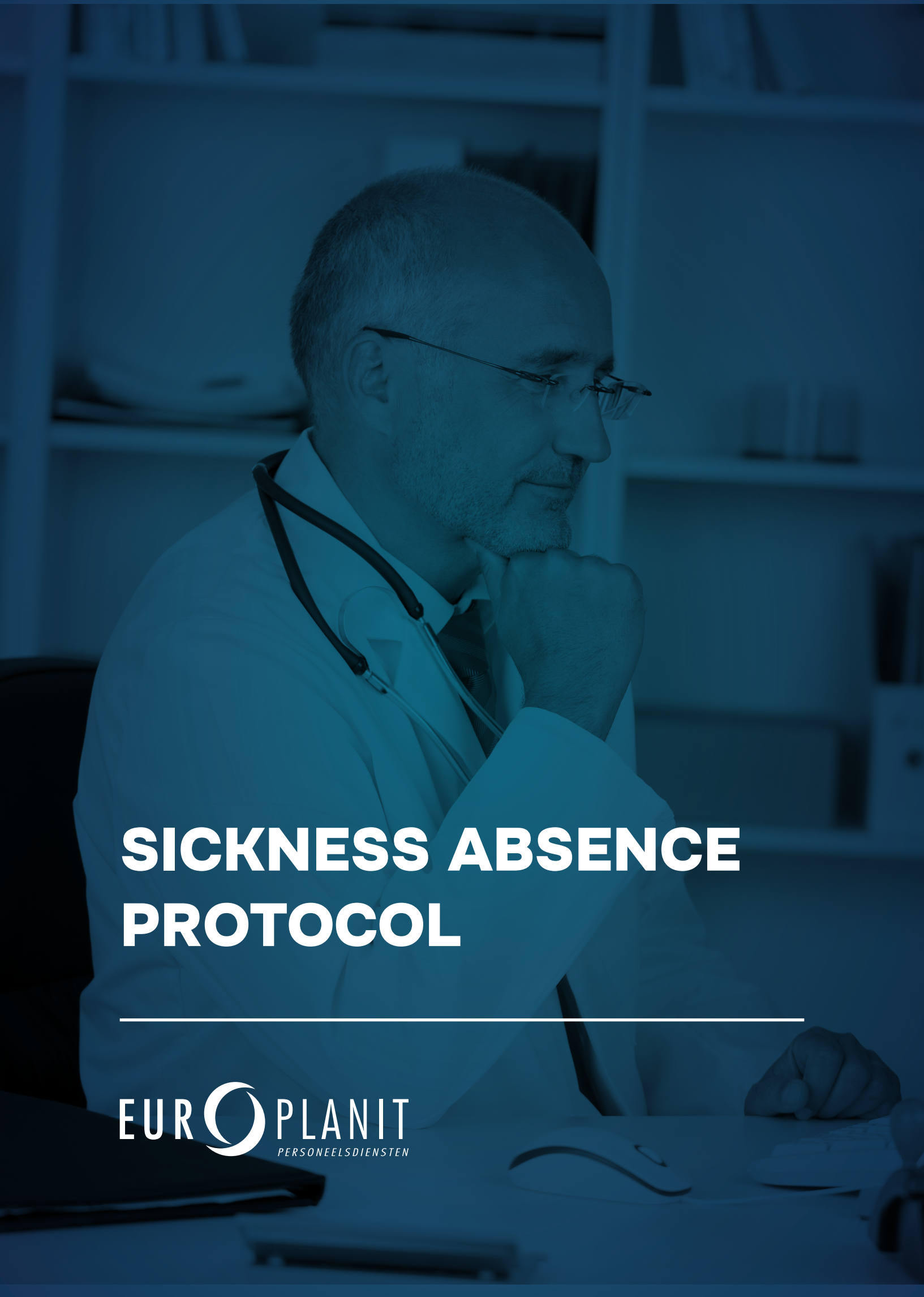




SICKNESS ABSENCE PROTOCOL

EUROPLANIT
PERSONEELSDIENSTEN

General

Sickness and incapacity for work are, of course, first and foremost unpleasant for the people affected by them. But being ill is also disadvantageous for the client and for Euro Planit Personeelsdiensten. After all, the client has to do without a well-trained and experienced worker for a shorter or longer period of time. In addition, there are the high costs that this absence entails. In accordance with the Dutch Civil Code, the applicable collective labour agreement or the client's own company regulations where you perform your work, Euro Planit Personeelsdiensten is obliged, in the event of incapacity for work, to continue paying at least 70% of the daily wage. This obligation to continue wage payment lasts for a maximum of 104 weeks. For both the first and second year of sickness, the maximum daily wage applies as the maximum entitlement.

