

Declaration of receipt and knowledge of guidelines

(also supplementary employment contract)

Receipt of guidelines

Employee declares to have received and taken note of the applicable organizational guidelines below.

Guidelines:

- 1 Holidays, ATV, TVT and special leave
- 2 Absenteeism policy
- 3 Contribution to commuting expenses
- 4 Declarations
- 5 Tax-free expense allowance
- 6 Alcohol and drug policy
- 7 Sanctions policy
- 8 Complaints Policy
- 9 Trust Policy
- 10 Camera surveillance protocol
- 11 Car policy tk Netherlands
- 12 Early retirement anniversaries
- 13 ICT services
- 14 Smoking policy
- 15 Visitors
- 16 Cafeteria regulations
- 17 Compliance
- 18 Quality occupational health and safety environment
- 19 Reporting internal misconduct and irregularities
- 20 Electronic personnel file
- 21 Consignment service
- 22 Flexible working
- 23 Extreme weather
- 24 Buying and selling vacation days (other than leave hours)
- 25 Home work policy
- 26 Company property

Name:

Place:

Date:

Employee signature:
