



# The Netherlands



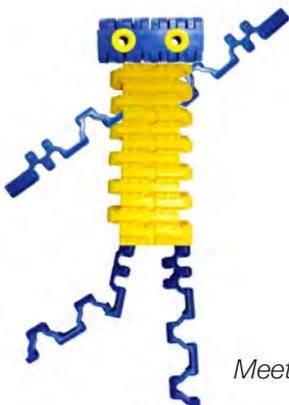
# Works Council – Ondernemingsraad (OR) in The Netherlands

The Intralox Ondernemingsraad (OR)'s mission is to make Intralox the best company to work for. The OR works to achieve this by:

- Promoting open, continuous dialogue with and between all Intralox employees
- Considering (independently) both employee and company interests
- Looking for ways to improve working conditions and create a better working environment

The Intralox Ondernemingsraad has seven elected members who, at the time of election, have been working at Intralox for more than 12 months. This Council welcomes your ideas or suggestions for improvement; please contact one of the OR members directly or by send an email to ONDERNEMINGSRAAD\_ILOX\_NL (**OR-WorkersCouncil@laitram.com**)

Employees may participate in OR-sponsored activities (e.g., training) so long as they do not hinder work-related activities. If the employee will be absent to attend one of these activities, the OR should submit a request to the General Manager.



*Meet Modbot, your appendix guide*

## A3.1 Core Benefits

### A3.1.1 Pension

All Intralox employees in The Netherlands will participate in the Collective Capital Pension Plan with BeFrank from the start date of their employment. Every month, Intralox pays contributions and fees to BeFrank; contributions are based on risk premiums to ensure the partner's and orphan's pension, contribution waiver in the event of occupational disability, the administration fees, and a part of the pension contribution for the accrual of pension capital.

You also pay a small portion of the pension contribution, which Intralox deducts from your gross salary. The employee's annual contribution is 2.25% of the pension base for determining the pension contribution multiplied by your part-time percentage (if applicable). If you want, you can pay extra pension contributions to increase your investments towards your retirement pension and the partner's pension.

Further details of the pension plan can be found here: [www.pensioenbijintralox.nl/online/](http://www.pensioenbijintralox.nl/online/)

Additional pension requests for BeFrank (NL Payroll) must be communicated by e-mail to [HR.EU@Intralox.com](mailto:HR.EU@Intralox.com). The appropriate form will then be sent to you for signature.

## A3.2 Bonus Benefits

### Collective Health Insurance

Intralox has taken a collective health insurance with ONVZ in The Netherlands. The ONVZ health insurance policy offers freedom of choice among plenty of options: a basic healthcare plan, five supplementary plans, a dental plan, and a package that provides a single room and other benefits in case of hospitalization. A Care Consultant is also available to provide personal support with healthcare issues.

Intralox's collective health insurance provides employees a discount on the basic and supplementary healthcare plans. For more details, refer to the coverage summary and brochures on the ONVZ website or on the Human Resources SharePoint site.

### Group Life Insurance

Please see the EMEA Benefits page for details: [www.laitrambenefits.com/emea-benefits](http://www.laitrambenefits.com/emea-benefits)



## A3.2.2 Employee Assistance Program

Please see the EMEA Benefits page for detail: [www.laitrambenefits.com/emea-benefits](http://www.laitrambenefits.com/emea-benefits)

# A3.3 Planned Time Off

## Holiday year

January 1–December 31

### A3.3.1 Public Holidays

At the beginning of each calendar year, Intralox will publish a list of that year's public holiday observances. Although holidays may vary from year to year, the typical observances are:

- New Year's Day
- Kings Day
- Easter Monday
- Ascension Day
- Whitt Monday
- Christmas Day
- Boxing Day
- Liberation Day (once every five years)

### A3.3.2 Annual Leave

#### Holidays & "ATV" Days

Each full-time, permanent Intralox employee in The Netherlands is entitled to 25 vacation days (20 days statutory vacation and 5 "surplus" vacation days), as well as 6 compensation days for allocated reduction of working hours ("ATV" days). Each year, the employer may allocate a maximum of 5 ATV days or half-days per department. ATV days may be allocated on December 24th and/or December 31st based on management discretion.

For part-time employees, holidays and ATV days are calculated pro-rata based on the hours stated in your employment contract. For employees who are (or have been) employed for part of the year, holidays and ATV days are calculated based on the number of full weeks that the employee is (has been) working.

We know that in order for you to bring your best self to work, you need time to rest and recharge. As such, we strongly encourage each employee to take a minimum of 15 holidays per year (or a pro-rated minimum for part-time employees). If you have not taken 15 holidays before the end of the calendar year, Intralox may ask you to do so.

Employees are also entitled to a holiday allowance, amounting to 8% of their salary, to be paid in May of each year. For the calculation of the holiday allowance, a year is deemed to commence on June 1 and end on May 31 of the following year; should employment commence or terminate during the year, the holiday allowance will be pro-rated.

### **Carry-over**

Normally in The Netherlands, statutory vacation days not taken expire 6 months after the calendar year in which they were accrued. At Intralox, we deviate from this and allow all untaken statutory and surplus vacation days to be carried over to the following calendar year.

In contrast, ATV days not taken before the end of the calendar year will expire. Employees cannot claim a replacement ATV day if they are sick on an ATV day. All ATV days expire at the end of the employment contract.

### **Year-End Payout**

Each December, permanent full-time employees will have the option to elect a year-end payout of up to 5 'surplus' days / 40 hours. Unused statutory vacation days and ATV days are ineligible for payout.





## A3.3.4 Exceptional Leave

The employee may take special leave – with retention of salary – for the following personal and/or family circumstances:

- “Ondertrouw” (i.e. registration of intent to marry) for employee **½ working day**
- Employee marriage, registered partnership, or conclusion of cohabitation contract with the solicitor **2 working days**
- Marriage of siblings, family-in-law, or employee’s own child(ren) **1 working day**
- Birth of employee’s child **5 working days**
- 25th, 40th, or 50th marriage anniversary of employee, employee’s parents, or parents-in-law **1 working day**
- Death of partner, child(ren), or parent(s) (funeral not included) **4 working days**
- Death of parent(s)-in-law, sibling(s), grandparent(s), or grandchild(ren) **1 working day**
- Funeral/Cremation of partner, child(ren), parent(s), parent(s)-in-law, sibling(s), grandparent(s), or grandchild(ren) **1 working day**
- Move **1 day per year**

### Calamity Leave

We get it: life happens. Each employee is entitled to calamity leave for unexpected and unforeseen personal events of short duration (e.g., a sick child must be picked up from the day care, emergency necessary medical attention, or a broken pipe flooding your home). These should be circumstances for which no solution can be found outside of working hours. The employee should inform their supervisor as soon as possible and no later than within 24 hours.

Should calamity leave coincide with short-term leave, the calamity leave comes to an end after one day.

### Short Term Disability / Care Leave

Each employee is entitled to a maximum of 10 days of care leave (“zorgverlof”) per year to take care of sick family members, including the employee’s child(ren), partner, or parents. Part-time employees have a pro-rata entitlement.

The employee should inform their Manager or Supervisor of the need to take care leave as soon as possible. Their Manager/Supervisor will then inform HR.

The employee might be asked to provide a medical certificate demonstrating the sickness of the person whom the employee must care for, and the employee’s Manager may refuse to approve the care leave as justified by company interests.

## Doctors' Visits

In case of a medical appointment (e.g., general practitioner, dentist, specialist, or outpatient clinic) where the appointment can only take place during working hours, employees should file a half day off. However, Intralox will allow you to see your doctor without taking a half day off, so long as the appointment occurs in the early morning or late afternoon and lasts no longer than 1–2 hours.

## Maternity Leave

Congratulations on the pending arrival of your little one!

Under the Work and Care Act (WAZO – Wet Arbeid en Zorg), the employee is entitled to 16 weeks' statutory maternity leave, including 4–6 weeks before the birth of a child. Women expecting multiples are entitled to an additional 4 weeks' maternity leave. During this maternity leave period, it is Intralox's responsibility to continue payment of wages.

By law, maternity leave must begin no later than 4 weeks before the due delivery date and no earlier than 6 weeks before the due delivery date. You must inform HR of the baby's due date and provide a certificate from a doctor or midwife stating the expected date of birth. You must also report the actual date of birth to Intralox no later than the second day after the baby is born.

During maternity leave you will continue to accrue vacation days and pension but will not accrue ATV days.

