commute to the office, no travel hours are recorded.
- If you travel from your home address to the project location and the travel time is longer than your regular commute to the office, travel hours are recorded starting from the moment your commute exceeds the regular travel time to the office.

Travel hours may be recorded by:

- The driver using a company car or their own car
- The driver with passengers using a company car or their own car
- Passengers



The maximum number of travel hours that can be recorded per day is 4. If more travel hours are incurred, these additional hours will first be counted as working hours, up to a maximum of 8 hours. Any remaining travel hours beyond this will be paid as overtime.

Examples for Recording Travel Hours:

Hours worked in practice			Time reporting in the hours app / time sheet*		
Work hours	Travel hours	->	Normal work hours	Travel hours	Overtime
6	2	->	8	-	-
8	2	->	8	2	-
9	1	->	8	1	1
8	5	->	8	4	1
7	5	->	8	4	-

\* The recording of hours in the hours app / on the time sheet is not done in the same way as the recording of hours on the service slip for the project / the client. If the employee has questions about this or requires clarification, they can contact their supervisor..

## Kilometre allowance policy for the Netherlands

### 1. Commuting from Home to the Office

Employees receive a tax-free travel allowance of € 0,23 per kilometre (effective January 1, 2024) for commuting between their home and the office, with a maximum reimbursement for 50 kilometres per one-way trip. Travel distances are calculated based on the shortest route as determined by Google Maps.

### 2. Traveling directly from home to a project location

If an employee travels directly from their home to a project location:

- If the distance is equal to or shorter than the commute to the office, the employee receives the standard commuting allowance as described in point 1.
- If the distance is greater than the commute to the office, the employee receives the standard commuting allowance as described in point 1, plus an additional allowance of € 0,32 per kilometre for the extra distance travelled.

### 3. Traveling from home to the office, then to a project location

The employee receives the standard commuting allowance as described in point 1 for travel from home to the office. From the office to the project location, the employee receives a reimbursement of €0.32 per kilometre for the distance travelled.

## Working hours and travel hours abroad

All project locations situated more than 230 km (one way) from Sliedrecht are classified as "abroad." If work takes place more than 230 km from Sliedrecht, the employee is entitled to a rental car if a company car is unavailable.

The percentages/allowances listed below apply to employees working on projects abroad.

### Working hours

Working hours completed abroad are compensated with the following premiums:

First 8 working hours (Monday-Friday) : 115%  
 First 2 overtime hours (Monday-Friday) : 140%  
 Additional hours and Saturday : 165%  
 Hours on Sunday and public holidays : 215%

If an employee attends training, a course, or a seminar abroad, a maximum of 8 hours per day can be recorded at a compensation rate of 100%. There is no entitlement to travel hours. Travel expenses, hotel costs, and separation allowance are reimbursed by Van der Leun.



## Travel hours

Travel hours completed abroad are compensated with the following premiums:

Travel hours (Monday-Friday) : 100%  
Travel hours (Saturday or Sunday) : 150%

## Travel expense allowance

If travel by plane or boat is required, employees are reimbursed € 34,- per one-way trip for self-arranged transportation to and from the airport or port. Taxi transportation is only permitted if public transportation or other alternatives are unavailable, or with prior approval from the manager. If the taxi fare is paid directly by Van der Leun or charged to a company credit card, the €34 per one-way reimbursement cannot be additionally claimed.

## Separation allowance

Employees receive a net allowance of € 35,- per day. This allowance begins on the day of departure and ends on the day before returning to the Netherlands.

## Laundry allowance

Employees receive a reimbursement of € 14,- per week for clothing cleaning. If the cleaning is paid via credit card or billed directly to the hotel, the € 14,- allowance cannot be claimed. This reimbursement is provided for continuous stays exceeding one week and upon submission of a receipt.

## Other expenses

Additional travel and accommodation costs are reimbursed after a reasonableness assessment, provided the employee submits a complete overview of the original receipts.

## Hazard allowance for safety risks

Depending on the travel advisory issued by the Dutch Ministry of Foreign Affairs, the following hazard allowances apply:

Yellow travel advisory:

Possible safety risks. All 115% hours are compensated as 140% hours, plus an additional 2 hours on Saturday and/or Sunday. Each trip is evaluated in advance to determine eligibility for this allowance.

Orange travel advisory:

Only essential travel is permitted. All hours are compensated at 215%, plus an additional 2 hours on Saturday and/or Sunday.

Red travel advisory:

All travel is strongly discouraged, and no trips are undertaken under this advisory. Travel to these countries occurs only on a voluntary basis.

Travel during a pandemic:

During a pandemic (e.g., COVID-19), travel is voluntary. Hazard allowances are applied according to the standard "Work Hours and Travel Hours Abroad" policy. The hazard allowance also applies to travel to high-risk countries with threats such as war, violence, or conflict.

## **Number of billable hours abroad**

### Working hours for fixed projects

Monday to Friday : Maximum of 10 hours per day.  
Saturday : If no work is performed: 4 hours. If work is performed: Actual hours worked plus 2 extra hours, with a maximum of 12 hours per day.)  
Sunday : Same as the Saturday policy.



## Working hours for refit projects

Monday to Friday : Maximum of 12 hours per day, including travel hours.  
 Saturday : If no work is performed: 4 hours. If work is performed: Actual hours worked plus 2 extra hours, with a maximum of 12 hours per day.  
 Sunday : Same as the Saturday policy.

Examples for logging hours abroad

Hours worked in practice					Hours entry in the hours app / time list*		
Project Type	Agreed hours per Day	Work hours	Travel hours	->	Normal work hours	Travel Hours	Overtime
Fixed	10-hour fixed	10	-	->	8		2
Fixed	10-hour fixed	8	2	->	8	2	
Fixed	10-hour fixed	7	3	->	8	2	
Fixed	10-hour fixed	6	4	->	8	2	
Refit	12-hour max	8	4	->	8	4	
Refit	12-hour max	9	4	->	8	3	1
Refit	12-hour max	10	2	->	8	2	2
Refit	12-hour max	7	4	->	8	3	
Refit	12-hour max	11	3		8	1	3

\* The recording of hours in the time tracking app or on the timesheet is not done in the same way as recording the hours worked on the service form for the project/client. If the employee has questions about this or needs clarification, they can consult their supervisor.

## Travel hours

For each project, the required travel hours between the project location and the accommodation abroad are determined in advance.

On 12-hour workdays, employees do not receive compensation for any additional travel hours exceeding 12 hours. These extra travel hours must be pre-approved by the client and noted on the signed work order.

When traveling to and from abroad, the following applies:

If an employee travels on a Monday from the Netherlands to Poland, a 12-hour car journey, they must record 8 work hours and 4 travel hours on their timesheet or in the time tracking app. All hours are logged under the corresponding code for the Netherlands and are reimbursed at 100%.

If the same journey occurs on a Saturday, traveling from Poland to the Netherlands, 12 travel hours are recorded. All these hours are logged under the corresponding code for the Netherlands and reimbursed at 150%.

When traveling on a Monday from Vietnam to the Netherlands, involving a total of 16 hours by taxi and flight, the employee must record 8 work hours and 4 travel hours, with a maximum total of 12 hours. These hours are logged under the corresponding code for the Netherlands and reimbursed at 100%.

If traveling from the Netherlands to Vietnam on a Saturday, a journey of 16 hours in total, the employee should record 12 travel hours, again capped at a maximum of 12 hours. These hours are logged under the corresponding code for the Netherlands and reimbursed at 150%.

## Waiting hours policy

A maximum of 8 waiting hours per day can be recorded.



## **Offshore work**

Work is classified as offshore when the client designates it as such and explicitly requests a technician trained for offshore tasks who holds the necessary certifications.

To be eligible to perform offshore work, employees must possess the following certifications:

- Basic Offshore Safety Introduction & Emergency Response Training
- Further Offshore Emergency Training
- Helicopter Underwater Escape Training with Emergency Breathing

## Work hours policy

Workdays are based on 12 hours per day, from Monday to Sunday. Regular work hours and overtime are compensated with the following rates:

First 8 work hours (Monday–Friday) : 115%  
First 2 overtime hours (Monday–Friday) : 140%  
Additional hours and Saturdays : 165%  
Hours on Sundays and public holidays : 215%

## Time-for-Time policy

If an employee wishes to maintain flexibility in taking leave after working several weeks on a project location, it is possible to purchase leave hours individually or to save overtime hours (excluding the overtime allowance) as time-for-time. These time-for-time hours must be used as soon as possible, but no later than 3 months after accumulation; otherwise, they will be paid out.

Time-for-time hours are not intended to be saved for extended vacations, such as summer or ski holidays. Regular vacation and ADV rights should be used for this purpose.

Requests to save overtime hours as time-for-time or to purchase leave must be submitted to the employee's supervisor and the Payroll Administrator ([personeel@royalvanderleun.com](mailto:personeel@royalvanderleun.com)).



## Van der Leun Metaalbewerking B.V.

### **Overtime and travel hours**

#### Overtime

Overtime hours worked in the Netherlands are compensated as follows:

First 2 overtime hours (Monday–Friday)	: 125%
Additional hours and Saturdays	: 150%
Hours on Sundays and public holidays	: 200%

If a public holiday falls on a Saturday or Sunday, all hours worked on that day are compensated at 200%.

When a public holiday falls on a weekday, all hours worked on that day are also compensated at 200%. The employee receives the fixed 8 hours paid as part of their regular salary. Additionally, any hours actually worked up to 8 hours are compensated at 100%, making a total of 200%. For hours worked beyond 8 hours, the compensation is directly 200%.

#### Travel hours compensation

Travel hours within the Netherlands are compensated as follows:

Travel hours (Monday–Friday)	: 100%
Travel hours on Saturday or Sunday	: 150%

Travel hours in the Netherlands are recorded starting from the office location:

- If you travel from your home to the project location and the regular travel time is equal to or shorter than your commute to the office, no travel hours are recorded.
- If you travel from your home to the project location and the regular travel time is longer than your commute to the office, travel hours are recorded starting from the moment your commute exceeds the regular travel time to the office.

Travel hours may be recorded by the following individuals:

- The driver operating a company car or their personal vehicle.
- The driver with passengers (co-travellers) in a company car or personal vehicle.
- The passengers (co-travellers).

The maximum number of travel hours that can be recorded per day is 4 hours. If more travel hours are made, the additional hours are first supplemented as worked hours, up to a maximum of 8 hours. Any remaining travel hours beyond this are then compensated as overtime.

Some examples for writing travel hours:

<b>Hours worked in practice</b>			<b>Hour entry in the hours app / time list*</b>		
<i>Working hours</i>	<i>Travel hours</i>	<i>-&gt;</i>	<i>Normal working hours</i>	<i>Travel hours</i>	<i>Overtime</i>
6	2	->	8	-	-
8	2	->	8	2	-
9	1	->	8	1	1
8	5	->	8	4	1
7	5	->	8	4	-

*\* The method for recording hours in the time tracking app or timesheet differs from how hours worked are recorded on the service form for the project or client. If employees have questions or require clarification, they should contact their supervisor.*



## **Kilometre allowance**

### 1. Travel from home to the office

Employees receive a tax-free travel allowance of € 0,23 per kilometre (effective January 1, 2024) for commuting between home and the office. The maximum reimbursement is capped at 50 kilometres per one-way trip. Reimbursement calculations are based on the shortest route according to Google Maps.

### 2. 2. Traveling directly from home to a project location

If an employee travels directly from their home to a project location:

- If the distance is equal to or shorter than the commute to the office: The employee receives the standard commuting allowance of € 0,23 per kilometre as outlined in point 1.
- If the distance is longer than the commute to the office: The employee receives the standard commuting allowance of € 0,23 per kilometre for the equivalent distance to the office. For the additional kilometres beyond this distance, the employee is reimbursed at € 0,32 per kilometre.

### 3. Traveling from your home to the office and then to the project location

The employee receives the commuting allowance as outlined in point 1. From the office, the employee is reimbursed for travel to project locations at a rate of € 0,32 per kilometre.



## Van der Leun Electrobouw B.V.

### Overtime and travel hours in the Netherlands

#### Separation allowance

The employee receives a net allowance of € 35,- per day for working at any project location when they do not stay overnight at home. This allowance starts on the day of departure to the project location and ends the day before returning from the project location.

#### Overtime

Overtime hours worked in the Netherlands are paid with the following allowances:

First two hours overtimes Mon-Fri : 125%  
Other hours and Saturday : 150%  
Hours on Sun- and holidays : 200%

If a public holiday falls on a Saturday or Sunday, all hours worked on that day are paid at 200%.

If a public holiday falls on a weekday, all hours worked on that day are also paid at 200%:

The employee receives the regular 8 hours as part of their salary. The hours actually worked on that day, up to 8 hours, are additionally paid at 100%, resulting in a total of 200%. All hours beyond 8 hours are paid at 200%.

#### Travel hours

Travel hours in the Netherlands are compensated as follows:

Travel hours (Monday–Friday) : 100%  
Travel hours (Saturday or Sunday) : 150%

Travel hours in the Netherlands are recorded starting from the office:

- If you travel from your home to the project location and the regular travel time is equal to or shorter than your commute to the office, no travel hours are recorded.
- If you travel from your home to the project location and the regular travel time is longer than your commute to the office, travel hours are recorded starting from the moment your commute exceeds the regular travel time to the office.

Travel hours may be recorded by:

- The driver operating a company car or their personal vehicle.
- The driver with passengers traveling in a company car or personal vehicle.
- The passengers (co-travellers).

The maximum number of travel hours that can be recorded per day is 4 hours. The first travel hour, which includes 30 minutes for the outbound journey and 30 minutes for the return journey, is at the employee's own expense and is not reimbursed by Van der Leun. If more than 4 travel hours are made, the extra hours are first added as worked hours, up to a maximum of 8 hours. Any remaining travel hours beyond this are then compensated as overtime.

Some examples for writing travel hours:

Hours worked in practice			Hours entry in the hours app / time list*		
Working hours	Travel hours	->	Normal working hours	Travel hours	Overwork
6	2	->	8	-	-
8	2	->	8	2	-
9	1	->	8	1	1
8	5	->	8	4	1
7	5	->	8	4	-

\* Recording hours in the time tracking app or timesheet differs from how hours worked are recorded on the service form for the project or client. If employees have any questions or require clarification, they can contact their supervisor.





## Kilometre allowance in the Netherlands

### 1. Travel from home to the office

The employee receives a tax-free travel allowance of € 0,23 per kilometre (effective January 1, 2024) for commuting between home and the office. The maximum reimbursement is capped at 50 kilometres per one-way trip. Reimbursement is calculated based on the shortest route according to Google Maps.

### 2. Travel Directly from Home to the Project Location

If the employee travels directly from their home to the project location:

- If the distance is equal to or shorter than the commute to the office: The employee receives the standard commuting allowance of € 0,23 per kilometre, as outlined in point 1.
- If the distance is longer than the commute to the office: The employee receives the standard commuting allowance of € 0,23 per kilometre for the equivalent distance to the office. Additionally, they are reimbursed at a rate of € 0,32 per kilometres for the extra kilometres travelled beyond this distance.

### 3. Traveling from your home address to the office and then to the project location

The employee receives the commuting allowance as outlined in point 1. From the office, the employee is reimbursed for travel to project locations at a rate of € 0,32 per kilometre.

