

Notification sickness and recovery



ENGELS

In case of sickness the first thing to do is to report to your supervisor or his replacement assistant-supervisor. In most case they will be available, if this is not the case, please contact our Personnel Manager.

Absence regulations

In case of sickness it is important that you comply with the regulations of our company. Every company has its own absence regulations of protocol for notification of sickness. You are also obliged to respond to the call of a company doctor.

Your privacy

You are not obliged to report the nature and seriousness of your illness to your employer. The company doctor is not allowed to provide any medical and personal information to your employer, other doctors of third parties without your explicit permission, unless he is obliged by law.

Sickness through work

In certain circumstances the employer can ask immediately when you report your sickness if he can offer certain adjustments that are important for your re-integration. If your sickness is work related, the company doctor might inform your employer about necessary adjustments that will make it possible for you to do your work again.

Administrative details

We authorise the administrator of the sickness insurance and the UWV to use the administrative details, that are relevant to the absence of the employee. It concerns administrative details that are necessary to establish the amount and duration of the allowance and to establish the insurance premium.

Regular Medical Examination

The employer is obliged to permit employees to undergo a regular examination that is aimed to prevent or limit the health risks for employees that might occur from the work as much as possible. However, participation is voluntary.

Confidant

A confidant is a person within the company to whom you can express confidential matters. Often this is in relation to bullying, discrimination, sexual intimidation or personal problems. A confidant has absolute confidentiality and will only report with the permission of the person concerned.

The management of Friendly Business Centre bv states that under the law “verbeterde poortwachter” and the adjusted arbo-policy, these regulations notification sickness and recovery have been declared applicable.

Sickness notification

- Art. 1 Each sickness notification on site of VION and Van Rooi Meat should always be done in person (serious situations excepted) by the employee, at least two hours before the start of work time, with your supervisor Cheick Traore, 06 14 19 95 42 or in case of his absence with the assistant-supervisor Malik Seray, 06 85 80 61 42, they will ask a number of relevant questions such as the nature and seriousness of the reason for absence, whether or not you should visit the doctor and when you expect to return to work.
- Art.2 Each sickness notification on site of WESTFORT should always be done in person (serious situations excepted) by the employee, at least two hours before the start of work time, with your supervisor Joe Boamah, 06 26 00 47 38 or in case of his absence with the assistant-supervisor Sangaire S, 06 84 23 40 10, they will ask a number of relevant questions such as the nature and seriousness of the reason for absence, whether or not you should visit the doctor and when you expect to return to work.
- Art. 3 The personnel Manager, Mr. Ali Camara will process all sickness notifications before 10.00 hours and will have telephone contact with all employees reported sick. Certain relevant questions will be asked, such as: a. the reason of the sickness notification, b. the address where you are resident during the absence, c. the telephone number on which they can reach you and d. the expected duration of the absence.
- Art. 4 If it appears that during the sickness notification other medical or psychosocial reasons are mentioned, the Personal Manager will inform the employee clearly that it concerns wrongful absence and he will advise him/her to immediately resume work and to contact his/her supervisor or in case of absence the assistant-supervisor in order to find a solution together.
- Art. 5 The employee is obliged to comply with all written and oral agreement that are applicable for the absence and one cannot claim that he/she was informed insufficiently.

Support during sickness

- Art. 6 The Personnel Manager will have weekly telephone contact with the sick employee and he will inform him/her about a possible call-up from the company doctor. In case of long-term sickness, the Personnel Manager will contact the sick employee every two weeks and he will inform the long-term sick employee about the problem analysis after five weeks and the role of the dedicated case manager of ARBRAD;
- Art. 7 Long-term sick employees will be invited every six weeks to participate in a re-integration meeting between the employer (branch manager) and the health service under the direction of the case manager;
- Art. 8 The absentee, the supervisor and Personnel Manager will jointly or separately ask for support at ARBRAD.

Recovery notification

- Art. 9 The sick employee is always obliged, regardless possible (repeat) appointments with doctors, specialist or company doctor, to resume his/her work at any time. The recovery notification will take place at the start of the work day and will be done in person by the employee with the Personnel Manager. The supervisor or assistant-supervisor will inform the recovered employee about possible work changes, new colleagues and particulars relating to his/her task performance.

Short regular absence

- Art. 10 Employees who have been absent three times or more in 12 months, can be referred to a consultation with the company doctor, after they have had an absence meeting with the Personnel Manager and supervisor. Depending on the company doctor's report a suitable solution for the problem will be sought. The supervisor and the assistant-supervisor will be informed by the Personnel Manager of the measures taken or agreements made.

Absence Vision

- Art 11 The absence vision of Friendly Business Centre is part of the arbo-policy. Work absence is only acceptable as a medical or psychosocial complaint. Most facts that influence absence are in the hands of the supervisors and the assistant-supervisors at the work location, they will be regular educated and informed with regards to changes in laws and regulations.

Addresses

Employer:

Employment Agency Friendly Business Centre BV,
 Dordtselaan 100D, 3073 GH Rotterdam,
 Branch Manager Mrs. Yamina Guermat 010 29 091 85 / 06 46 17 94 11.
 Personnel Manager Mr. Ali Camara 010 29 091 85 / 06 33 08 38 21

Health service (Arbodienst):

Arbo Branche Advies,
 Zaanweg 12, 4105GN Culemborg,
 Case manager/confidant is Mr. Leendert Kamerling 06 12 84 51 48
 Company doctor is Mr. Maarten Kuijpers 0345-778805

Rotterdam, date ...|...| 2016

Read and signed by:

On behalf of the Management:

Name employee

Yamina Guermat,

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Signature:

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Signature:

