

› MY HEALTH

My Health

What will you find in this chapter?

In this chapter of the TNO Terms and Conditions of Employment we address your rights and obligations should you fall ill or suffer a work disability, such as the rules and regulations that apply to you and your manager and the salary that is paid while you are unfit for work, as well as the provisions for pension accrual. In addition, you will find an explanation of the 'personal ownership model' that applies within TNO.

We tell you the procedure for reporting an accident and how you can participate in TNO's emergency response organisation.

Finally, you will find details about the purchase of work clothing and personal protection equipment, screen spectacles and safety goggles.

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Employment disability due to illness or accident

version 2.1 / 1 March 2021

What is it?

This section provides greater detail about the sick leave and reintegration policy operating at TNO and is intended to prevent sick leave and to ensure that as an employee you reintegrate back into work as soon as possible after an employment disability event, whether or not within TNO.

This is a joint responsibility held by yourself and your manager. Under the '[personal ownership model](#)' (see the end of this section) your manager is in charge of preventing and managing your sick leave (your sick-leave dossier).

On various grounds, including the Gatekeeper Improvement Act (WVP) and the Dutch Civil Code, both you and TNO are obliged to comply with regulations that relate to employment disability. You will find these regulations in this section.

Periods in which you are unfit for work are counted continuously if they succeed each other with an interruption of less than four weeks.

Regulations for the employee

You will report to your manager that you are sick or have recovered as soon as you can, preferably before 9.a.m.

- You will keep your manager informed of your whereabouts while you are sick.
- You are required to comply with the regulations of TNO or any experts hired by TNO.
- You will do what is necessary to prevent sick leave and to recover. Think, for example, of calling in medical help in good time, following medical rules and advice, undergoing a medical examination at the request of TNO, or at TNO's request cooperating in measures to prevent sick leave.
- You are obliged to comply when summoned by the company doctor. If you are not able to attend, he or she can visit you at home.
- If your symptoms are work-related, you are required to inform the company doctor of this.
- You are obliged to cooperate with reintegration measures intended to restore you to sufficient health to be able to resume your work or carry out other appropriate work.
- You are required to perform suitable work¹ (see chapter My Employability - My Work, section Regulations and provisions upon changes in the organisation/Interpretation of terms and definitions).
- You will cooperate in compiling, evaluating and adjusting the plan of approach and other documentation in accordance with the Gatekeeper Improvement Act (WVP). This obligation does not apply if you have reached or have reached retirement age.
- You will apply to the UWV for a disability benefit (determined by the Work and Income according to Labour Capacity Act (WIA) in good time before the end of the second year of sickness.
- If the employment disability is due to culpable action or omission by a third party (e.g. a traffic accident), you are required to report this to TNO.
- You will initiate and maintain as much contact as possible with your manager.
- Throughout the process, both you and TNO can ask the UWV for an expert opinion on the issue of whether or not you are fit for work, or whether certain work is suitable and whether sufficient effort is being taken to achieve your reintegration.

¹Suitable work is understood to mean: a job that is appropriate for the employee's strengths and capabilities, unless he or she cannot be asked of him or her for reasons of a physical, mental or social nature.

A commuting time of 90 minutes maximum (one-way journey), based on a journey time by public transport, is in principle considered suitable. Suitable work is also understood to mean a job about which it can be said, or can justifiably be expected, that within six months of the employee commencing it, the job can be regarded as suitable for the employee, possibly with the aid of development activity to be undertaken by the employee.

Regulations for TNO

Your manager is in charge of preventing and managing your sick leave. For an explanation of this 'personal control role', see under the heading [Personal ownership model](#) at the end of this section.

- Your manager maintains your sick-leave dossier in Re-integrationDirect, a software package.
- If you have not reported sick directly to your manager, he or she will contact you, preferably on the first day of sickness.

Questions he or she may exclusively ask you include those based on the privacy guidelines:

- When do you think you will be back at work/how long do you think your illness will last?
- Where can you be reached when reporting sick (the phone number where someone can be reached and the (nursing) address)?
- Is the reported sickness related to an accident at work?
- Does it concern a traffic accident with the possibility of recourse? (This means that you may be able to recover the costs of sick leave and reintegration from the person who caused the accident).
- What are your current work activities and appointments?
- Are there things we can do enable you to come to work?
- Are there other things that you yourself can do?
- Should your work be passed to a colleague to do?
- Do you want to inform your colleagues yourself or shall we agree on what I will tell the colleagues? (As a manager, you may inform the colleagues about the duration of the absence).