## Working hours and travel hours abroad

The percentages/allowances mentioned below are paid when the employee is staying abroad for project-related work.

### Working hours

Working hours completed abroad are compensated as follows:

First 8 work hours (Monday–Friday)	: 115%
First 2 overtime hours (Monday–Friday)	: 140%
Additional hours and Saturdays	: 165%
Hours on Sundays and public holidays	: 215%

### Travel hours

Travel hours completed abroad are compensated with the following premiums:

Travel hours (Monday-Friday)	: 100%
Travel hours (Saturday or Sunday)	: 150%

### Separation allowance

Employees receive a net allowance of € 35,- per day. This allowance begins on the day of departure and ends on the day before returning to the Netherlands.

### Other expenses

Additional travel and accommodation costs are reimbursed after a reasonableness assessment, provided the employee submits a complete overview of the original receipts.

## Consignment arrangement

### Purpose

In order to be able to call on employees outside normal working hours in case of breakdowns and other emergencies, a consignment arrangement has been set up for the employees concerned. A number of employees are designated in rotation to be available outside working hours for one week at a time in order to be called up if necessary.

Consignment means being available and deployable 24 hours a day for sudden breakdowns that need to be solved immediately.



## Group of employees

This regulation is intended for employees of Van der Leun Electrobouw b.v. in service positions. Allocation is made by the responsible manager.

## Compensation

The time during which the employee may be called up does not count as working time. Working time commences the moment the employee is called to work. A call is equivalent to at least half an hour of working time, even if the employee is at work for less than half an hour. If the employee is called to work again within half an hour after he went to work via a call, the intervening time also counts as working time.

Hours worked outside normal working hours (outside duty schedule) shall be compensated in accordance with the overtime allowances applicable at Van der Leun.

The compensation for working on a consignment shift is € 80 gross per consignment shift.

Travel and telephone expenses are reimbursed in accordance with the employer's applicable travel expenses allowance.

## Service

The on-call shift runs from Friday 16.00 hours to Friday 07.00 hours.

## **Time-for-Time policy**

If an employee wishes to maintain flexibility in taking leave after working several weeks on a project location, it is possible to purchase leave hours individually or to save overtime hours (excluding the overtime allowance) as time-for-time. These time-for-time hours must be used as soon as possible, but no later than 3 months after accumulation; otherwise, they will be paid out.

Time-for-time hours are not intended to be saved for extended vacations, such as summer or ski holidays. Regular vacation and ADV rights should be used for this purpose. Requests to save overtime hours as time-for-time or to purchase leave must be submitted to the employee's supervisor and the Payroll Administrator ([personeel@royalvanderleun.com](mailto:personeel@royalvanderleun.com)).

## Appendix A CCTV Surveillance Policy

### Contents

1. Purpose
2. Scope
3. Introduction
4. Roles, Responsibilities, and Authorities
5. Procedures

#### 1. Purpose

The purpose of CCTV surveillance is to ensure the security of Van der Leun's employees, visitors, and property through the use of cameras, while respecting individuals' privacy and adhering to applicable laws and regulations.

CCTV surveillance is intended to create a sense of safety among employees and visitors of Van der Leun due to its preventative effect and to deter vandalism and/or theft.

#### 2. Scope

This procedure applies to the premises and buildings of Van der Leun located in Sliedrecht.

#### 3. Introduction

Van der Leun uses CCTV surveillance systems consisting of cameras and associated software and hardware to store footage. A limited number of authorized individuals within the company are permitted to view the footage and, upon direction from the management, export and store images on information systems. In cases of suspected misuse, theft, intentional damage, or other misconduct involving Van der Leun's property or items temporarily entrusted to Van der Leun, management may decide to use the footage to hold individuals accountable, impose sanctions, or initiate legal action. If the offender is not employed by Van der Leun, management may take appropriate steps to hold the individual accountable or pursue prosecution.

#### 4. Roles, responsibilities and authorities

CCTV surveillance is conducted under the responsibility of the Management of Van der Leun.

##### 4.1 Management

- Assigns employees authorized to view the footage.
- Ensures these employees are registered with the **Autoriteit Persoonsgegevens** (Dutch Data Protection Authority).
- Provides the budget for purchasing and maintaining the systems.
- Is informed in the event of an incident and takes (preventive) measures as necessary.

##### 4.2 Head of Security

- Provides footage to the police upon request.
- Files police reports on behalf of Van der Leun in cases of theft, vandalism, or other offenses.
- Conducts further investigations into theft, vandalism, or other violations as needed.
- Engages external expertise when necessary for investigations (e.g., temporary camera installations) or handling damages.
- Logs reports, requests for footage access, changes, temporary deployment of additional cameras, and police reports.
- Regularly reviews footage to detect incidents.
- Is registered with the **Autoriteit Persoonsgegevens**.
- Secures footage against overwriting, transferring it to other storage media if requested by the Head of Security or Management.
- Maintains or arranges for the maintenance and repair of software and storage media.

#### 4.3 Human Resources

- Manages the Company Regulations.

#### 4.4 Electrobouw - Security

- Installs and maintains hardware or arranges for its maintenance and repair.

#### 4.5 Confidential Advisor

- The (external) confidential advisor is informed confidentially in cases of temporary deployment of additional (hidden) cameras.

### 5. **Procedures**

#### 5.1 Privacy of employees and visitors

CCTV surveillance is aligned with the purpose of security and monitoring. The footage is used exclusively for the objectives of the CCTV surveillance system, namely the protection of employees, visitors, and property of Van der Leun.

Van der Leun informs individuals of the use of CCTV through signs or stickers. These signs or stickers are placed at the entrances to the premises and are clearly visible.

#### 5.2 Access to recorded footage

Due to privacy protection considerations, access to recorded footage is restricted. Footage can only be requested from the management of Van der Leun in the event of an incident.

As a general rule, individuals only have the right to view footage that includes their own personal data, meaning footage where they are the sole person visible. When requesting access to footage, the individual must specify the date, time, and duration of the footage they wish to view (e.g., between 9:00 PM and 9:15 PM).

Footage will only be made available for viewing after the management of Van der Leun has conducted a balancing of interests, weighing the individual's right to access the footage against other considerations, such as the privacy rights of third parties who appear in the footage.

The management evaluates the appropriateness of the footage for access by the individual.

Van der Leun will respond to a request for footage access within five working days.

Access to the footage is granted in the presence of the management and the Head of Security. To verify identity, the individual must appear in person before the designated representatives of Van der Leun's management and the Head of Security and present a valid form of identification.

The Head of Security will document the access to footage in a written report.

#### 5.3 Confidentiality

Anyone processing personal data or viewing footage in real-time under the authority of Van der Leun is bound by a duty of confidentiality regarding all information they become aware of in this capacity, unless a legal obligation requires disclosure, or the nature of their role necessitates it.

#### 5.4 Sharing recorded footage with third parties

Recorded footage is only shared with third parties if it aligns with the purpose of collecting the footage.

The management evaluates the suitability of the footage for sharing with third parties, considering the provisions of the General Data Protection Regulation (GDPR).

Any individual receiving the footage must identify themselves to the relevant Van der Leun representative beforehand.

The recipient of the footage must sign a document acknowledging receipt and agreeing to its ethical use.

Footage will be provided to the police if formally requested.

The footage is shared via a digital medium, such as a USB stick or memory card.

#### 5.5 The camera system and security

CCTV surveillance is conducted through a closed system utilizing a digital recording device or a system with a memory card. Visible digital cameras are connected to the recorder, capturing footage in or near buildings and/or spaces within the complex.

Footage is generally not stored longer than necessary, with a maximum retention period of four weeks, unless required for the resolution of an incident.

