

Logistic Force internal regulations

In these regulations, the term "Logistic Force" refers to: the limited liability company Force Service Centre B.V.

Before Commencement of work

Before you can start working for Logistic Force, you must submit the following documents and information to Logistic Force:

- Registration form, completed with due diligence and truthfulness;
- Employment record statement, completed with due diligence and truthfulness;
- Certificate of received transit remuneration, completed with due diligence and truthfulness (only in connection with employment with the next employer!);
- Income tax advance form, completed with due diligence and truthfulness;
- Bank account declaration, completed with due diligence and truthfulness;
- Valid identity card;
- We may ask you to submit a criminal record.

If you live in one of the countries of the European Economic Area and come to work in the Netherlands, you must submit supplementary information before you can take up a job at Logistic Force, namely:

- Citizens' Service Number statement (BSN);
- Statement regarding the country of residence;
- Evidence of health insurance in the Netherlands.

If you live in a country outside the European Economic Area and come to work in the Netherlands, you must submit supplementary information before you can take up a job at Logistic Force, namely:

- Residence permit;
- Employment permit;
- Citizens' Service Number statement (BSN);
- Statement regarding the country of residence;
- Evidence of health insurance in the Netherlands.

Medical insurance

People who live or work in the Netherlands are required to take out basic insurance in the Netherlands. This also applies if you have health insurance abroad/in your country of origin. When you come to live or work in the Netherlands and you have not yet arranged signing a contract with an insurer, please do so within 4 months.

Logistic Force in cooperation with CZ has concluded a collective health insurance contract that Logistic Force employees and family members can join. If you are already insured in CZ, you can take out health insurance every month on the first day of the month. If you are not insured in CZ yet, you can join this collective regulation from January 1 of each new year.

In order to join it, please provide the following collective agreement number: 4091655

Change of Personal Data

If there are changes in your personal situation that are important to us as an employer, then you are obliged to notify Logistic Force in writing. This can be directly to your immediate supervisor at Logistic Force or by sending an email to info@logisticforcepayroll.nl. What we mean here is for example:

- Change of your bank account
- Change of your surname in relation to getting married
- Changing the address of your permanent or temporary residence
- Change of your phone number

- Change of your email address
- Other data with reference to which it is important to notify us as your employer

Assignment of staff

You will be employed by many clients during your employment relationship with Logistic Force. In addition to the employment contract, at each assignment to another client, you will receive a separate temporary work confirmation with more detailed information about the order and your salary.

On-call contract

If you work under an on-call contract and you are called for a number of (consecutive) days, then each day is treated as a separate call.

Obligation to prove your identity

You are required to be able to identify yourself in accordance with the Act on the obligation to identify. Therefore, we ask that you always have a valid ID with you when you work. In the workplace, a Dutch driving license is sufficient as a valid ID.

Works to be performed

As a Logistic Force employee, you carry out works to be performed under the direction and supervision of the client. You are required to strictly follow the recommendations and instructions of the direct superior at the client. In addition, you are expected to be open to cooperation with your colleagues from Logistic Force and with the workers employed by the client and his clients.

Any behaviours towards the client or third parties at the workplace that constitute grounds for dismissal are also grounds for immediate dismissal for Logistic Force. In this case, Logistic Force, has the power to suspend you, and you will await a more detailed analysis of your situation.

Health and safety

The rules in force in the area of health and safety at work are specified in, inter alia, the Act on Working Conditions, also referred to as 'Arbo-wet'. This Act describes the rules that should guarantee safety and health at work.

When starting work for Logistic Force, you will receive the manual 'Safe work at Logistic Force'. You will find general information on safe and healthy work. Your immediate Logistic Force manager will discuss general safety and health instructions with you.

The client for whom you work is obliged to inform you about the risks specific to the client or position in the workplace. That is why, along with your assignment, you will receive a document describing the client and position, including the requirements for the position and personal protective equipment related to this position.

You are required to strictly adhere to the security instructions in force at Logistic Force, as well as the instructions of the client and its clients.