Our occupational health service: 1Voud Werken & Gezondheid

Euro Planit Personeelsdiensten has made agreements with the occupational health service 1voud Werken & Gezondheid B.V. The doctors of 1voud Werken & Gezondheid assess, among other things, whether you are rightly claiming sick pay when you are ill. To make this assessment possible, you must comply with the instructions in this sickness absence protocol. When you report sick to Euro Planit Personeelsdiensten, your report will be handled by the absence coordinator. The contact person known to you will maintain contact with you and together you will make agreements about the expected duration of your absence.

Sanctions

We would like to point out that if you do not comply with the instructions below and/or do not cooperate with the assessment by the occupational health service, this may result in the right to sick pay and/or supplementary statutory benefits lapsing.

1. Ziek? Wat nu?

1.1 Sickness reporting procedure

If you are ill, report this as soon as possible to your direct supervisor at the client. Do this before your working day starts! If you are ill, you must also report sick to Euro Planit between 08.00 - 09:00 in the morning:

- ▶ Report all sickness notifications for NL staff to: **0575 - 55 55 18**
- ▶ Report all sickness notifications for EU staff to: **06 - 23 50 73 97**

If you cannot report sick yourself, have someone close to you do this. If the sickness notification is not made on time, unfortunately we cannot process it. It is also not permitted to report sick via WhatsApp voice messages, email or similar methods. This must be done by direct telephone contact. If you go home sick, you must report sick on that same day.

If you have to work in the evenings or at weekends, you must also report your sickness then. A sickness notification will not be processed retroactively, unless there is a reason why you could not have reported sick earlier. This is the case, for example, in the event of an emergency hospital admission.

During incapacity for work, Dutch laws and regulations apply. In the Netherlands you are entitled to continued wage payment during sickness. This entitlement can only be determined by an occupational physician. You may submit a Krankenschein, 'Gelber Schein' or an Elektronische Arbeitsunfähigkeitsbescheinigung. However, only an occupational physician determines the extent to which there is incapacity for work and what possibilities there are for modified work.

1.2 Urgent summons

If there is reason to do so, Ivoud Arbo may urgently summon you to attend a consultation with the occupational physician.

1.3 Your obligations with a Sickness Benefits Act benefit

You have reported sick. You may then receive a benefit. We, as Euro Planit, are a self-insurer. This means that you do not receive a benefit from the UWV, but from us. We are also responsible together with you for your reintegration. This means that from the moment you report sick, you have a number of obligations. These are set out in the Sickness Benefits Act Monitoring Regulations. You can read more about them below.

1.4 Make sure you are reachable

As your current or former employer, we like to stay informed about your recovery and the possibilities for returning to work. After your sickness notification and throughout the entire absence period, contact moments will therefore be agreed in consultation. These contact moments are intended to discuss the progress of your recovery and, where applicable, to make agreements about any reintegration.

For good communication, it is important that we have your current address and contact details. Please report any changes in good time.

Appropriate agreements will be made about the manner and frequency of contact. It is important that you comply with the agreements made, so that together we can continue to monitor progress properly and, where necessary, agree on suitable next steps.

1.5 Sickness visit

We think it is important to know how you are doing when you are ill, which is why we sometimes visit you personally for a sickness visit. If you are staying at a different address during your illness, please inform Euro Planit. If you are not present when we visit you, you will receive a message or card. You must then always respond. If you do not, this may have consequences for your benefit.

1.6 Working on your recovery

During your illness, you must do everything you can to recover as quickly as possible. If necessary, visit your general practitioner and follow their advice. Make sure you do things that are good for your recovery.

1.7 Payment of sick pay

The amount of your benefit is determined on the basis of the daily wage. Payment of sick pay takes place periodically.