The management ensures that footage is immediately secured against overwriting upon request by a third party, such as the police, an employee, or a visitor. Secured footage is stored in a protected location on the network under the responsibility of Van der Leun's management.

Footage can only be accessed by designated personnel within Van der Leun and may subsequently be made available to the management. It is not the intention of Van der Leun to access footage regularly; this will primarily occur in the event of incidents, such as the presence of unauthorized persons, theft, burglary, assault, vandalism, or upon third-party requests (see § 5.4).

#### 5.6 Information availability

This policy is made available in writing to anyone interested. It is included in the Company Regulations, accessible on the local intranet and in the employer section of Loket. The policy can also be requested (in writing or digitally) from the Human Resources department.

#### 5.7 Complaints

Complaints regarding CCTV surveillance and the handling of access or sharing requests should be submitted to Van der Leun's management and the Privacy Officer. If a resolution cannot be reached through mutual consultation, the complainant may escalate the issue to the Autoriteit Persoonsgegevens (Dutch Data Protection Authority) for mediation.

#### 5.8 Extra temporary (hidden) CCTV surveillance

Extra temporary (hidden) CCTV surveillance is implemented only when necessary due to specific circumstances, such as suspected presence of unauthorized persons, unwanted behavior, bullying, (sexual) harassment, vandalism, theft or suspicion of theft, or other undesirable situations that cannot be resolved with less invasive measures. Before implementing this surveillance, Van der Leun conducts a privacy assessment, balancing the interests and rights of employees and visitors against the company's interests. If the surveillance is used to address theft or fraud involving employees, a Data Protection Impact Assessment (DPIA) is performed.

Cameras are positioned in locations within or near the premises to achieve the intended surveillance purpose while minimizing the impact on employees' and visitors' privacy. Installation, storage, and operation may be outsourced to an externally certified company, such as a private investigation agency.

Management, the (external) confidential advisor, and the Management Team are informed in writing of the camera placement prior to installation, and this information remains strictly confidential until the investigation concludes. After the temporary surveillance ends, employees are informed about the use of the extra temporary CCTV surveillance and the reasons for its deployment.

#### 5.9 Registrations

The Head of Security records and retains reports of footage access and documents related to incidents (including associated footage) for a period of five years in a secure location.

Appropriate technical measures have been implemented to protect personal data against loss, theft, or any form of unlawful processing.



## Appendix B Absence Policy

When an employee is unable to work due to illness or disability, they are entitled to continued salary payment. In addition to statutory regulations and the collective labor agreement (CLA), this absence procedure outlines the rules and obligations that both the employee and Van der Leun must adhere to during periods of incapacity for work.

### 1. Reporting illness

On the first (working) day of illness, but no later than 9:00 AM, the illness must be reported to **Verzuim Prevent Plus** by calling **0184-496804**. If reporting illness from abroad, use the phone number **+31 184-496804**.

At least half an hour before the start of work, but no later than 9:00 AM, the employee must also inform their manager of the illness by phone. Reporting via email, voicemail, SMS, or WhatsApp is not permitted.

**When reporting illness to their manager, the employee must provide the following information:**

- The estimated duration of the absence;
- A phone number and the address where they will be recovering;
- Ongoing appointments and tasks (to facilitate delegation to colleagues);
- Whether the illness falls under the safety-net provisions of the Sickness Benefits Act (e.g., related to pregnancy, illness due to pregnancy or childbirth, organ donation, WAO, WIA, target group, or no-risk policy);
- Whether the illness is related to a workplace accident;
- Whether the incapacity is the result of an accident (e.g., in cases where a third party may be held liable to recover absence costs);
- Whether support or assistance from Van der Leun is required.

The manager will arrange a follow-up contact with the employee.

The information provided above, along with details about the employee's symptoms and the tasks they are unable or still able to perform, must also be reported to Verzuim Prevent Plus. Information related to health and the nature of the symptoms is subject to medical confidentiality.

If the employee becomes ill during work hours, they must inform their manager and immediately report their illness to Verzuim Prevent Plus.

### 2. Resumption of Work

As soon as the employee knows they can resume work, either partially or fully, they must report the (partial) recovery to Verzuim Prevent Plus and their manager. Ideally, this should be communicated one day in advance, but no later than 9:00 AM on the day of the (partial) return to work.

### 3. Accessibility

After reporting illness, the employee must remain (phone) accessible at the provided recovery address for contact with the employer and the occupational health service (Arbodienst). For example, the employee may be called by their manager or the company doctor for more information, or the company doctor may visit them. If the employee is not present, it must be clear at the location where they can be reached. If the employee is found not to have been reachable for the company doctor, they will be asked to provide an explanation. If the explanation is deemed insufficient by the company doctor, the doctor will inform the employer.

If the employee moves, temporarily stays elsewhere, changes their recovery address, or returns to their own home during the illness (e.g., in the case of hospital admission or discharge), they must

inform their manager within 24 hours. The employee must also provide updated contact details for phone accessibility.

If the occupational health service (Arbodienst) cannot reach the employee by phone after two attempts, additional costs incurred will be charged to the employer. These costs may be recovered from the employee.

According to the collective labour agreement (CLA), the employee must remain at home during the first three weeks of incapacity for work as follows:

- Morning: until 10:00 AM
- Afternoon: from 12:00 PM to 2:30 PM

The employee may leave the provided recovery address for visits to the company doctor, general practitioner, physiotherapist, or another medical specialist.

#### **4. Contact with the occupational health service**

Depending on the nature of the illness and communication with Van der Leun, the occupational health service (Arbodienst) will contact the employee. This may be via phone, an appointment for a consultation, or a home visit. During this contact, the Arbodienst will discuss the reason for the absence, the symptoms, and the treatment. The employee is required to cooperate with this process. If the medical situation allows, the Arbodienst will also discuss possibilities for returning to work, potentially with adjusted duties. Based on this discussion, the Arbodienst will implement follow-up actions to ensure an adequate and timely recovery, and will provide feedback on these actions to both Van der Leun and the employee.

#### **5. Contact with the Employer**

During the period of absence, both the employee and their direct manager are responsible for maintaining regular contact. The discussions cover the same topics addressed during the illness report, including arrangements for partial or full work resumption, support for recovery, and the frequency and method of communication between Van der Leun and the employee. This ensures consistent communication and alignment throughout the absence period.

#### **6. Consultation**

Depending on the nature and severity of the symptoms, the employee may receive an invitation to attend a consultation. This could be with the company doctor, an occupational social worker, or an occupational health specialist. The employee is required to attend this consultation. If the employee is unable to attend, they must contact Verzuim Prevent Plus and their manager as soon as possible. The employer will decide whether the consultation will be cancelled or must proceed. If the consultation is cancelled too late (less than 24 hours in advance on working days), the occupational health service may charge the incurred costs to the employer. Van der Leun reserves the right to recover these no-show costs from the employee. If the employee has fully resumed work, attending the consultation is no longer required. Both Van der Leun and the employee will receive feedback from the occupational health service regarding the agreements made during the consultation.

#### **7. Medical examination**

During the consultation, a medical examination may be conducted to assess the employee's capacity and determine the degree of fitness or unfitness for work. The employee is required to cooperate with this examination. The medical examination is carried out by, or at the request of, the company doctor from the occupational health service (Arbodienst).

#### **8. Reporting illness from abroad**

If an employee falls ill while abroad, they or a family member must notify Van der Leun and Verzuim Prevent Plus as soon as possible, following the previously described procedure. The employee must then ensure that verification of their illness is possible. This may involve returning to the Netherlands or obtaining a certificate of incapacity for work from a qualified and recognized medical professional.

If the employee does not return to the Netherlands, they must provide their vacation or temporary address and a phone number where they can be reached to their manager and Verzuim Prevent Plus. Within three days of reporting illness, the employee must email a certificate of incapacity for work issued by a qualified and recognized medical professional to the HR department at [hr@royalvanderleun.com](mailto:hr@royalvanderleun.com). If the employee is capable of traveling, they are required to return to the Netherlands before the end of their vacation or stay abroad, and in any case before the date they would have resumed work.

If the employee is unable to travel, a local doctor must be consulted as soon as possible to issue a medical certificate for the company doctor. This certificate must include the following information:

- The nature and treatment of the illness,
- The progression of the illness and the expected duration,
- A statement of medical unfitness to travel (if applicable),
- The medical certificate must be prepared by an official doctor and written in Dutch or English. It must be stamped and signed by the attending doctor.

If the employee requires an extended stay abroad due to their illness, they must immediately inform Van der Leun.

The employee must report their recovery as soon as they are able to perform suitable work.

## **9. Cooperating with recovery**

During periods of absence, the employee must fully cooperate with their recovery. The employee is required to:

- Comply with the instructions of their doctor(s);
- Behave in a manner that does not hinder or delay their recovery;
- If the medical situation necessitates, seek immediate treatment from their general practitioner or specialist. The employee must follow the instructions of their practitioner unless alternative arrangements are made with the occupational health service's medical professional that could lead to a faster recovery.

## **10. Cooperation with activities aimed at returning to work**

If the employee is (partially) unfit to perform their regular duties due to illness but is capable of performing other tasks, the employer may offer the employee alternative work on a temporary basis. If the work is deemed suitable, the employee is required to accept it. If suitable work is not available within Van der Leun, this may include appropriate work outside of the company. The employer will discuss these options with the employee, and Van der Leun will seek advice from the occupational health service regarding the proposal. The employee is legally obligated to accept reasonable proposals.

## **11. Problem analysis and advice**

If an employee remains (partially) unfit for work after four weeks, a consultation with the company doctor will take place no later than the sixth week of absence. During this consultation, the company doctor will prepare a Problem Analysis based on the available information, in accordance with the Gatekeeper Improvement Act (Wet Verbetering Poortwachter). The Problem Analysis outlines the employee's limitations and possibilities in relation to their work. The company doctor provides advice to both Van der Leun and the employee regarding the reintegration process and sets expectations for the employee's return to their (own) job. The occupational health service (Arbodienst) provides the Problem Analysis to both the employer and the employee.

## **12. Action plan**

Based on the Problem Analysis and its accompanying advice, the employee and their direct manager must draft an Action Plan no later than two weeks after the Problem Analysis is completed, which is by the eighth week of absence. This plan should outline the goal, such as returning to the employee's original role, and the approach, for example, starting with half days on a specific date, increasing

hours by one hour per week, and fully resuming work by another specific date. It should also detail any necessary support, such as assistance from an occupational social worker, and set a schedule for evaluations. The plan must be reviewed and adjusted, if needed, at least once every six weeks, with adjustments also possible based on advice from the company doctor.

### **13. Reporting absence to UWV**

In cases of long-term absence, the occupational health service (Arbodienst) reports the illness to the UWV (Dutch Employee Insurance Agency). This notification is made no later than the first day after the employee has been incapacitated for 42 weeks..

### **14. First-year evaluation**

At the end of the first year of absence, the employer and employee must reassess the progress of the reintegration process. Van der Leun, in collaboration with the employee, drafts a first-year evaluation document outlining the agreements made during this period.

This evaluation is based in part on the first-year evaluation report prepared by the company doctor. It examines whether all possibilities for recovery and work resumption have been fully explored. For example, additional rehabilitation may be considered. It also evaluates whether all efforts are being made to help the employee return to a suitable role, which could be an adjusted version of their original position or a different role with their current or another employer.

To thoroughly address these considerations, the UWV typically requires a labour market assessment or reintegration review conducted by an occupational consultant or via the sector council of the collective labour agreement (CLA). The employee is obligated to cooperate with this process.

### **15. Reintegration file and WIA application**

The Gatekeeper Improvement Act (Wet Verbetering Poortwachter) requires the employer and the occupational health service (Arbodienst) to document all efforts for successful reintegration in the reintegration file. This includes meeting notes, feedback from (evaluation) consultations, adjustments to the Action Plan, and the first-year evaluation. The process follows these steps:

- By week 87 of absence, the employee has a consultation with the company doctor. Based on this meeting, the doctor provides an Updated Opinion and the necessary medical information.
- By week 87 of absence, the employee receives a WIA application package from the UWV and the medical information from the company doctor. This medical information is confidential and is sent only to the employee, not to Van der Leun.
- Between weeks 87 and 91 of absence, the employee and employer review the Action Plan. All required documents are handed over to the employee to facilitate their WIA application submission to the UWV.
- By week 91 of absence, the employee completes their personal evaluation on the UWV form and submits the full WIA application package, including all documents, to the UWV.
- Between weeks 92 and 104 of absence, the employee is invited by the UWV for an assessment. This includes an interview with a UWV insurance physician and possibly an occupational consultant from the UWV.
- By week 104 of absence, the employee and employer receive a decision from the UWV regarding the potential WIA benefit amount, which may commence in week 105.

### **16. Fixed-term employment contract and leaving while ill**

If an employee with a fixed-term contract leaves Van der Leun while still unfit for work, Van der Leun is obligated to maintain a reintegration file and, if necessary, draft an Action Plan or fulfil other requirements under the Gatekeeper Improvement Act (Wet Verbetering Poortwachter). The employee is required to respond to any reintegration-related requests from Van der Leun even after the end of the employment contract. However, this obligation to draft an Action Plan does not apply if the employee becomes unfit for work within six weeks prior to the termination of the employment contract or becomes incapacitated more than 28 days after leaving Van der Leun.

## **17. Frequent absence**

When an absence is reported, the occupational health service (Arbodienst) monitors how often the employee has been absent within a 12-month period. If frequent absence is detected, the employee may be invited to a frequent absence discussion by their direct manager or the Arbodienst.

## **18. Preventive measures and access to open consultation hours**

An employee may contact the occupational health service (Arbodienst) on their own initiative regarding health and work, even if they are not unfit for work. This includes utilizing the open consultation hours or attending the occupational circumstances consultation. Van der Leun will not be informed about these contacts unless the employee grants permission and the company doctor deems it relevant. If the employee schedules a consultation appointment but fails to attend, the costs for the no-show may be deducted from the employee.

## **19. Difference of opinion**

### Expert opinion

After reporting illness, both the employee and the employer are legally obligated to make every effort to help the employee return to work as soon as possible. However, challenges may arise in the reintegration process, such as:

- Disagreement between the employee and the employer/company doctor regarding the timing of partial or full work resumption.
- The employee believes the work offered by the employer is not suitable.
- The employee questions whether the employer is doing enough to support their return to work.

In these situations, the employee may request an expert opinion from the UWV. Each request can address only one specific issue. Before applying, it is advisable to discuss the matter with the company doctor or the employer. An expert opinion requested by the employee costs approximately € 100,- per application, which must be paid by the employee.

During the period the expert opinion is being reviewed, payment of sick leave benefits may be temporarily suspended. The employee is considered fit for work but is unwilling to perform duties. This results in a loss of wage entitlement. The employee can use the expert opinion to demonstrate incapacity for work. If the appeal is upheld, the employee will retain the right to sick leave benefits for the entire period, and the employer must retroactively pay the wages.

### Second opinion

The employee also has the right to request a second opinion from another company doctor. This option is particularly useful if the employee doubts the validity of the initial advice from the company doctor. For a second opinion, the employee can contact the Human Resources department.