The health and safety of you and your colleagues are crucial for us! Therefore, please complete the 'last minute risk analysis' (LMRA) before starting work. If you have doubts as to whether health and safety – yours or your colleagues' – is guaranteed, please report it immediately to your direct supervisor at the client and to your immediate supervisor at Logistic Force.

GDPR

On May 25, 2018, the GDPR Act entered into force. This act contains rules regarding the lawful processing of your personal data. This law protects you, as an employee, in terms of your privacy. If

you want to know what type of your data will be processed and for what purpose, you can check the Logistic Force privacy policy at www.logisticforce.nl.

If you want to know what type of your data are stored, you can submit a written request for inspecting files to servicecenter@logisticforce.nl. There are certain rules related to the possibility of accessing your data. You can get access to your data if your intention is to check, complete, change or delete them. If it turns out that you have different intentions when viewing your data, your request may be classified as unjustified.

Instructions for drivers

When you work as a driver at Logistic Force, you are required to comply with statutory provisions regarding rest time (Act on driving time and rest time). Rest times, as provided for by regulations, should be convergent with the time during which, as a driver, you have to wait in connection with loading, unloading, using ferries, etc. If the client obliges you to continue driving, please inform your direct supervisor at Logistic Force immediately.

Please, always have the following documents with you:

- Valid identity document (+ or a foreigner employment permit)
- Valid driving license
- Required certificates for the position
- Valid work assignment statement
- Valid driver card

If you work abroad:

- The latest version of your signed employment contract
- The last payslip based on your salary
- A1 certificate
- Foreign certificate applicable in a given country if you work abroad

Referring to the vehicle which you use to perform your work:

- Vehicle registration card
- Trailer/semi-trailer registration card
- Dutch periodic technical inspection print out
- Eurovignette
- Green card
- NIWO permit [*Nationale en Internationale Wegvervoer Organisatie - National and International Road Transport Organization*]

Before starting work, it is important to check the following points:

- Is any damage visible? Make a note of them, take pictures and report it to both the client and your immediate supervisor at Logistic Company.
- Are the oil, diesel and water levels normal? You may write down your observations.
- Are tire pressure, tread depth and wheel bolts normal?
- Are the lights working properly?

After starting your work:

- **Immediately after completing your work, give the driver's card to the client (for whom you performed work) so s/he could read it!**
- Report oil changes in a timely manner

- Keep your cabin clean in accordance with the information from the client, have the vehicle washed

Have you caused damage?

- Complete the collision form, take pictures and give them to the client
- Keep copies for personal use and for your immediate supervisor at Logistic Force
- Report damage directly to the client and your immediate supervisor at Logistic Force

General bans

As an employee, you are prohibited from being under the influence or possessing alcohol or drugs during your work.

As an employee, you are prohibited from transporting your partner, children or pets while you are working.

In the event of failure to comply with these rules, sanctions may be imposed in the form of reprimand, written warning, suspension or dismissal.

Company representation

We expect that as a good employee you will care about hygiene, wear appropriate clothing (i.e.: you will not wear defiant or very worn-out clothing), also during warmer days, that you will comply with the rules, norms and values as your colleagues at work do, or which are valid in the locations where you work.

Logistic Force has its own clothing line that you can use while performing your work. A clothing contract is concluded in this regard. If you have work clothing, Logistic Force expects you to always wear it when working for Logistic Force.

Settling working hours

Under Logistic Force, there are many ways in which your working hours can be settled, namely:

- You provide your number of worked hours digitally in the digital hour processing system
- Your client fills in your number of worked hours digitally in the digital hour processing system

The manner in which it will be binding for you may vary depending on the client. Before you are assigned to a client, your immediate supervisor from Logistic Force will inform you about the way in which your worked hours will be processed and what is expected of you.

If you have to complete or transfer your hours yourself, make sure that they are completed or transferred before Monday by 10:00 am.

