

HOUSE RULES L&P ARBEIDSBEMIDDELING

Welcome to L&P Arbeidsbemiddeling. As of today, you are working for one of the most enjoyable employers in the Netherlands. We strive to ensure that your work is as pleasant and clear as possible. For this reason, we have drawn up these house rules, which contain useful information.

As you represent our organization, we expect you to comply with the rules and/or procedures outlined below. This ensures a good cooperation between the client, L&P and yourself. Should you have any questions, you may always contact the employment consultants of L&P.

We wish you a lot of success and enjoyment in your work.

Registration

Before you start working for the client, there are several important matters to be arranged. In addition to these house rules, it is important that you have received and signed the temporary employment agreement. No rights can be derived from an unsigned temporary employment agreement.

To complete the registration and agreement, the following documents are required:

- a fully and truthfully completed registration form;
- a statement of your employment history, if applicable;
- a copy of a valid identification document (passport, European identity card or residence permit);
- a signed wage tax declaration form;
- a valid Citizen Service Number (BSN) document, where applicable;
- a signed temporary employment agreement.

Work Arrangements

Agreements regarding work must always be complied with. It is your own responsibility to confirm any agreements made with L&P in connection with possible changes. If you have not heard from L&P on the day of the scheduled work assignment, you must contact L&P yourself.

Cancellation

Cancelling work is not desired. The following exceptions apply: death of immediate family members and illness.

Communication & Availability

Communication between L&P and the temporary worker may take place via email and telephone. These communication channels are used for regular contact, such as work arrangements and general questions. The temporary worker is responsible for maintaining adequate availability around working hours.

Sick reports, questions regarding payroll, vacation or leave days, and the submission of complaints must always be made by email via the designated L&P contact addresses.

Sick Leave Notification

In the event of illness, you must report sick by telephone to L&P no later than 08:00 via the office number: 020 210 5722. You will receive written confirmation of your sick report. During illness, you must remain reachable and cooperate with any absence checks or requests from L&P or an appointed occupational health service.

You must also provide your contact person at L&P Arbeidsbemiddeling with a daily update on your condition, so this can be communicated to the client.

Late Arrival

Late arrival is not appreciated. If you are late due to unforeseen circumstances (such as car trouble or public transport disruption), you must immediately contact the L&P head office via 020 210 5722. Repeated late arrival or late arrival without valid reason may result in reduced or discontinued work assignments.

Timesheets / Hours Registration

L&P uses the EF2GO app for hours registration. The use of this app may depend on the client. If you are responsible for recording and submitting your hours, you must do so via the EF2GO app. Before your first working day, you will receive a login link for the app from your contact person at L&P.

L&P processes payroll every Wednesday. Make sure your hours are submitted no later than Monday if you wish to be paid on Wednesday.

If your salary is not credited on time or is incorrect, you must contact administration@l-p.nl by email.

Salary Payment

During registration, you can choose between weekly or four-weekly payroll. Your chosen payment frequency can be changed. For changes, please email administration@l-p.nl.

The four-weekly payroll calendar can be found on the L&P website.

Identification Requirement

You are required to identify yourself in accordance with the Dutch Identification Act. We therefore request that you always carry a valid form of identification during your work. On the work floor, a driver's license is also accepted as valid identification.

Client / Your Work

In the event of any work-related issues, you must contact L&P as soon as possible and not the client. It is not permitted to work directly for an L&P client without mediation by L&P.

Use of Company Property & IT

The temporary worker must handle company property, systems and digital applications of both L&P Arbeidsbemiddeling and the client with due care. It is not permitted to share login details, misuse systems or distribute confidential information.

Social Media & Reputation

It is not permitted to share confidential or negative information about L&P Arbeidsbemiddeling, the client, colleagues or work activities via social media or other public channels.

Confidentiality

During and after employment, a duty of confidentiality applies regarding confidential information of L&P Arbeidsbemiddeling and the client.

Risks

Certain tasks may involve hazardous situations. To limit these risks, the following rules must be observed:

- In the event of hazardous situations in the workplace, you must contact L&P Arbeidsbemiddeling at all times.
- Always wear sturdy (safety) shoes and work-related clothing.
- Working with hazardous or flammable substances is only permitted if you have received specific training or are working under supervision of the supervisor or client.

Registration of Illness and Accidents

If absence due to illness is caused by a workplace accident, this will be registered by L&P. Serious accidents will be reported to the Labour Inspectorate. Accidents are recorded and made available to relevant authorities in connection with sickness absence and occupational health and safety legislation.

Working and Rest Times

L&P applies the NBBU collective labour agreement. If this agreement does not provide guidance, Dutch legislation will apply.

Incidents

In the event of incidents, you must immediately notify your direct supervisor. In the case of serious injuries or emergencies, you must contact a first aid post and/or call 112.

Undesirable Behaviour

In cases of threats, violence, discrimination or sexual harassment, you may contact the employment consultants of L&P at any time. If necessary, external assistance will be engaged.

General Prohibitions

It is strictly prohibited to be under the influence of alcohol and/or drugs during work, to possess such substances in the workplace, or to carry weapons. Violations may result in sanctions such as a warning, written reprimand, unpaid leave or dismissal.

Liability

L&P Arbeidsbemiddeling is not liable for damage caused by negligence, failure to follow instructions or failure to comply with safety regulations by the temporary worker.

Management

If you are dissatisfied with the way a supervisor treats you, you must contact L&P Arbeidsbemiddeling.

Payslips

L&P works with digital payslips. It is the responsibility of the temporary worker to ensure that L&P always has correct contact details and personal information.

Amendments to the House Rules

L&P Arbeidsbemiddeling reserves the right to amend these house rules. The most recent version shall always prevail.

Complaints Procedure

The complaints procedure can be found at: www.l-p.nl/downloads

Privacy Policy

The privacy policy can be found at: www.l-p.nl/downloads