## Paternity Leave

Partners of mothers who give birth are entitled to 5 days of paternity leave (childbirth leave), which must be taken during the first 4 weeks after the baby's birth. Normal salary is paid during this leave.

In addition, partners are entitled to an additional 5 weeks paternity leave (additional childbirth leave) to be taken during the first 6 months after the child's birth. To be eligible for this additional leave, partners must have taken the initial 5 day's first. During the additional leave, Intralox pays out 70% of base salary with a max of 70% of max daily allowance.

Please inform Intralox upfront or at your earliest convenience after birth on taking paternity leave. To request additional paternity leave, please send the request at least 4 weeks before you want to start taking the leave to HR. In the request you should include:

- The child's birth date
- The start date of the additional leave
- How many whole weeks you will take: 1, 2, 3, 4 or 5 weeks.
- Over how many weeks you want to spread out the leave. For example, you may take 1 week (5 days) spread out over a longer period.

During paternity leave you will continue to accrue vacation and ATV. Your pension is not impacted.



## Parental Leave

You are entitled to take (unpaid) parental leave totaling the number of hours you work per week multiplied by 26 weeks.

In the case of a full-time employee taking parental leave, the total period of the parental leave is 1040 hours (26 weeks \* 40 hours per week), which may be split up to 6 times into leave periods of at least 1 month each and which must be taken before the child in question has reached the age of 8. You may also take parental leave by working reduced weekly hours.

Start by speaking with your Manager or Supervisor to agree upon a workable solution for structuring and scheduling your parental leave. A parental leave request must be submitted to your Manager or Supervisor at least 2 months prior to the desired commencement, and you should inform HR as soon as both parties reach an agreement. Your Manager or Supervisor should then submit a payroll change form to HR.

Parental leave is not a contract change, but salary will be pro-rated per the adjusting working hours. Employees do not accrue holidays nor ATV days during parental leave. Your pension is not impacted.

## Benefits After Resignation

When leaving Intralox due to resignation or the end of your contract, you are entitled to your salary up to the last day of the notice period. All benefits received as part of your employment with Intralox terminate the first day after your employment ends.

If you received a permanent travel advance during your employment, that amount will be deducted from your last salary payment.

Any untaken accrued vacation days will be paid out in the first payroll after the month of your formal end date. Untaken ATV days expire at the end of the employment contract.

If there is a commission entitlement, this will be paid as soon as the amount is formally communicated to payroll.

# A4.1 At Work

## A4.1.1 Attendance

### Working Hours

The Dutch Working Hours Act ('Arbeidstijdenwet') regulates all matters related to working hours, including breaks, maximum working hours, and working on Sundays or public holidays.

The standard working hours for full-time employment at Intralox is 40 hours per week. In general, a full-time working week consists of 5 days – Monday to Friday – of 8 hours and a lunch break of half an hour.

An employee's Manager or Supervisor determines if regular hours can be adjusted and approves flextime if allowed for that specific job, position, and department.

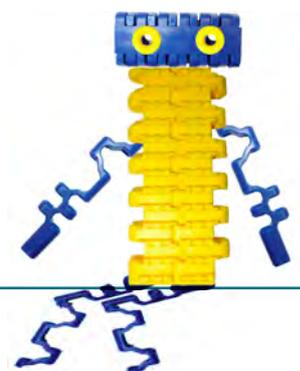
Part-time employees are those who work fewer than 40 hours per week. If you have been employed at Intralox for more than 26 weeks, you may make a request to work fewer hours than stated in your employment contract. This request can be made every year; however, if Intralox refuses your request, you must wait a year before making another request. Refusal of your request is always well reasoned.

### Overtime

Job schedules, workflow, and/or emergency situations sometimes necessitate overtime work. If you are asked to work overtime, you are expected to do so, in accordance with the Laitram Business Philosophy. Overtime is often used during peak periods rather than hiring new employees, which enables us to provide stable employment for our employees. However, during normal work periods, we strive to minimize the use of overtime whenever possible.

Employees in Operations and Field Service are eligible for overtime compensation for any hours worked in a week above the standard working hours of 40 hours per week. Sick hours, paid leave and unpaid leave hours do not count towards this standard. Please refer to your Manager or Supervisor for full details.

Overtime must be approved upfront by the Supervisor or Manager and recorded in Kronos. Overtime pay is included in the salary payment in the following month.





### Overtime Guideline Operations

Eligible employees are those who work in the Operations department. Managers or Supervisors are not eligible for overtime compensation. The following guidelines apply:

- 200% pay for all eligible Operations employees with overtime hours during the weekend or public holidays
- 150% pay for Operations employees with shop floor, support and staff roles with overtime hours during the standard working week.

### Overtime Guideline Field Service

Eligible employees are Field Service Technicians or Field Service Engineers. Managers or Supervisors are not eligible for overtime compensation. The following guidelines apply:

- 200% pay for overtime hours during the weekend, night shift or public holidays
- 150% pay for overtime hours during the standard working week
- Weekend shifts start at Friday 18:00 till Sunday 23:59
- Night shifts starts at 22:00 till 06:00
- When a weekend / night shift starts before 22:00 and or finished after 6:00 the 200% overtime will be applied.

Other employees outside Operations and Field Service will be compensated via time off in lieu whenever required to work on a weekend or Public Holiday.

### Extra Hours

If the Operations or Field Service employee works, upon approval of Supervisor or Manager, more hours than their weekly contract hours, without exceeding the standard working hours of 40 per week, these are hours regarded as extra hours. Extra hours only apply to part-time employees and are paid at 108% pay (base pay including holiday allowance). Pension and vacation hours are not accrued for these extra hours.

## Emergency or After-Hours Service

Compensation for 24/7 Emergency or After-Hours Service is specific to the role. Please ask your Manager for details about your role.

This includes any orders as well as the hours needed to get the job done. Two consecutive weeks is the maximum period for the After-Hours Service.

All overtime work must be approved in advance by your Manager or Supervisor. Working extra hours will not change vacation or ATV allowance.

## A4.1.2 Sickness

### Notification requirement

If sickness prevents you from working, you must notify your Manager or Supervisor immediately. This must be done on the first working day of sickness within 30 minutes of scheduled work day. Please provide details of how you can be reached, possible duration of absence, and any pending work.

### Occupational Health Service

The occupational health service, Human Capital Care, supports Intralox in cases of employee absenteeism due to illness.

After five consecutive days of sickness absence, HR will make a consultation appointment for the employee. The employee is obliged to attend the consultation appointment, and the employee and their Manager/Supervisor are obliged to follow the instructions of the occupational health doctor, as these are intended to promote recovery.

The occupational health doctor must observe confidentiality with respect to the employee's medical information. However, they may inform Intralox about any work-related restrictions or altered capabilities.

Note: The abuse of drugs and alcohol is considered a health problem and incapacity to perform work duties. In such cases, employees in The Netherlands should follow the 'Wet Verbetering Poortwachter' protocol in consultation with the occupational health physician.



### Availability While Sick

1. During the first 3 weeks of sick absence, the employee must be available and reachable by telephone between 10:00am and 12:00pm and between 14:00pm and 16:00pm to enable contact with the occupational health service or the employer.
2. The employee must keep their Manager/Supervisor informed of their recovery progress on a regular (weekly) basis.
3. If the employee will be unavailable during the mentioned hours for legitimate reasons (such as visiting a doctor) the employee should inform their Manager/Supervisor in advance.

### Absence Interview

In the event of frequent (3 times in 6 months) or long-term (more than 2 consecutive weeks) sickness absence, a personal interview between the employee and their Manager/Supervisor will take place on the first day of employee's recovery.

The purpose of this interview is to:

- understand to what extent – if any – the cause of the sickness absence is work-related,
- understand other possible causes that might play a role in the sickness absence, and
- prevent frequent and/or long-term absence in the future.

### “Wet Verbetering Poortwachter”

“Wet Verbetering Poortwachter” (“Poortwachter”) – or The Gatekeeper Improvement Act – manages long-term sickness for employees in The Netherlands. It assumes a joint effort between employer and employee to return the employee to good health and to work, including proactive discussions around achieving a successful recovery.

#### Employee's Obligations:

The employee must cooperate in his recovery plan. As such, the employee may be required to have treatment of acceptable medical standards – with the freedom to choose their own doctor(s) – as guided by the occupational health doctor.

#### Employer's Obligations:

The employer is responsible for managing both the absenteeism and the reintegration of sick employees, with the assistance of a company doctor or occupational health and safety service.

According to the “Poortwachter” regulations, the company will respect the following timeline:

- On Day 1**            The employee reports ill (to their direct Manager/Supervisor or HR). If applicable, HR will notify the ARBO service.