Salary of a loaned employee

Your remuneration and emoluments should correspond to the remuneration and emoluments that employees with equivalent positions at the client's are entitled to. The information which components are covered by the salary of the hire employee is governed by the provisions on the pay ratio, as set out in the NBBU-CAO voor Uitzendkrachten [*Collective Labour Agreement for Temporary Employees of the Dutch Association of Temporary Employment Agencies*]. In the confirmation of employment you will receive information on the remuneration method that applies at the client's.

Declarations

If you incur unforeseen costs while performing your work, then you can declare these costs to your immediate supervisor from Logistic Force, subject to prior consultation with your immediate supervisor at the client. When declaring these costs, you should provide the invoice or payment specification before the costs are reimbursed.

Deductions

All imposed penalties or tax charges related to your failure to have correct or valid documents, will only be charged to your invoice as an employee, unless you can prove that you have not received these documents from Logistic Force, despite having asked for them. Logistic Force is obliged and entitled to directly pay the required amounts to third parties and to deduct them directly from your net salary. You give your prior consent in this regard.

Payment of salary

During your registration, you can choose whether you want to receive payment of your salary every week, or every four weeks. You can then change the options, however only once per calendar year. On the Logistic Force website you will find the payment calendar.

Payment of your salary can only be made when we receive the signed employment contract from you. We are not allowed, and we cannot pay your salary in advance.

As a rule, the payment of your remuneration is carried out on Friday, but depending on the speed of data processing at your bank, the remuneration may appear on your bank account later.

Salary payslip and Annual salary statement

For each payout you will receive a salary payslip. The payslip specifies each component of your remuneration, which has been processed for you, for which client you worked and at what gross hourly rate you were remunerated. There is also information about the amount of your earnings in the current year, the types of contributions that have been paid off and the amount of remuneration reserves you have earned.

By March 31 of the new calendar year at the latest, you will receive an annual statement of remuneration for the past calendar year. The annual statement of remuneration is issued only once. Therefore, keep it in a safe place.

Holiday days

Article 26 of the NBBU-CAO states that for each full working month (40 hours per week) you are entitled to 16 2/3 hours of annual leave or a proportionate part if you have not worked a full working month.

If you are a summer employee and work for Logistic Force only during the official holiday period for your educational institution, then for a full working month (40 hours per week) you are entitled to 13.33 hours of holiday leave.

If you want to take a vacation, you should report it to your client and your immediate supervisor from Logistic Force in a timely manner.

If the client applies the principle of compulsory total close down of the company or collective leave for employees of the company, then Logistic Force reserves the right to oblige you to take compulsory leave during this complete close down of the company. If the positive generated balance is insufficient, you are required to take unpaid leave.

Your holiday accrued due is intended to provide you with rest in order to take care of your health and well-being. As a good employer, we think you should take care of this rest at the right time. Therefore, in the meantime it is not possible to collect earned reserves of your remuneration for the purpose of statutory annual leave in the form of a cash equivalent.

Holiday allowance

You are entitled to a 8.33% holiday allowance. Payment is normally made in May, and you cannot withdraw from this. In addition, you have the option to pay your earned holiday allowance in the meantime.

You can apply for this to your immediate supervisor at Logistic Force.

Extraordinary leave/short absence from work

In certain cases, you may, as an employee, apply for extraordinary leave/short absence from work, as described in Article 28 of the NBBU CAO. Please submit proof such as marriage certificate, medical certificate etc., to your immediate supervisor at Logistic Force.

If you are employed under an employment contract with on a secondment basis, then every week, in addition to your regular remuneration, you receive an additional remuneration in the form of a fixed percentage for extraordinary leave/short absence from work. Therefore, you will no longer receive extra payment for extraordinary leave/short absence from work, if you would normally be entitled to such payment.

Recognized public holidays

Under Article 27 of the NBBU CAO, you have the right to continue payment of remuneration for public holidays. When determining the number of holiday hours for which you will receive remuneration, use a representative period. In addition, this representative period will enable to check whether you would really work on the day of the holiday. If it is confirmed, we will pay you for the day of holiday.

The recognized Dutch holidays for which the holiday allowance is payable are: New Year*, the second day of Easter, King's Day*, Liberation Day * (once every 5 years), Ascension, the second day of Pentecost Day and the first* and second day of Christmas (*unless it falls on Saturday and/or Sunday, or a day that falls in their place).

Training

Your immediate supervisor at Logistic Force will identify the training needs with you. You can think of courses and training as part of job requirements, safety and health and personal development (permanent employment). In any case, courses and training are to lead to increased employment opportunities in the labour market, better performance of a given job, diploma or certificate recognized in the industry. A training agreement is used as the basis for the trainings.

Pension

When you start work at Logistic Force Center B.V., then you participate in the StiPP pension regulation. Every employee who is 21 years of age or older, after 8 worked weeks automatically participates in the basic regulation of StiPP, provided that you have not yet reached retirement age. If you have previously participated in the StiPP retirement regulation, even at employers other than Logistic Force, it is possible that you can apply to StiPP sooner than after working 8 weeks. For more information, please visit www.stippensioen.nl.

If you take up work at LF Transport B.V., then you immediately take part in the retirement/pension regulation of professional freight, provided that you are at least 21 years old and that you have not yet reached your retirement age. So you do not have to work 8 weeks before you can proceed to retirement regulation in the industry of professional transport of goods.

Systematics of NBBU CAO phases

Phases 1-2

This phase lasts for 52 worked weeks. During this period, you can enter into an unlimited number of employment contracts, and you can exclude the obligation of your remuneration payment continuation. This means that you only get paid if you actually performed work.

In phase 1-2, the condition of secondment is allowed. If the condition of secondment applies to your employment contract, your employment contract expires on the day on which your secondment ends or when you become unable to work.

Phase 3

Only when phase 1-2 are fully completed you are employed in phase 3. Phase 3 lasts a total of 3 years. During this period, you can be offered a maximum of 6 employment contracts.

Phase 4

When phase 3 is fully completed and work is continued within 6 months, or a new temporary employment contract is concluded, you are employed in phase 4. Then you receive a contract of employment for an indefinite period of time

End of employment relationship

Your employment contract may end for a variety of reasons. If the initiative to terminate the employment relationship is on your side as an employee, you must notify Logistic Force in writing to servicecenter@logisticforce.nl. After receiving your letter, from Logistic Force you will receive confirmation of termination of the employment relationship in writing.

If the employment relationship ends, within six weeks you will receive a final settlement for unused holiday days, holiday allowance, any other individual reserved payment, training debt and any other matters that still need to be settled.

At annual settlement, you will receive a replacement payroll control slip for the last employment period, with the final settlement specification on it. Will you receive any benefit after your employment at Logistic Force? Make sure to transfer the remuneration received at the final settlement to your health service provider in the appropriate period.

By mutual agreement, the six-week period, which is the final settlement, may be extended in writing to 18 weeks in accordance with Article 29 (3) of the NBBU Collective Agreement for Temporary Employees. This may be the case, inter alia, when future settlements are expected and their exact amount is not yet known.

Certificate

At the moment of your joining the Logistic Force, you can request a certificate.

Preserving confidentiality

If you are employed at Logistic Force, both during and after your employment relationship, regardless of the manner and reason for terminating your employment relationship, you are bound by the principle of complete confidentiality regarding all data you have obtained in relation to Logistic Force and the client(-s) that you have worked for.

In the event of an offence, you must pay a fine to the Logistic Force, in derogation to the provisions of Article 7: 650, paragraphs 3, 4 and 5 of the Civil Code, without notice and delay, which Logistic Force is entitled to, and which is immediately payable at the amount of € 5,000 for each offence, plus € 500 for each subsequent day of the offence.

Complaints procedure

If, despite our good intentions, you have a complaint about the services we provide, please report it. This can be done through the site www.logisticforce.nl via the "ik heb een klacht" option [I have a complaint], or by sending an email to feedback@logisticforce.nl.

Your complaint will be considered by an employee of the Logistic Force complaint committee. You will receive a substantive response to your complaint within 10 days of receiving the complaint. We may also ask you for supplementary information so that we can process your complaint properly.