1.8 Temporary employment contract without temporary employment clause

If you have a temporary employment contract without a temporary employment clause, you are entitled, for the duration of the contract, to at least 70% of your wage during sickness and, in the first year of sickness, at least the minimum wage. Under the ABU Collective Labour Agreement for Temporary Agency Workers, you are entitled to a supplement to the statutory Sickness Benefits Act benefit. This amounts to 20% in the first year of sickness and 10% in the second year of sickness. It may be that one waiting day applies at your client. If this is the case, you are not entitled to sick pay for that day.

If your contract with Euro Planit ends during your illness, you fall under the safety net scheme. You are entitled to at least 70% of your Sickness Benefits Act daily wage during sickness.

1.9 Occupational health service

Euro Planit has engaged Ivoud Werken & Gezondheid as its occupational health service. Through our occupational health service, you will receive an invitation to attend a consultation with the occupational physician. We would like to point out that an invitation from the occupational physician is not optional; you are obliged to attend. If you really cannot attend the consultation, discuss this with your contact person. Only the absence coordinator is authorised to reschedule the appointment. If you do not attend the consultation, or if you do not cancel in accordance with the guidelines (at least 48 hours before the consultation), the costs of the consultation will be charged to you. If you are still ill on the day on which the occupational physician has declared you fit for work, you must inform us immediately by telephone.

1.10 Valid proof of identity

Are you attending the consultation or are we visiting you? Then you must show valid proof of identity. For a first contact, this may be a passport, identity card or residence document. For a follow-up contact, a driving licence is also sufficient. Anyone accompanying you must also carry valid proof of identity.

1.11 Cooperate with your reintegration

You must actively cooperate with your reintegration. So do everything you can to return to work as quickly as possible. If you are ill for more than 6 weeks, you will draw up an action plan together with the absence coordinator of Euro Planit, which both parties must then sign. This sets out agreements about your reintegration activities.

1.12 Accept suitable work

Sometimes, due to illness, you can no longer do your own work, but you can do other work. What kind of work this is depends on your health and on how long you have been ill. The occupational physician determines, in consultation with you, what suitable work is. You must always accept this work, even if it is below your level. If no suitable work is available, but you are able to do it, you are obliged to register as a jobseeker with the UWV. You must then try to obtain suitable work. You do not have to look for suitable work while you are on holiday, up to a maximum of 4 weeks per year.

1.13 Report changes

something changes in your situation, this may affect the amount or duration of your benefit. You are therefore obliged to provide information about this change directly to Euro Planit to report. These are the most common changes that you must report immediately:

- ▶ Change in your contact details;
- ▶ You are going abroad;
- ▶ You are going on holiday;
- ▶ You are going to earn more/less;
- ▶ You stop working;
- ▶ You receive income other than wages, for example a supplement to your benefit;
- ▶ Change in your health;
- ▶ Change in your living situation;
- ▶ You are detained;
- ▶ Your personal situation changes, such as a move, different bank account number, hospital admission, etc.

1.14 Reporting recovery

As soon as you have recovered, you must inform Euro Planit immediately. You can do this by calling the telephone number above or by informing the contact person known to you. Here too, the following applies: if you are still ill on the day on which the occupational physician has declared you fit for work, you must inform us immediately by telephone.

1.15 Comply with your obligations

It is important that you comply with your obligations. If you do not, you may temporarily receive a reduced benefit or no benefit and/or a fine. You can read more about this in the Social Security Acts Measures Decree. If you have received too much benefit, you must repay the excess amount received.

1.16 Gatekeeper Improvement Act

The Gatekeeper Improvement Act was drawn up to reduce the number of employees who are ill for a long period of time. This Act obliges the employer and employee to work together to ensure that the sick employee can return to work as quickly and responsibly as possible. This Act describes the obligations of the employer and employee. As an employee, we expect you to adopt an active attitude and take initiative in the mandatory reintegration process, with the ultimate aim of returning to work.

2. Procedure

Gatekeeper Improvement Act

DAG 1:

You report sick before 09:00 to Euro Planit and to your supervisor at the company where you work, in accordance with the procedure above. Euro Planit passes your sickness notification on to the occupational health service 1voud Werken & Gezondheid. On the same day, telephone contact takes place between Euro Planit and you to discuss the nature of the sickness notification and the expectations with you.

WEEK 8:

Within eight weeks after the sickness notification, or no later than two weeks after the problem analysis, the employer, in consultation with the employee, draws up an action plan. This plan describes what efforts the employer and employee will make to get the employee back to work. The action plan is part of the reintegration file and is signed by the employer and employee

Periodic progress:

The employee and employer must meet once every six weeks to discuss progress. In the meantime, they may decide to adjust the action plan. The employer is responsible for ensuring that the occupational physician has regular contact with the employee about the course of the incapacity for work.

WEEK 42:

In week 42, the employer must report the first-year sickness evaluation to the UWV.

WEEK 50:

Before the employee enters the second year of sickness, the employee and employer review everything once again. Is there anything we can still do together to help you return to work?

20 MONTHS:

If you are still not fully back at work after 20 months, you will receive a WIA application form from the UWV in the 87th week. Please note! You must return this form to the UWV within three weeks. Shortly afterwards, the UWV assesses the reintegration report and a WIA assessment is carried out.

More information about the Gatekeeper Improvement Act can be found on the Arboportaal website: www.arboportaal.nl

3. Sickness absence regulations

All parties are jointly responsible for implementing the sickness absence regulations. You are expected to be aware of the procedures laid down in these regulations.

3.1 Parties involved

The following parties are involved in implementing the sickness absence policy: the employee, the client, the employer and 1voud Werken & Gezondheid. Each party has its own obligations in this respect.

3.1.1 Employee obligations

The employee who is unable to perform their work due to incapacity resulting from sickness is obliged to comply with the following points:

- ▶ Cooperate with measures taken by the employer (or an expert appointed by the employer);
- ▶ Cooperate in drawing up, evaluating and adjusting a problem analysis and the Action Plan (PvA) relating to their reintegration;
- ▶ Perform suitable work that the employer gives them the opportunity to perform;
- ▶ In the context of implementing the Gatekeeper Improvement Act (WvP) and/or the Sickness Benefits Act (ZW), actively cooperate with reintegration;
- ▶ Maintain contact with the employer and, if applicable, the client;
- ▶ The employee must not have provided false information upon entering employment;
- ▶ During sickness, the employee is expected not to carry out any secondary activities that hinder recovery.

3.1.2 Client obligations

The client is obliged to:

- ▶ Take measures and issue instructions as soon as possible, insofar as reasonably necessary, to enable the sick employee to perform their own work or other suitable work;
- ▶ The client has an important role in preventing complaints and absence, and in guiding and reintegrating sick and incapacitated employees who fall under its responsibility.

3.1.3 Employer obligations

The employer's general duties in the context of sickness absence include identifying issues and providing support within the framework of the WvP, for the benefit of the PvA.

3.1.4 Obligations of 1voud Werken & Gezondheid

The occupational physician and case manager of 1voud Werken & Gezondheid provide support to the employer.

The primary duties of the occupational physician include:

- ▶ Determining the degree of incapacity for work;
- ▶ Medical guidance of the absent employee;
- ▶ Issuing prognoses regarding return to work;
- ▶ Drawing up the problem analysis within the framework of the WvP;
- ▶ Advising the employee and employer on preventive measures.

The powers of the occupational physician are:

- ▶ Summoning the employee to attend a consultation;
- ▶ Making an agreement with the employee about returning to work;
- ▶ Conducting a medical examination;
- ▶ With the employee's consent, the occupational physician may consult with and/or request information from: the general practitioner, the specialist or other treatment providers (for example occupational social work).

Task delegate:

The occupational physician may delegate their powers, in whole or in part, to a task delegate. The task delegate (not being the case manager) must state the purpose of their contact with the employee and may ask questions about the medical condition.

The task delegate records this information and shares it with the occupational physician. Based on this information, the occupational physician issues an initial assessment and determines the follow-up process. After each consultation contact, 1voud Werken & Gezondheid provides written feedback on the agreements made and/or relevant limitations or possibilities for reintegration to the absence coordinator. The feedback can be used during the absence discussion and, within the framework of the WvP, stored in the reintegration file.

The occupational physician is bound by professional confidentiality. The case manager and task delegate have derived professional confidentiality. Consultation between 1voud Werken & Gezondheid and the employer about, for example, return to work, remains limited to limitations and possibilities for returning to work. 1voud Werken & Gezondheid follows the guidelines in accordance with the General Data Protection Regulation (GDPR).

3.2 Frequent sickness absence

If there is frequent sickness absence (more than 3 times per year), a meeting will take place between you and your contact person within Euro Planit. The purpose of this meeting is to identify the possible cause of the frequent sickness absence and to make agreements to prevent further sickness absence. The report of this meeting will be included in your personnel file.