### Complaint

If the employee is dissatisfied with the handling of their case by the company doctor, they may file a complaint with the occupational health service's complaints committee. The complaint must be submitted in writing, clearly and concisely stating the objections. The occupational health service has a clearly defined complaints procedure. Additional information about this procedure can be obtained from the company doctor or the occupational health service.

## **20. Sanctions**

If the company doctor determines that the above agreements are not being followed, the employer will be informed. If an employee fails to comply with the agreements outlined in the absence procedure or does not sufficiently cooperate with their recovery, this may result in the suspension of salary payments.

## **21. Salary continuation**

Salary continuation during long-term illness follows the terms outlined in the CLA:

- The first 6 months: 100% of salary.
- The following 18 months: 90% of salary.

Employees who partially resume work in their own role, even with adjustments, will receive 100% salary during the period of work resumption.

## **22. Vacation or leave and commuting expenses**

If an employee wishes to take vacation or leave during a period of incapacity for work, they must obtain approval from both the company doctor and their manager. Vacation or leave must be requested through the usual process with the manager. The vacation or leave must not hinder recovery or reintegration efforts. If the vacation request is approved, the days will be deducted as regular vacation days based on the number of contractual hours. During the vacation period, the employee is exempt from reintegration obligations.

For employees incapacitated for six weeks or longer, no additional leave hours (ADV) will be accrued. Adjustments will be made by the Finance department after the employee fully recovers or at the end of the calendar year in which the recovery occurs.

During extended absence due to illness, vacation, leave, or maternity/paternity leave, the employee will not receive untaxed commuting allowances. Upon recovery from long-term illness or return from vacation, leave, or maternity/paternity leave, the untaxed commuting allowance will resume from the first day the employee (partially) returns to work, in accordance with the commuting expense policy included in the company regulations.

Travel expenses incurred for attending consultations with the company doctor can be reimbursed.

## **23. Collective Labour Agreement (CLA) vacation days and incapacity for work**

If an employee falls ill during their vacation, no vacation days will be deducted for the days the employee is ill, unless the employee provides written consent. If consent is given, the vacation days may be deducted from the employee's vacation balance.

If an employee is ill and wishes to take vacation during their period of incapacity, they must request prior approval from both the company doctor and the employer. If permission is granted, the days taken will be recorded as vacation days and will be deducted from the vacation balance.

Under vacation legislation effective January 1, 2012, no distinction is made in the number of statutory vacation days accrued annually by ill and healthy employees. If an ill employee does not take their statutory vacation days, despite being "reasonably able" to do so during their illness, these vacation days will expire 6 months after the end of the accrual year. Ill employees accrue and take vacation days on a full-day basis.

If an employee reports incapacity for work for a second time during a calendar year, excluding illness due to pregnancy or childbirth, Van der Leun will deduct one vacation day from the employee's vacation balance. The number of hours deducted from the vacation balance will equal the number of hours the employee was scheduled to work on the first day of incapacity, up to a maximum of 8 hours (see Article 52 of the CLA).

## **24. Privacy and information sharing**

Privacy is strictly guaranteed. Both Van der Leun and the company doctor handle information with strict confidentiality, in compliance with privacy legislation. The information collected by the company doctor is also subject to professional confidentiality and the privacy regulations of the occupational health service.





Within the framework of these rules, the company doctor provides relevant information about the reintegration process to the employer. If applicable, this may include details explaining why assessment and guidance were not possible due to the actions of the employee.

If an employee wishes to receive further information about this, they can contact the company doctor directly.

## Appendix C Training Regulations

### 1. Introduction

Van der Leun has a Training Policy in place. This policy outlines the conditions and terms applicable within Van der Leun for pursuing education, courses, or training programs (learning).

Attendance at seminars, trade fairs, or conferences does not fall under this Training Policy (although expenses incurred for such events can be reimbursed).

### 2. Training

Training is defined as any oral and/or written education, training, or course provided by an external institution and attended by the employee.

### 3. Reimbursement

Van der Leun provides 100% reimbursement for training.

3.1 Training is fully reimbursed if it is necessary due to:

- A requirement related to a project,
- Legal and regulatory obligations and/or the collective labor agreement (CLA),
- Career development,
- New developments in processes or techniques,
- Acquiring new knowledge or expanding existing knowledge,
- Updating professional knowledge or maintaining professional competence,
- (Mandatory) safety training,
- Performing the role effectively.

The invoice is paid by Van der Leun.

3.2 Conditions for reimbursement:

- The training must be provided by a recognized educational institution.
- The participant must be deemed capable (in terms of capacity and workload) of completing the training within the set timeframe.
- Before starting the training, the participant must provide a complete cost estimate to their manager or HR department.

3.3 Reimbursable expenses include::

- Registration fees,
- Tuition, course, and college fees,
- Examination fees, including costs for potential re-examinations,
- Prescribed necessary books, syllabi, etc.,
- Travel expenses (according to the applicable travel expense policy),
- Accommodation costs (only reimbursed if included in the training application).

Necessary learning materials (such as writing and drawing supplies, calculators, digital tools, etc.) are not eligible for reimbursement.

The cost of a first re-examination will be covered by the employer. However, the additional time and expenses for a second and/or subsequent re-examination (including any refresher courses) will be entirely the responsibility of the employee.

Expense claims, supported by evidence of the aforementioned costs, must be submitted to the payroll administration using the standard expense claim form.

#### **4. Leave**

The general principle is that training, exam and a re-exam should be attended as much as possible during working hours. The time required to attend and complete the training will be considered working hours, up to a maximum of 8 hours per day, with 100% salary compensation. If the training is attended during weekends, these hours may be compensated, up to a maximum of 8 hours per day.

If the training exceeds the scheduled time, the additional time will be entirely the responsibility of the employee, unless the delay is due to illness or other exceptional circumstances (to be determined by the manager).

#### **5. Study costs agreement**

In exceptional cases, a study costs agreement may be drawn up, including a repayment arrangement. This agreement must be signed by both the employer and the employee before the training can commence.

Depending on the nature of the training and its importance to the employer, a repayment reduction schedule will be included in the study costs agreement. The maximum duration of this repayment reduction schedule is 24 months.

#### **6. Repayment**

##### **6.1 Termination of training during employment**

If the employee fails to fulfill their obligations (as outlined in the study costs agreement) or prematurely discontinues the training on their own initiative, they are required to repay all reimbursements for the training, including any cancellation costs. In such cases, the employer will not be obligated to make any further payments related to the training. A repayment arrangement will be agreed upon with the employee.

The employer may decide to waive repayment, either in full or in part, if the employee has valid reasons for not fulfilling their obligations or for prematurely discontinuing the training and is not at fault (this is at the discretion of the employer).

##### **6.2 Termination of employment during training**

If the employment contract is terminated at the initiative of the employee, or by the employer due to an urgent or employee-attributable reason, the employee is required to fully repay the reimbursements received for training costs.

##### **6.3 Termination of employment after completing training**

If, after completing the training (with a repayment reduction schedule), the employment contract is terminated at the initiative of the employee or by the employer due to an urgent or employee-attributable reason, the employee is required to repay the training cost reimbursements on a pro-rata basis. This repayment will be calculated based on the benefit outlined in the study costs agreement or the pro-rata repayment schedule, with a maximum duration of 24 months.

##### **6.4 No-show / cancellation within 24 hours**

Van der Leun will recover training costs from the employee if the employee:

- Fails to attend the training without a valid reason,
- Fails to attend the training without prior notification,
- Cancels the training within 24 hours before its start without a valid reason.

Van der Leun is authorized to deduct any amounts the employee is required to repay (as specified in the study costs agreement) from their final salary payment upon termination of employment.

In cases as described in Article 6.4 (no-show or cancellation within 24 hours), the training costs incurred by Van der Leun will be deducted from the employee's salary payment(s).