Discrimination

Logistic Force is focused on creating a fair opportunity for you at work, regardless of your age, gender, gender identity, marital status, sexual orientation, life, political and religious beliefs, race, ethnicity, disability, chronic illness or citizenship. In our recruitment and selection procedure, we always strive for equal treatment of job seekers. Our recruitment and selection procedure is therefore focused solely on an objective assessment of job criteria.

Nevertheless, also equal treatment in the workplace by colleagues and supervisor at Logistic Force and with the client at Logistic Force has the highest priority.

If you feel that you have been mistreated by a colleague at Logistic Force, at the client's, where you work, or at its client, please report it to us immediately. This can be done by turning to your immediate supervisor at Logistic Force, through the site www.logisticforce.nl via the "ik heb een klacht" option [I have a complaint], or by sending an email to feedback@logisticforce.nl.

Your notification will be considered by an employee of the Logistic Force complaint committee. You will receive a substantive response to your notification within 10 days of receiving the notification. We may also ask you for supplementary information so that we can process your complaint properly.

Trusted person

If during your work for Logistic Force you deal with undesirable forms of behaviour and/or matters related to your inviolability and you do not feel good about it or you are uncomfortable about implementing a regular complaint procedure, you can report it to a "trusted person" at Logistic Force.

A trusted person offers a kind conversation, will discuss with you what the problem is and will seek a solution what kind of next steps should be taken in relation to your issue. A trusted person will support and advise you in this process. It is important that the trusted person has a confidentiality obligation and will treat all conversations with you as confidential.

A trusted person is available from Monday to Friday from 08.00 am to 5.00 pm.
Telephone: 06-45550657
e-mail: simone@keesmanagement.com

Inadequate performance of functions

Logistic Force will always be informed by the client when performance of your functions does not lead to the desired result. Logistic Force will discuss improper functioning with you and make necessary arrangements with you which it will keep in your dossier.

Sanctions

If one or more of the above obligations are not met, Logistic Force is entitled to apply labour law measures, including withholding payment of remuneration.

During the period in which you will be employed in Logistic Force and you will act contrary to your obligations and/or what Logistic Force may expect from you as an employer from a good employee, or if you intentionally refrain from doing your job described in the employment contract or also in the confirmation of assignment (including in the relevant regulations and applicable collective agreement with attachments and the Civil Code), Logistic Force is entitled to (temporarily) suspend payment of your remuneration.

Logistic Force absence regulations

In these regulations, the term "Logistic Force" refers to: the limited liability company Logistic Force Service Centre B.V.

Logistic Force Service Center BV is self-insurer under the Sickness Benefits Act. Acture BV arranges for compliance with all statutory obligations that arise from self-insurance status under the Sickness Benefits Act on the instructions of Employment agency BV. Logistic Force Service Center has appointed Acture to arrange for absence records, assessment of claims made under the Sickness Benefits Act, reintegration to work and the determination of the daily wage. Acture is supported by an occupational health and safety service when it provides assistance, claim assessment and reintegration.

Sickness notification

If you are sick you are required to report sick personally to the company where the activities were to be performed and the location from Logistic Force Service Center that's mediates you before the activities commence, but in any event before 09.00 hours on the day you fall ill. If you become sick during work and you are not able to carry on, you report this to the location of Logistic Force Service Center that's mediates you and the immediate supervisor of the company where the activities are performed. Sickness notifications not made personally are not accepted unless there are good reasons. The final sickness notification is processed following contact with Acture concerning the nature and seriousness of the illness.

Accepting the sickness report

Acture will contact you to verify your disease reports. You will receive a text message containing a link. You need to click on this link and you will be taken to our 'absence application'. In this application the information about your sick leave will be reviewed with you, you can inform us about changes and you can indicate whether you are still ill or perhaps already recovered. If you would like to contact a case manager by telephone, you can also indicate this here. One of our case managers will contact you as soon as possible.