- Week 6** The ARBO service advises both employer and employee on reintegration and the resumption to work via a document called “problem analysis”.
- Week 8** The employee and their Manager/Supervisor prepare – with the help of HR, if needed – a plan of action (“plan van aanpak”, or PoA) based on the ARBO service’s Problem Analysis.  
At least once every 6 weeks, the PoA should be evaluated and confirmed in a written report.
- Week 42** Intralox will inform Social Services (UWV).
- Weeks 46-52** The first-year evaluation is executed. This evaluation investigates the reintegration process, as well as the possibility (“Spoor 2”) for reintegration with another company.
- After 1st year** The employee receives a salary adjustment according to Intralox sick pay guidelines.
- Week 88** Employee receives invitation from UWV (Employee Insurance Agency).
- Week 91** Final evaluation by both Employee and Employer.
- Week 93** Employee’s deadline to submit application for WIA (Work and Income), a benefit for employees unable to work or required to work less due to illness.
- Weeks 100–104** Receive results of WIA Assessment determining whether or not WIA benefits will be paid.





## Returning to Work

The occupational health doctor will determine the sick employee's ability to return to work. If they decide the employee is temporarily unfit for work, a follow-up appointment will be scheduled to reassess at a later point. If the employee is declared fully or partially fit for work, they must resume work per the doctor's instructions. If you do not agree with the doctor's assessment, you may ask for a second opinion via the Employee Insurance Agency (Uitvoeringsinstituut Werknemersverzekeringen – UWV), within one week of the occupational health doctor's decision.

Intralox will work in conjunction with the occupational health doctor to facilitate the employee's return to work and will follow the sickness procedures laid out in Wet Poortwachter. Though the occupational health doctor will advise Intralox on the employee's capability to work, all medical information will remain confidential.

Reintegration efforts are a shared obligation between employer and employee, and employees are expected to cooperate fully with their reintegration plan. As you prepare to return to work, you and your Manager/Supervisor will discuss whether adapted or different work may be possible and beneficial.

As soon as you're fit to return to work, you must do so. And, as soon as you know your return date, please inform your Manager or Supervisor so that they may prepare for your return.

## Sickness and Holidays

Should you become ill during your holiday, report this to your Manager or Supervisor by telephone or e-mail within 24 hours, also indicating how you may be reached. Your Manager or Supervisor will inform HR, and you (or the person(s) assigned in your department) must change the holiday to sick leave in Kronos as soon as possible, using the pay code "Sick Personal".

When you return, please provide, to the occupational health doctor, an official medical statement (including duration of illness) from any physician consulted while ill, along with any bills for medical assistance received and/or any medications administered. If the occupational health doctor is unable to verify the official medical statement, Intralox will suspend payment during the employee's absence until their illness is confirmed.

If you are sick before an intended holiday and the occupational health doctor deems the employee fit to travel, you should take the holiday using vacation days rather than sick days.

You continue to accrue vacation days and ATV days during sick leave.



## Sick Pay

If an employee is unable to perform their work due to sickness or accident, the provisions of the sick and recovery regulations and any other insurance laws apply.

The company commits to continue paying the following:

- First 52 weeks: 100% base pay
- After 52 weeks: 70% base pay

Incentive payments will be guided by legislation, the employee's role and the applicable variable pay plan.

Note: After 6 weeks of (100%) sick leave, Intralox may consider suspending travel allowances and/or request the return of a company lease car.



# A4.3 Transport

## A4.3.1 Travel

### Commuting

Intralox reimburses employees for commuting to the office. Reisbalans is our platform to arrange your commuting needs and manage reimbursements. Reisbalans offers a flexible, transparent and simple method via the following tools: Mobility Card, Reisbalans Portal and Reisbalans App.

Employees that come to work by car, bike or scooter: use the portal or app to register your work-related trips to receive € 0.19 per kilometer as allowance (employees with a company car are excluded from this program).

Employees that come to work by public transportation: Use the Reisbalans mobility card for all public transport in the Netherlands. With the card you can also make private trips for free!

Please visit the full User Guide on the company HR / Europe documents page.

If you always work on-site, based on your role, you can opt for a fixed kilometer allowance instead of using Reisbalans. You are not entitled to receive kilometer allowance during maternity leave nor during sick leave of longer than 6 weeks.