Within the framework of the privacy guidelines, it is good to know that no medical information is recorded or shared, not even when you yourself inform your supervisor about your personal situation.

Subjects for a frequent sick-leave interview:

(This interview is held between you and your manager.)

- sick leave pattern
 - the nature of the symptoms and cause is not discussed
 - consequences for the organisation
 - seeking solutions together
 - recording agreements in writing
 - making a follow-up appointment
- Your manager:
 - stays in regular contact with you;
 - records the sick and (partial) recovery reports in Re-integrationDirect;
 - assesses whether it is necessary to call in a company doctor or other expert;
 - makes (together with you) agreements about work resumption and suitable work that you might perform;
 - is required in good time to do what is required to return you to your own work or other, suitable work;
 - compiles in good time and in consultation with you a plan of approach that you both periodically evaluate and adjust as necessary, unless you reach or have reached retirement age;
 - monitors the progress made in respect of agreements in the plan of approach;
 - compiles in good time and in consultation with you a reintegration report and gives you a copy;
 - initiates in good time the first-year evaluation;
 - assists you, if necessary, in applying to the UWV for a disability benefit under the Work and Income according to Labour Capacity Act (WIA benefit);
 - holds, if that proves necessary, (frequent) sick-leave interviews with you (see the questions above that your manager can ask you) and possibly takes action as a result.

- Throughout the process, both you and TNO can ask the UWV for an expert opinion on the issue of whether you or not you are fit for work, or whether certain work is suitable and whether sufficient effort is being taken to achieve your reintegration.

Employment disability, holiday and staying abroad

If you become unfit for work while you are on holiday or staying abroad, you must report this to your manager as soon as possible.

- In this event, the provisions of this section apply unimpaired, unless explicitly stated otherwise in another section.
- If you become unfit for work while taking holiday leave, the hours or days taken as leave but during which you are unfit for work do not count as holiday leave, unless you have agreed otherwise with your manager.
- While you are unfit for work, you can take a holiday only after consultation with your manager. The deduction of leave hours is subject to the same rules as stated in the My Time chapter, Holiday and ATV (leave) section.

Payments in the event of employment disability

Salary during the first two years

- During the first 12 months of employment disability (until the first of the calendar month following this period) you are entitled to the continued payment of 100% of your pre-tax salary. During the next period, until the first of the calendar month following the 24th month of employment disability, you are entitled to the continued payment of 70% of your salary. Where employment disability is partial, the decrease in salary applies only to the employment disability part.
- After 24 months of employment disability, TNO no longer continues to pay salary, unless one of the situations described below applies.
- If you reach or have reached retirement age, you are entitled for a period of 13 weeks to the continued payment of 100% of your current pre-tax salary. The preceding two bullet points in this section do not apply to you. The transition regulation that applies to you is discussed at the end of this section.

Salary after the end of the first two years

If you are 24 months continuously totally disabled, TNO asks for you a dismissal permit with the UWV.

If you stay in TNO's employ and the UWV provides you with no WIA benefit after 24 months of uninterrupted employment disability because:

- you and your manager have agreed to apply for an extension to the waiting period within the meaning of Article 24 WIA; or
- under Article 25 WIA, the UWV has set a timeframe in which TNO is required to pay your salary

then you are entitled, during the extended waiting period or the timeframe established by the UWV, to have 70% of your pre-tax salary paid by TNO. Where employment disability is partial, this applies only to the employment disability part.

If the UWV assesses you after 24 months of employment disability as being less than 35% work incapacitated, you will retain the job you had before the employment disability, insofar as TNO has been able in all reasonableness to adapt the job to suit you, all this being assessed by your manager. The adjustment of your salary is governed by the following table. The percentages are established based on the assessment of an occupational expert.

- 5-15% employment disability: salary is reduced by 10%
- 15-25% employment disability: salary is reduced by 14%

- 25-35% employment disability: salary is reduced by 17%

If the job you had before the employment disability cannot be deemed suitable in spite of changes made, TNO will make efforts together with you to find you another, suitable job within TNO.

- TNO will also make efforts to find you another, suitable job within TNO if after 24 months of employment disability you are considered by the UWV to be 35% to 80% work incapacitated.
- In this section, salary is understood to mean the salary including job allowance, holiday pay and thirteenth month (see the My Income chapter).

WGA-gap benefits²

1. TNO covers some of your lost income each month if your first day of sickness falls on or after 1 January 2015 and if due to a ruling by the UWV:
 - a. you are entitled to a WGA follow-up benefit (see HR page on intranet [Healthy Working/Non-attendance & re-integration/Wet WIA](#), also for example calculations) or
 - b. you are 80% or work incapacitated and are entitled to a WGA wage-related or a WGA wage-supplement benefit.

2. If situation 1.a. applies, then TNO supplements your income based on the following formula:

benefit percentage x (last-earned pre-tax salary and/or maximum benefit wage minus the minimum wage).

The benefit percentage depends on the employment disability percentage as established by the UWV and then as follows:

Employment disability %	Benefit %
35-45 %	28 %
45-55 %	35 %
55-65 %	42 %
65-80 %	50.75 %
80 + %	70 %

Last-earned salary is understood to mean your salary including holiday pay and thirteenth month. The maximum benefit wage is established annually by the government.

3. If situation 1.b. applies, then TNO supplements your income based on the following formula:

5 % of last-earned pre-tax annual wage (maximised to maximum benefit wage).

Pre-tax annual wage is understood to mean your pre-tax monthly salary including holiday pay and thirteenth month multiplied by 12.

4. The benefits paid by TNO commence on the day that the WGA benefits, as stated in 1.a and 1.b, commence.
5. The benefit paid by TNO as referred to in section 2 ends on the first day of the month that:
 - a. your employment disability percentage falls below 35%;
 - b. you are no longer entitled to a follow-up benefit.
6. The benefit paid by TNO as referred to in section 3 ends on the first day of the month that:
 - a. your employment disability percentage falls below 80%;
 - b. you are entitled to a full invalidity (IVA) benefit (see HR page on intranet [Healthy Working/Non-attendance & re-integration/Wet WIA](#)).
7. The benefits are paid only after you have submitted to TNO, or the body acting on TNO's behalf in this matter, the UWV ruling within three months of the date on which the ruling is signed. You are required to immediately inform TNO, or the body acting on TNO's behalf in this matter, of any and all changes in the employment disability percentage or in the WIA benefit awarded. Benefits are paid monthly.
8. TNO has outsourced the management and payment of these benefits to Aon Hewitt.
9. The amounts to be paid out are reduced by the amount that TNO, or the body acting on TNO's behalf in this matter, is legally obliged to withhold.

² Return to Work (Partially Disabled) Regulations (in Dutch: WGA regulations) and their benefits: WGA benefits.

10. TNO retains the right in the event of changes to the WIA to review, revise or entirely cease payment of the benefits, having first obtained the agreement of the Works Council.

Pension accrual during employment disability

- During the first 24 months of employment disability your pension accrual is based on the pre-tax salary you would have at 100% work incapacity.
- Your pension accrual in the period after 24 months of continuous employment disability depends on whether you have:
 - full or partial employment disability;
 - a WIA benefit;
 - ceased to be employed by TNO;
 - found other, suitable work at TNO.

[Link to Pension fund TNO.](#)

Sanctions

TNO can suspend or stop, partially or fully, your entitlement to the continued payment of salary or a supplement to the WIA benefit, if:

- you do not comply with the provisions of this section, with statutory provisions or other regulations relating to sickness and employment disability;
- your employment disability is the consequence of a (medical) condition that prior to the commencement of your employment with TNO you failed to mention or that you represented in an inaccurate or incomplete manner while you knew or could have known that it made you unsuitable for the position;
- the employment disability is the consequence of intent or excess on your part, unless you cannot be blamed for this on the grounds of a mental condition.
- you could have limited or prevented the employment disability had you followed safety instructions or regulations;
- your behaviour or omission hinders your recovery;
- you do not cooperate in compiling, evaluating, adjusting and carrying out the plan of approach;
- you refuse suitable work without good grounds;
- you have a reduced claim or no claim to a WIA benefit because you are to blame or you took a risk;
- you lend insufficient or no cooperation to your reintegration;
- you refuse to provide medical details to the company doctor that are necessary to the sick-leave guidance and the reintegration process.