3.3 Holiday during sickness

If you want to take holiday or days off during sickness, you must coordinate this with your contact person. The absence coordinator determines (if necessary in consultation with the occupational physician) whether the intended holiday is not detrimental to recovery. During the holiday taken, holiday hours are also deducted.

In the event of partial incapacity for work and holiday, full holiday hours are deducted. After all, during sickness you also accrue full holiday hours (over hours worked as well as sickness hours).

If you take holiday days (have them paid out), these will be deducted from the payment of absence hours.

3.3.1. Sickness and recovery reporting during holiday

A sickness notification during holiday must always be followed by a recovery notification, namely by:

- ▶ A recovery notification during holiday;
- ▶ Or recovery notification upon returning to work.

If you become ill during holiday, you must report this according to the usual procedure. Make sure you are reachable by telephone for the absence coordinator. It is possible that you will be summoned for a consultation with the occupational physician at the nearest summons location. Furthermore, all steps of this sickness absence protocol apply.

If you recover during your holiday, you must report this as soon as possible, but no later than before 09:00 on the next working day, to the absence coordinator.

3.3.2. Consultation summons with the occupational physician after returning from holiday

After returning from holiday (even if already recovered), you may be summoned to attend a consultation with the occupational physician. During the consultation you must submit a statement from a doctor or other documents (prescriptions, medicine packaging bearing your name, etc.) with which the incapacity for work that arose during a holiday period can be demonstrated.

3.4 Cosmetic procedures

For cosmetic procedures that have no medical reason (confirmed by a doctor), the days on which you cannot work are at your own expense. This means that you will not receive sick pay for those days. You can take holiday hours for this.

3.5 Second Opinion

It is possible to request a second opinion from another occupational physician if the first occupational physician agrees to this. The first occupational physician collects the information for the second occupational physician. If a second opinion is requested, it does not suspend the primary opinion. In other words: the opinion of the first occupational physician must be followed until the other occupational physician reaches a different conclusion. It should be noted that the lead time for a second opinion is long, because this occupational physician must first collect all information and study the file before they can give an opinion

3.6 Expert opinion

If you have doubts about the course of your reintegration, it is possible to request an expert opinion from the UWV. The costs of this expert opinion are for your own account. There are only four questions on which the UWV gives an expert opinion: ☐ Whether or not there is incapacity for work; ☐ Is er wel of geen sprake van arbeidsongeschiktheid;

- ▶ Whether there is suitable work within the organisation;
- ▶ Reintegration efforts by the employee;
- ▶ Reintegration efforts by the employer.

3.7 Paid leave

It is possible that an unforeseen private situation arises, causing you to be temporarily unable to work. Reporting sick is then not permitted, as there is no sickness involved. It is important that you take the initiative (if a supervisor has to ask about the private situation, this is contrary to the GDPR) and discuss the situation with your supervisor, so that you can come to a solution together. A number of situations are already regulated by law, such as parental leave, special and emergency leave, short-term care leave, long-term care leave, unpaid leave, adoption leave and foster care leave.

3.8 Conflict

Both the employer and the employee can identify a conflict. If one of the parties involved believes that there is a conflict that hinders work, then in principle there is a labour conflict. This means that the issue must be discussed or resolved.

3.8.1. Reporting and acknowledgment of the conflict

Reports can be made to the supervisor, to Euro Planit or to 1voud Arbo. A conflict is not a reason to report sick; in many cases there is no sickness. An exploratory discussion between those involved can prevent the conflict from worsening (sometimes quick interventions can prevent deterioration). Responding quickly and appropriately to a conflict report prevents conflicts from ultimately resulting in sickness absence. If you nevertheless report sick as a result of a conflict, a request will be made to the occupational physician to give an opinion as soon as possible on whether sickness is the cause of the absence.

3.9 Actions and responsibilities during the first and second year of sickness

The employer and employee are jointly responsible for reintegration during the first two years of incapacity for work. 1voud Werken & Gezondheid has a supportive role in this regard, both towards Euro Planit and towards the employee, both on request and unsolicited. The absence coordinator records the following:

- ▶ All documents and data relating to the course of the absence;
- ▶ The number of hours actually worked in the event of partial incapacity for work;
- ▶ The activities undertaken aimed at reintegration.

The data is stored in the so-called reintegration file.

3.10 Preventive consultation

You can consult the absence coordinator or occupational physician with questions about impending problems in the area of health and work, before complaints or absence due to incapacity for work occur. If you wish to make use of this option, you can contact the absence coordinator or 1voud Werken & Gezondheid by telephone on your own initiative.

3.11 Contact after the second year of sickness

If you complete the two years of sickness, without your contract with the employer having ended by operation of law before that time, then the contact between 1voud Werken & Gezondheid and you ends after reaching the WIA waiting period end date. If the UWV imposes a sanction because opportunities were missed during the 104-week WIA waiting period, the contact between you and 1voud Werken & Gezondheid will continue for the duration of the sanction period.

3.12 Termination of employment contract

If, two years (104 weeks) after the first day of incapacity for work, you are still wholly or partially incapacitated for work, the employment relationship will be terminated on the grounds of long-term incapacity for work for the part for which the incapacity continues. In the event of full incapacity for work, the employment relationship will be fully terminated.

3.13 Second track

If during your sickness absence it becomes apparent that, due to illness or disability (substantiated by the occupational physician and labour expert), you can no longer return to your own work, then Euro Planit has chosen, within the framework of the WvP and/or the implementation of the ZW, to start an external reintegration process for you (second track).

You are obliged to cooperate with this in the context of your reintegration obligation. If it appears that the limitations resulting from illness or disability are permanent and that, due to these limitations, you no longer have any usable possibilities with regard to sustainably performing suitable work, an early WIA assessment will be requested from the UWV. Taking the statutory provisions in this regard into account, this means that in practice an early benefit can be applied for after 13 weeks of incapacity for work (counted from the first day of sickness) up to 68 weeks of incapacity for work. You must also cooperate with this within the framework of the statutory obligations.

3.14 Sanctions

If you cannot work as a result of incapacity for work, you are entitled to continued payment of wages. The employer bases this on the opinion of the occupational physician and/or the absence coordinator.

The employer is obliged to apply a sanction if an employee, without a valid reason, violates one of the rules stated in this protocol, such as:

- ▶ Not being reachable for 1voud Werken & Gezondheid or Euro Planit;
- ▶ Not attending or not cancelling the consultation appointment in time and without a valid reason;
- ▶ Not being ill but reporting sick anyway;
- ▶ Not cooperating with the Action Plan or its adjustment and/or not signing and returning the signed Action Plan or adjusted Action Plan.

4. Privacy protection

Both Euro Planit and 1voud Werken & Gezondheid work in accordance with the guidelines of the General Data Protection Regulation (GDPR). All Euro Planit employees have the right to careful treatment by supervisors and external organisations, such as 1voud Arbo & Gezondheid.

5. Continued payment to the employee during sickness as of 1-1-2026

The first day on which an employee is ill is reserved as a waiting day. You will therefore receive no wage or sickness benefit for this day. However, Euro Planit applies the same waiting day arrangement that applies at the client. If there is no waiting day, this will still be paid to you no later than within two months.

In the event of incapacity for work, an employee is entitled, for as long as the temporary employment contract continues, to:

- ▶ 90% of the wage determined according to time worked, during the first 52 weeks of incapacity for work and at least the statutory minimum wage applicable to them;
- ▶ 80% of the wage determined according to time worked during the 53rd up to and including the 104th week of the contract.

After the end of employment, the employee in Phase B is entitled to a Sickness Benefits Act benefit of 70% based on the Daily Wage Decree for Employee Insurance Schemes. The daily wage is requested from the UWV by Euro Planit.

If the temporary agency worker is incapacitated for work at the time the temporary employment contract ends by operation of law on the agreed end date in Phase A, the temporary employment agency will supplement this benefit if the temporary agency worker is entitled to a Sickness Benefits Act benefit.

During the first 52 weeks of incapacity for work, this will be supplemented to 90% of the benefit daily wage established on the basis of the Daily Wage Decree for Employee Insurance Schemes (calculated by the UWV);

- ▶ During the 53rd up to and including the 104th week of incapacity for work, this will be supplemented to 80% of the benefit daily wage established on the basis of the Daily Wage Decree for Employee Insurance Schemes. .

Signature for approval,

.....
Employee



.....

Employer
Euro Planit B.V.