

Procedures & rules employees Emtes Workforce through Daxxa Professionals B.V.

General overview:

- Dutch contract
- Operational company: Emtes Workforce (planning & facilities)
- Payroll company: Daxxa Professionals B.V. (payments & financials)
- Weekly payments
- Payments on Thursday and/or Fridays

Salary & payments:

- The agreed amount of salary will be transferred weekly to your bank account
- The wages will be paid out by "Daxxa" this name will also be on top of your payslip
- You will receive your payslip every week on your e-mail
- Possible advance payments will be deducted from the first following salary
- Requests to pay out reservations must be emailed to urenemtes@daxxa.nl with the following information in the title: "First name – Last name – Week number to be paid out"
- Build up reservations can be found on your payslip: **Example only**

Vakantie dagen in uren	----- Lopend jaar -----		- Voorgaande jaren -		Totaal
	Wettelijk	Bovenwettelijk	Wettelijk	Bovenwett.	
	:	8,66%	2,16%		

Vorig Cumulatief:	24,20	0,00	1,55	0,00	25,75
Opbouw :	3,25	0,00			3,25
Opname :	0,00	0,00	0,00	0,00	0,00
Nieuw Cumulatief:	27,45	0,00	1,55	0,00	29,00



Health insurance, sickness & accidents:

- If Daxxa arranged your health insurance it is with
- If needed please ask your contact person of Ementes Workforce to send your insurance card
- When you are sick on a working day you need to call to Daxxa on +31(0)165 52 02 00 (digit 1) before 10:00 AM. Also inform your contact person from Ementes Workforce about your sickness and expected start date.
- When you had an accident on your job you need to call to Daxxa on +31(0)165 52 02 00. Also inform your contact person from Ementes Workforce.

Operations & planning:

- Questions about operations and planning you can refer your account manager or recruiter or personnel coordinator from Ementes Workforce

Timesheets + expenses:

- Your contact person from Ementes Workforce can inform you if the client will send the hours directly to Ementes Workforce or if you need to fill in a timesheet from Ementes Workforce
- If you need to fill in a timesheet yourself, please send it weekly to: urenementes@daxxa.nl the latest on Tuesday before 12:00 AM (example: if you send your timesheet from week 35 you need to send it the latest in Tuesday 12:00 AM of week 36).
- When driving a company car please send your gasoline tickets to: urenementes@daxxa.nl the latest on Tuesday before 12:00 AM (example: if you fill the car on week 35 you will receive the amount together with the worked hours of week 35).
- When driving your private car please write the commuting kilometres per day on the timesheet of Ementes Workforce and send it to: urenementes@daxxa.nl to latest on Tuesday before 12:00 AM

Salaries & financials:

- If you have any questions about your salary or financials please send an e-mail to: contactgoes@daxxa.nl
 - Please be specific in your e-mail, if something is wrong please explain what exactly.
 - Put your full name and the name of the client that you are working at in the topic of the e-mail
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Facilities (housing, cars, PPE & tools):

- If you have any questions about your accommodation and/or company car or tools please send an e-mail to: contactgoes@daxxa.nl
- Please be specific in your e-mail, if something is wrong please explain what exactly. (example: if you don't have any hot water in the accommodation please send pictures or a video of the boiler)
- Put your full name and the address of accommodation and/or license plate of the company car in the topic of the e-mail
- You are obliged to keep the accommodation and/or company car in good condition by cleaning and normal usage

- When leaving the accommodation please **clean your room and shared facilities** and discuss with your contact person of Eptes Workforce where to put the keys and send pictures to contactgoes@daxxa.nl or to your contact person of Eptes Workforce (if the accommodation is left dirty or damaged costs will be charged / withhold from your salary)
- Please make sure to **clean and fill the company car** when returning to one of our offices (if the company car is dirty or damaged costs will be charged / withhold from your salary)
- If you are returning the company car outside of office hours make sure to make pictures of the: front, back, sides, inside and kilometres and send it to contactgoes@daxxa.nl or to your contact person of Eptes Workforce
- Always consult with your contact person from Eptes Workforce about when and where to leave the accommodation and/or return the company car
- The person who is provided a company car by Eptes Workforce is always responsible and accountable for that car (finances, damages, etc. will be charged to that person)
- When receiving tools and/or PPE you are responsible for it, so make sure to store it somewhere safe and maintain it properly (if PPE's and/or tools are lost or stolen costs will be charged / withhold from your salary)

Vacation planning:

- You need to consult with your Eptes Workforce contact person minimal 2 weeks before your leave regarding your vacation planning
- You need to discuss/request your vacation planning with your foreman of the client that you are working at
- You need to discuss with your Eptes Workforce contact person if its possible to leave your belongings in the accommodation (only with proof of your contact person you can leave your belongings)
- In general our employees go 3 times per year on vacation with a maximum of 10 weeks divided over those 3 times
- Ask your Eptes Workforce contact person for instructions regarding leaving the accommodation, returning the company car / tools / PPE



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Notice periods:

- There is a 2 weeks notice period for vacations / days off

Overview:

- QUESTIONS REGARDING **SALARIES & FINANCIALS**: contactgoes@daxxa.nl or +31 (0)6 27 00 38 38
- QUESTIONS REGARDING **HOUSING, CARS, PPE & TOOLS**: contactgoes@daxxa.nl or +31 (0)6 27 00 38 38
- SEND **HOURS & EXPENSES** TO: urenemtes@daxxa.nl
- CALL YOURSELF **SICK** BEFORE 10:00 AM: +31 (0)165 52 02 02 (Daxxa – digit 1)
- PERSONNEL **COORDINATOR**: +31 (0)6 27 00 38 38 (Emtes Workforce)