## **7. Employee obligations**

The employee is required to undertake the training to the best of their ability and complete it within the agreed timeframe. Any extension of the training period is entirely the employee's responsibility unless the delay is not attributable to the employee (this is at the discretion of the employer).

The employee must keep the HR department informed about the progress of the training and immediately notify the HR department of any interruptions, suspensions, or terminations of the training.

If deemed necessary by the employer, the manager may also directly seek information about the training progress from the training institution.

## **8. Completion of training**

Upon completing the training, the employee must submit a copy of the certificate or proof of participation to the HR department.

## Appendix D Whistleblower Regulations

### 1. Definitions

In this policy, the following definitions apply:

**The company:** All affiliated entities of Van der Leun.

**The employee:** Anyone who is or has been employed at Van der Leun has the option to use the Whistleblower Policy. This includes employees of Van der Leun, temporary workers, freelancers, seconded staff, interns, and anyone else working for Van der Leun under contract, as well as other parties doing or having done business with Van der Leun, such as contractors, consultants, and suppliers.

**Whistleblower Contact Point (Contact Point):** Employee(s) designated by the General Director.

**Suspected misconduct:** A reasonably substantiated suspicion of irregularities within the company of a general, operational, or financial nature, or an employee's suspicion of misconduct involving public interest, including but not limited to:

- A (potential) criminal offense;
- A (potential) violation of laws and regulations;
- (Potential) deliberate misinformation of public bodies;
- A (potential) danger to the organization's proper functioning due to inappropriate actions or negligence;
- A (potential) threat to safety;
- A (potential) threat to public health or the environment;
- (Potential) deliberate concealment, destruction, or manipulation of information regarding these or other issues that could harm the company;
- Violations of EU law;
- Threatened or actual misconduct and (potential) violations of the employer's internal rules.

### 2. Internal procedure

The employee reports a suspected misconduct verbally or in writing to the Contact Point. For verbal reports, the Contact Point documents the report, including the date of receipt, in writing. The employee must review and sign the document for approval after making any necessary amendments. A copy is provided to the employee.

Within seven days of receiving the report, the Contact Point sends an acknowledgment of receipt to the employee and specifies the expected timeline for completing the investigation.

Not all reports are required to be investigated. In cases where an investigation is not feasible, desirable, or necessary, the employee (reporter) is informed in writing, with a rationale provided.

If the report is pursued, the Contact Point initiates an investigation into the suspected misconduct. External advisors may be engaged for the investigation.

The Contact Point handles the report confidentially, as far as practical (given the nature of the investigation) and legally possible. No information is shared with third parties inside or outside the company without notifying the employee (reporter). Sharing employee-related personal information requires the explicit consent of the employee.

The Contact Point keeps the reporting employee informed about the progress of the investigation. When the report is accepted, the Contact Point discusses with the employee how they will be updated on the process.

If the investigation cannot be completed within the specified timeline, the employee will be informed by or on behalf of the Contact Point and provided with a revised timeline for completion.

Both the employee reporting the suspected misconduct and those involved in handling the report must maintain confidentiality about the report and the investigation.

Once the investigation is concluded, the reporter is informed in writing and provided with the key conclusions of the investigation.

### 3. Whistleblowers Authority

On February 18, 2023, the Whistleblower Protection Act came into effect, providing options and protections for employees who wish to report misconduct.

Employees may contact the investigation department of the Whistleblowers Authority in the following cases:

- To seek advice.
- If completing the internal procedure (see Article 2) cannot reasonably be required.
- If the internal procedure (see Article 2) has been followed, but the organization has not adequately addressed the reported suspicion, the reporter believes the suspicion was unjustly dismissed, or the reporter has not received a decision within the specified timeline mentioned in Article 2.
- If, despite the legal protections provided under this policy (see Article 5), the employee reasonably fears retaliation as a result of reporting under Article 2.
- If there is a legal obligation for direct external reporting.

More information about the Whistleblowers Authority is available at: [www.huisvoorklokkenuiders.nl](http://www.huisvoorklokkenuiders.nl)

### 4. Advisor

The employee may consult an advisor in confidence for guidance regarding a report or potential report under this policy.

An advisor can be any person trusted by the employee who is bound by professional confidentiality due to their position.

### 5. Legal Protection

An employee who reports suspected misconduct in accordance with the provisions of this policy will not face any disadvantage in their position as a result of making the report. Adverse treatment is understood to include actions such as the imposition of disciplinary measures, denial of a salary increase, unjust reassignment to another position, denial of promotion opportunities, or bullying.

The employer ensures that supervisors and colleagues of an employee who has reported suspected misconduct refrain from any form of adverse treatment related to the report that could hinder the reporter's professional or personal functioning.

The employer will address employees who engage in such adverse treatment against the reporting employee and may issue warnings or take disciplinary measures.

Additionally, any employee of the company acting as an advisor, as referred to in Article 4 of this policy, will not face any disadvantage in connection with their advisory role.

### 6. Improper Use

If it is found that the procedure has been invoked in bad faith, such as maliciously or due to a personal grievance against another employee, this will be considered misconduct, and appropriate action will be taken.

### 7. Effective Date

This policy came into effect retroactively on February 18, 2023.



## Appendix E

### Alcohol, Drugs and Medication policy and sanctions policy

#### Alcohol, Drugs and Medication policy

##### 1. Purpose

The purpose of an ADM Policy is to ensure a safe and healthy working environment. The policy helps to reduce risks associated with the use of alcohol, drugs, and medication, and to enhance safety. Additionally, it provides clear guidelines for managing substance use, including support, prevention, and potential disciplinary measures.

##### 2. Procedure

###### Suspected influence of alcohol or drugs

When there are indications that an employee is under the influence of alcohol or drugs, it is the responsibility of the supervisor to address the issue. If necessary, the supervisor may decide that the employee must immediately cease their work activities. In such a case, the employee will be suspended for the remainder of the day.

###### Verification tests

The employee involved has the right to an alcohol or drug test for verification purposes. If the test does not show the presence of alcohol in the breath or drugs in the saliva, the employee may start or resume their work, and the incident will not be documented in writing. If the presence of alcohol or drugs above the detection threshold is confirmed, the employee may not start or resume their work and will be suspended for the remainder of the day. The incident will be reported in the employee's personnel file.

The verification test will be conducted by or in the presence of the QHSE Manager or a member of the HR department. Alcohol or drug tests for verification can be performed when there is a suspicion of influence.

###### Recurrence

In the event of a repeated instance of being under the influence of alcohol or drugs, the employee will be referred to the Occupational Health Service (Arbodienst) for professional treatment. This recurrence will also be recorded in the employee's personnel file.

##### 3. Disciplinary measures

When an employee violates the guidelines, the matter will be handled according to the "Sanctions Regulation" procedure outlined in the company regulations. Upon the first occurrence of working under the influence, the violation falls under the "Minor" category, and a first written warning will be issued. In case of a recurrence, the violation will fall under the "Moderate" category, and a final written warning will be issued.

However, disciplinary measures may be suspended pending an investigation into whether a treatable medical condition is involved. The decision to suspend disciplinary measures lies with the Van der Leun management and will depend on:

- the nature of the violation committed
- evidence of a medical issue
- the employee's work history
- the employee's willingness to undergo treatment

Possession or trafficking of drugs or other illegal substances on Van der Leun premises will result in dismissal (a violation classified under the "Severe" category of the sanctions regulation) and will also be reported to the police.

#### **4. Professional treatment**

Because early recognition and treatment are important in preventing problems for both the employee and the company, employees are encouraged to report and seek help if they suspect they have an alcohol or drug problem. Employees who seek assistance are encouraged to contact the company doctor, who can refer them to professional medical or specialist care. This will be handled confidentially.

Employees who are repeatedly suspended due to being under the influence will also be referred to professional medical or specialist care. This is not optional; a treatment contract will be drawn up and signed by both the employee and the management.

The treatment will be paid for by Van der Leun, including any necessary absence from work, provided that the program is fully completed and successfully concluded.

If the treatment is terminated prematurely or if there is insufficient commitment to the treatment (to be determined by the healthcare provider), the costs will be recovered from the employee. Employees who do not cooperate with such treatment, or who terminate the treatment prematurely, will thereafter be subject to further action under the sanctions policy.

#### **5. Exemption and alcohol**

The consumption of alcohol is not permitted during the performance of work activities on Van der Leun company premises or at project locations where work is being carried out on behalf of Van der Leun.

An exception to this rule applies to staff parties, receptions, and events, where employees are expected to exercise personal responsibility and to consume alcohol in moderation.

If an employee has consumed too much alcohol, Van der Leun will arrange appropriate transportation. In cases of undesirable behavior, the employee will be addressed accordingly.

Employees under the age of 18 are not permitted to consume alcohol and will instead be offered non-alcoholic beverages.

#### **6. Retention Period**

If no prior disciplinary violations have been recorded, the data from a first positive test will be removed from the personnel file after 12 months. In the case of a repeated positive test within 12 months, the data will be removed 24 months after the last test. After completion of a treatment program, the data will be removed from the personnel file after 36 months.

The term "data" also includes test results, (meeting) reports, and treatment contracts.

#### **7. Use of Medication Affecting Reaction Time**

Employees who drive a vehicle or operate dangerous machinery during working hours and use medication with a yellow or red warning label (or a similar warning, such as "may affect driving ability") must report this to their supervisor. The employee is not required to disclose details about the type of medication or the underlying medical condition.

The supervisor will discuss the situation with a member of the HR department, and if necessary, the company doctor will be consulted for a professional opinion on the impact on work performance. The company doctor will determine whether the employee is temporarily unfit to drive a vehicle or perform other safety-sensitive tasks. The company doctor will only communicate the conclusion regarding the employee's fitness for work, without providing medical details. If an increased safety risk is identified, efforts will be made to find suitable alternative work. If no alternative work is available, the employee may, after assessment by the company doctor, be declared temporarily unfit for work. This decision is always based on the assessment of the company doctor, not the employer. Information regarding medication use will be treated confidentially and will not be recorded in the personnel file.

## Sanctions policy

### **1. Purpose**

The purpose of the sanctions policy is to correct unacceptable or dangerous behaviour and to prevent recurrence. In doing so, it helps to minimize harm to people, the environment, and company assets. The policy promotes compliance with company rules and provides a clear framework for taking action in the event of violations. By establishing clear behavioural standards and corresponding consequences—such as warnings, suspensions, or dismissal—arbitrariness is avoided and consistency is ensured.

### **2. Procedure**

#### Correcting behaviour

In cases of minor violations that may result from inattentiveness or misunderstanding, the supervisor may decide to conduct a corrective conversation, informing the employee that if no improvement in behaviour or attitude is observed, further measures may follow. This corrective conversation does not constitute the implementation of the sanctions policy but is part of the regular supervision and management process. The supervisor will clearly distinguish between informal correction and the formal use of the sanctions procedure.

This applies to minor violations that are not classified in Table 1, or to a first occurrence in Category L (Low) or M (Medium). A note of the corrective conversation will be placed in the personnel file.

#### Written Warning

If a corrective conversation does not achieve the desired effect, or if a more serious violation occurs, a written warning will be issued. The written warning is a record of the disciplinary meeting held between the employee, their supervisor, and an HR representative. Written warnings will be sent to the employee's home address by registered mail.

This applies to repeated violations classified in Table 1 under Category L (Low) and violations in Category M (Medium).

An official written warning formally notifies the employee of the undesirable behaviour and the potential consequences if the behaviour continues.

In the event of a repeated violation or another offense, the employee will receive a second written warning.

#### Final Written Warning

In the event of a repeated violation for which a written warning has already been issued, or in the case of a violation classified under Category S (Severe) in Table 1, a final written warning will be given. This warning is also a record of the disciplinary meeting held between the employee, their supervisor, and an HR representative.

Written warnings are sent to the employee's home address by registered mail.

#### Dismissal

If, after a final written warning, another violation occurs in Category M (Medium) or S (Severe), or if a violation is committed that justifies immediate dismissal, the Management Board may initiate a dismissal procedure.

During the dismissal procedure, the Management Board may decide to suspend the employee. During the suspension, the employee is not allowed to perform any work, and access to Van der Leun buildings and premises is denied. The suspension will be documented in writing and sent to the employee's home address by registered mail.

The decision to dismiss an employee (whether immediately or otherwise) is made by the responsible manager in consultation with the HR department. The employee will be informed orally of the dismissal decision, followed by written confirmation within two working days. The dismissal letter will be sent by



registered mail to the employee's home address. The letter will clearly explain the reason for dismissal, the effective date, and the consequences for the employee. A copy of the dismissal letter will be filed in the personnel file.

In the case of immediate dismissal, additional disciplinary measures will be taken to restrict the employee's access to company information and digital systems. This may include immediate blocking of access to the work environment, digital accounts, ID badges, and company property. The responsible manager and HR will jointly determine the necessary follow-up actions, such as the recovery of company property or the processing of remaining salary payments. These disciplinary measures will be clearly communicated to the employee.

### **3. Right to Assistance**

The employee has the right to be accompanied during meetings by a colleague, a union representative, or the external confidential advisor.

### **4. Objection**

If an employee disagrees with an imposed sanction, he or she has the right to submit a written objection to the employer. The objection must clearly state the reasons for disagreeing with the sanction and may be accompanied by additional statements or supporting evidence. The employer will carefully review the objection and will decide whether to uphold, amend, or withdraw the sanction. The outcome of this decision will be communicated to the employee in writing.

In the case of dismissal, the employee has the right to file an objection with the competent court. This applies, for example, to cases of summary dismissal or situations where the employee disputes the reason or the procedure of the dismissal. The court will determine whether the dismissal is legally valid.

### **5. Retention Periods**

If a written or final written warning has been issued, the related data will be removed from the personnel file after 12 or 24 months, respectively. This data also includes (meeting) reports and any objection procedures.

Table 1

<b>Scaling the severity of the offence</b>	
Type of offence (This list is indicative and does not purport to be complete)	Sanction L=Light M=Medium S=Severe
<b>Safety, health and environment</b>	
Bridging or decommissioning protections	MS
Passing deposits or moving under load in crane	M
Non-reporting of incidents and dangerous situations	M
Endangering others	MS
Smoking inside buildings	M
Alcohol or drug abuse (see also ADM policy)	M
Not wearing prescribed PPE*	M
Not cooperating with auditing or inspection	M
<b>Dealing with employees and third parties</b>	
Sexual harassment, discrimination, bullying or threats	MS
Physical violence	S
Theft	S
<b>Traffic</b>	
Faulty parking: blocking escape route or extinguishing agent	M
Faulty parking: not in a space / charging pole unnecessarily occupied	L
Blocking exits or safety devices	M
<b>Operating assets and finance</b>	
Theft or vandalism	S
Lateness (occasional)	L
Careless handling of working time	L
Attendance fraud	M
Fraudulent claims and outside reports	M
Violation of regulations for use of PCs	M
Misuse of communication tools	M
Failure to report damage caused	M
Damage, loss or neglect of maintenance of PPE*	M
<b>Information security</b>	
Sending personal data to wrong recipient	L
Leaving devices unsecured	M
Photographing or copying confidential documents	S
Intentional data leakage	S

\* PPE includes: work clothes and shoes, eye and hearing protection, among others