In order to be able to deal with your report, it is very important that you can be reached at the telephone number known to Logistic Force Service Center. Have you passed on several telephone numbers to Logistic Force Service Center? If so, make sure that you can be reached on these telephone numbers. If you do not respond to our call, this may have consequences for your sickness benefit

Staying home

One of the employees from Acture will contact with you, either by telephone or through a home visit. You can also expect to be called to the consultation hour of the company doctor, for which you must be available. You are obliged to stay home between 08:00 and 18:00 hours until the first contact with Acture has taken place in order to enable this contact and/or visit. If you are residing at another address, you must report this immediately to the Acture case manager by telephone. It has consequences for your sickness benefit.

Accessibility

Insight into sickness absence is necessary to be able to determine the entitlement to sick pay quickly and to be able to proceed with payment of sick pay. There will be regular contact with Acture. You do everything within your power to assist in your recovery. A call-up to visit a company doctor must be complied with immediately as well.

Company doctor

You should, of course, comply with a summons from the company doctor to appear at the

consultation hour. If you are absolutely unable to do so, or are already working again, you must notify the Acture case manager thereof no later than 48 hours before the appointment. If you fail to do so, this may have consequences for the level and/or duration of the payment of your sick pay.

Second opinion with respect to the company doctor

If you doubt the correctness of the advice concerning absence management issued by the company doctor, you may indicate this to him while providing the reasons and request a second opinion from another company doctor. The first company doctor sets this second opinion in motion unless he has important arguments for not doing so; he will notify you of these arguments if this is the case.

If a second opinion takes place, the company doctor sets this in motion by selecting together with you a different company doctor from the pool set up for this purpose by Acture. This other company doctor must not be employed within the occupational health and safety service, the company or institution where the first company doctor is employed. Acture bears the costs of the second opinion when selecting a company doctor from the pool. If you would like to consult a company doctor who is not part of the pool, you will require Acture's approval. The first company doctor always informs Acture that another company doctor is being engaged for a second opinion and who this company doctor is.

The company doctor who provides the second opinion receives all information required for assessing your situation and the advice that was issued from the first company doctor. He then decides whether he still wishes to collect further information. Once the second company doctor has formulated his advice, he will first discuss it with you. You will then decide whether this advice will be shared with the first company doctor. If this does not take place, the advice from the first company doctor will continue to serve as the starting point for absence management.

If the first company doctor is provided with the advice, he will contact you as soon as possible after he receives it and he will tell you while providing reasons whether he will take over the advice in full, in part or not at all. He only reports to Acture whether the second opinion is reason for him to change his advice about absence management and, if so, what his new advice comprises. He then resumes issuing advice about absence management. If you consider this undesirable because of the manner in which he deals with the second opinion that was provided, you may indicate this. The company doctor will then consider whether he will transfer issuing advice about absence management to another company doctor and he reports his decision to you and to Acture.

Company doctor complaints procedure

Acture ensures that the independent company doctor or certified occupational health and safety service has a complaints procedure in place. You can make use of this procedure if you are of the opinion that the company doctor has treated you in an indecent or unprofessional manner.

An agreement is an agreement

Acture expects that you keep to the agreements that are made.

Expert opinion from the Employee Insurance Agency (UWV)

Acture follows the advice issued by the company doctor when setting up reintegration. If you disagree with the manner in which Acture handles this advice and/or how it shapes reintegration, you may request an expert opinion from UWV. UWV will then assess whether Acture complies with all reintegration obligations: for example: whether our reintegration efforts are sufficient or whether we may be asking too much of you. The outcome of an Expert Opinion is not legally binding, but the Acture case managers do always take it into account in the follow-up of the file and the development thereof.

Objection and appeal to UWV

If the company doctor declares you fit for work or another situation occurs that has an impact on your entitlement to benefits under the Sickness Benefits Act and/or the duration thereof, Acture will request a decision from UWV for this purpose.

UWV issues a decision if it considers following assessment that this application was formed in a careful manner. You will receive a copy, as will Acture. If you disagree with the content of the decision, you have the right to initiate objection and appeal proceedings at UWV.

This agency applies fixed terms for submitting an objection in this connection. The term for submitting an objection is 2 weeks for a decision regarding a statement of recovery; a term for submitting an objection of 6 weeks applies for other subjects. The objection is handled by the UWV Objections and Appeal department. If you disagree with the outcome after your objection has been handled, you have the right to appeal to the District Court and thereafter file further appeals. This option is also available to Acture.

Residence abroad

If you fall ill while on holiday abroad, the same rules that apply to reporting sick in the Netherlands shall apply. You are required to report sick to Employment agency in accordance with the above procedure for reporting sick. The sickness notification is not processed until after there has been contact with Acture concerning the nature and seriousness of the illness. You keep yourself available for both telephone and personal contact. You report to the Acture case manager immediately when you return home. In addition to the above, days' holiday are not compensated unless there was admittance to a hospital or nursing institution. Any entitlement to a claim under the Sickness Benefits Act lapses if the above agreements are not complied with

Holiday

You are allowed to go on holiday if you receive sickness benefits provided you satisfy several conditions:

- your holiday must not obstruct your recovery and/or reintegration;
- you are required to comply in full with the agreements laid down in your (amended) plan of approach during your holiday as well;
- you indicated your holiday address and place of residence to your Case Manager on time.

Notify your holiday plans on time; the sooner the better. But in any event at least 2 weeks before your departure. Your Case Manager assesses whether your holiday satisfies the above conditions in consultation with the company doctor and/or your reintegration supervisor. If you go on holiday in the Netherlands and you continue to comply with your reintegration obligation, you will be obliged to notify your Case Manager of the address where you will be staying at least 48 hours in advance. 4 Acture checks whether you comply with your obligations. You are going on holiday and you have not informed Acture or you have informed Acture too late? Such will have consequences for the amount and/or duration of your sickness benefits.

Recovery

You are obliged to notify Employment agency immediately of your recovery. You do not have to wait for approval to resume work or to start looking for other work. It is also possible that you resume your activities in part or that you will start performing other, replacement activities. You are required to comply with the rules in these absence regulations for the other hours you still claim under the Sickness Benefits Act.

Sick pay

If your employment contract does not have a temporary employment clause, there will be a 1-day waiting period without sick pay. The waiting period will not apply if you become incapacitated for work a second time within a period of four weeks and the waiting period was already observed after you first called in sick. Logistic Force Service Center will pay your sick pay in accordance with the

conditions of the NBBU collective bargaining agreement for temporary workers for the duration of your contract with Logistic Force Service Center. You will receive your sick pay from Acture as from the date your contract ends, if you are still incapacitated for work at that time. Acture will transfer the sick pay to you on a weekly basis for at least four weeks after receiving your last-day notification. The amount of your sick pay will be based on the average daily wage you earned at your last employer up to 1 year before you called in sick. Your wage details will be obtained from the Employee Insurance Agency UWV's benefit entitlement database or from your former employer's payroll records. You must immediately report any changes that might affect your sick pay to Acture's case manager. Failing to comply with the rules could have consequences for your sick pay.

If your employment contract does have a temporary employment clause, there will be a 2-day waiting period without sick pay. The waiting period will not apply if you become incapacitated for work a second time within a period of four weeks and the waiting period was already observed after you first called in sick. Acture will transfer the sick pay to you on a weekly basis for at least four weeks after receiving your sick note. The amount of your sick pay will be based on the average daily wage you earned at your last employer up to 1 year before you called in sick. Your wage details will be obtained from the Employee Insurance Agency UWV's benefit entitlement database or from your former employer's payroll records. You must immediately report any changes that might affect your sick pay to Acture's case manager. Failing to comply with the rules could have consequences for your sick pay.

Activities aimed at resuming work

If you are ill, you are obliged to do everything within your power to become healthy again so that you can resume work quickly. Your other activities must not obstruct your recovery.

Privacy

Acture handles your personal data with due care and always respects the General Data Protection Regulation (GDPR). You can find our Privacy statement on www.acture.nl/werknemers/privacy. This statement describes what personal data Acture may process, for which purposes and on what legal basis. The statement also includes information on how you may exercise your rights with respect to your personal data.

Contact with Acture case managers

Acture case managers can be reached at: +31 (0)24 890 94 70.