

Welcome to



This manual is here to guide you

Introduction

Page Personnel is a subsidiary of the Michel Page Plc Group, which is listed on the London Stock Exchange (LSE) and which focuses on the worldwide recruitment and selection of permanent and temporary staff. It is under the "Page Personnel" banner that staff is recruited in the Netherlands on behalf of a wide variety of clients.

Page Personnel is recruited in the next specialism:

- Financial & Accounting
- Secretarial and Management Support
- Sales & Marketing
- Sales Administration & Supply Chain

The Job

As one of Page Personnel's selected employees, you are about to be posted to one of our principals subject to the provisions as set out in the Netherlands Flexibility and Security Act (the "Flexi Act") and the ABU-operated Collective Labour Agreement ("CLA") stipulations.

At the start of your new job, the statutorily prescribed wage tax certificate will be required to be completed for you. This certificate is used by Page Personnel in establishing whether you qualify for reduced wage tax and social security contributions. We also need to be provided with a copy of your valid ID. Just like "regular" employees, you will be expected at work to have a copy of a valid ID card or driving licence on you.

Health Insurance Fund

As off the 1st of January 2006 the system of health insurance has changed. In the new system there is no longer a difference between employees who are below or above the compulsory health insurance fund maximum.

The new system forces us to deduct a net amount from your salary of 6,5% with a weekly maximum of € 38,13. This money will be paid by us into the new health insurance funds. To compensate this we will pay you the same amount as a gross payment.

Beside this you will have to arrange your own base- and/or additional health insurance.

Sick Leave

If you fall ill, you should promptly report this to your then Principal's designated contact as well as to Page Personnel (T 020-5789939), before 9.00 a.m. on the first day of illness. If you fall ill while at work, you may call in sick before you go home, as well as notifying Page Personnel at the same time, of course.

Page Personnel will then contact the industrial insurance board and report you sick. We will need you to notify us of where you will be nursed throughout your illness so as to enable an industrial insurance board inspector to check in on you. As soon as you have recovered, you should advise us accordingly as well as notify the industrial insurance board, UWV GAK, on T 036-7506566 (ask for the Sickness Benefits Act Department). As they will require your tax and social insurance ("SoFi") number, make sure you have this on hand when you make the call.

Sickness Benefits Act

The Sickness Benefits Act entitles you to benefit during sickness. Payments are normally routed through the Industrial Insurance Board (viz., UWV), with the level of benefits being determined by the average gross wages earned during the last 13 weeks. Your sickness benefits will be effective after two days (these are the 'qualifying days'); in order to compensate, a gross hourly wage increment (the 'qualifying day set-off') has been fixed for one of the two qualifying days. The UWV will take care of 70% of the daily maximum wages. When your sickness exceeds two days, Page Personnel will complete the remaining 21%.

In order for us to proceed we need to receive the letter, which will be issued by UWV including a specification of their payments.

Holiday Bonus and Holiday Pay

As a temporary employee, you will be operating under a "no work, no pay" scenario. For this reason we set aside a percentage of your gross wages by way of holiday bonus and holiday pay, with one fully worked year entitling you to 24 days' paid leave. If you wish to schedule a holiday, you should first discuss this with your then principal. As soon as you have accrued a sufficient holiday reserve, you may file a request with Page Personnel for continued payment in respect of the relevant holidays.

In addition to days off, you will also be accruing a holiday pay entitlement. Payment of the holiday allowance can be at the end of your contract or in the month of May.

Public Holidays

If a public holiday happens to fall on a weekday, you will receive payment for such number of hours, as you would have worked had it been a regular day.

Brief Spells of Absenteeism

If you are briefly absent due to a doctor's appointment or visit to the dentist, you will not receive any salary for such time as you are away from work. We set aside a percentage of your gross wages for this as well. Provided you have accrued sufficient reserves, you may file a request with Page Personnel for continued payment in respect of the relevant hours.

Increments and Allowances

It may be decided in consultation with the principal that incremental percentages should apply to overtime or work performed at the weekend, in addition to which an allowance for travel and accommodation expenses may be agreed.

Time Sheets and Wage Payment

In order for you to qualify for payment of your salary, we will require a work sheet bearing your principal's signature showing the hours worked in the appropriate categories (increments) as well as any expenses incurred. The hours worked are required to be rounded to the nearest 15 minutes ($\frac{1}{4}$ hour). Provided we receive your time sheet prior to 12 noon on a Monday, your salary will be paid into the designated bank account within the next seven days. You may submit your time sheet by fax if you prefer (faxnumber 020-578.99.98) or e-mail a scanned version to accounting@pagepersonnel.nl , provided you post the original to us that same day. As we do not use multiple self-copying forms, please ensure that you retain two copies of the signed work sheet: one for your principal and one for your own records.

Travel- and other allowances

According to article 33 of the ABU-CLA, travel- and other allowances can be paid out to you, providing this is normal in the hirer's organisation in a similar job and/or circumstances.

There are two ways of being reimbursed for your travel expenses. If you commute using public transport, we can reimburse you on a tax-exempt basis provided you hand in the tickets (train ticket, bus pass, season ticket, and so on) together with your claims form (i.e. the time sheet using which you claim your travel expenses). The other option is that of paying out a standard allowance, which is calculated by applying the relevant Inland Revenue table for net reimbursement to the distance travelled between your work and your home. This option is available for those who travel (part of) the distance by car.

Private Records

We would urge you to keep copies of your time sheets on file together with your pay slips: these may come in handy if one of the monitoring bodies subsequently contacts you with a request for detailed information, or if there are ever any questions.

Page Personnel will automatically provide you with an annual income statement for the previous year, to be forwarded to you at the start of the New Year at your most recent address as per our records.

Miscellaneous

If this document has not answered all your queries, please don't hesitate to contact the accounting department at accounting@pagepersonnel.nl .