The prohibition of dismissal from your job at TNO during the first two years of employment disability does not apply if:

- without good grounds you do not cooperate in compiling and maintaining the plan of approach, and/or
- you refuse to implement measures taken by TNO, or by an expert appointed by TNO, to enable you perform your own work or other, suitable work, and/or
- you do not accept an offer of suitable work at TNO or with another employer and/or
- you do not cooperate in your own reintegration.

If you reach or have reached retirement age, a prohibition of dismissal of 13 weeks applies, unless the sickness/disability is demonstrably not the reason for the notice to terminate the employment contract. In this case, no prohibition of dismissal applies. See the end of this chapter for the transition regulation that applies here.

Employment disability caused by a third party

If you become work incapacitated through the act or omission of a third party, TNO can recover the net wage loss and the reintegration costs from this third party. You are required to report to TNO that your employment disability has been caused by a third party. The matter will be handled by the Sick Leave & Re-integration Team at HR Services (HRServices@tno.nl). TNO submits claims to its external partner [BSA Schaderegeling](#).

Employment disability after employment terminates

Under the Sickness Benefits Act (*Ziektewet*) TNO is a self-insurer. TNO is therefore responsible for the benefit you receive if you are entitled to a benefit under the Sickness Benefits Act after your employment contract with TNO terminates. In addition, TNO remains responsible for your reintegration. The completion of this has been outsourced to Aon Hewitt. This organisation directs the entire reintegration process and carries out parts of this process on behalf of TNO.

So, if you have left TNO's employ, you may be approached by Aon rather than TNO. TNO does however provide the payments made in respect of any benefits under the Sickness Benefits Act.

The above applies if:

1. you are sick when you leave TNO's employ or
2. within four weeks of leaving TNO's employ you become sick and at that time are not working for another employer or receiving unemployment benefit.

In these cases, you are required:

- a. to report sick immediately to HR Services (HRServices@tno.nl);
- b. comply with a summons by Aon;
- c. to provide Aon with all information that you are required to provide to TNO as a self-insurer under the Sickness Benefits Act or the WIA or to the UWV;
- d. to provide at all times your medical details to Aon and/or a doctor who is an authorised representative;
- e. to meet all obligations arising under the Sickness Benefits Act and the WIA;
- f. to cooperate in a trial placement or reintegration process offered to you on behalf of Aon;
- g. to apply for an (early) full invalidity (IVA) benefit under the Income Provision (Fully Disabled Workers) Regulation if and as soon as Aon considers this a possibility.

The obligations stated above prevail as long as you remain work incapacitated and receive a benefit under the Sickness Benefits Act or a WIA-WGA benefit. If you make a full recovery, your obligations cease, unless within four weeks of the report of your recovery you again become work incapacitated.

If you contravene the provisions of article 1 or 2 of this section, TNO retains the right to hold you liable for any costs this occasions for TNO.

Transition regulation for employees of retirement age

- A right of transition applies to employees who on 1 January 2016: have reached retirement age or will do so within six months
- and who are sick on 1 January 2016
- and to whom an obligation to continue paying salary for 104 weeks applies.

For these employees the old rules continue to apply for another six months (i.e. until 1 July 2016). Thereafter, a period of 13 weeks applies, insofar as this does not exceed the period of 104 weeks.

Personal ownership model

At TNO, what is known as the 'personal ownership model' applies to your sick leave and reintegration. Briefly, this means that your manager takes charge of preventing sick leave and, if you become sick, your reintegration. Together with your manager, you are responsible for your

ability to work over the long term, which is taken to include the notion that any sick leave and reintegration process that you may experience should proceed swiftly and smoothly. Advice and support is available to you and your manager in this matter, in particular from the company doctor and the HR Business Partner.

Below are listed the tasks, responsibilities and powers of the chief players in this model.

You

You try as best you can to prevent sick leave and if necessary take appropriate measures to help you do so.

You report sick to your manager and discuss whether there are any possibilities of your working nonetheless. You are expected to adopt a cooperative attitude. You are not obliged to give information to your manager about the nature of the symptoms, but you are obliged to inform the company doctor.

You and your manager make clear agreements about what will happen next and the next time you will be in contact.

You actively work towards your recovery and return, make the most of possibilities and honour agreements. You share in taking the initiative to stay in touch with your manager.

You consider the quickest way to return to work and discuss these ideas with your manager. You also discuss with your manager whether to involve the company doctor.

You are involved in phrasing the question you wish to ask of the expert and share the initiative in this matter.

The company doctor analyses the problem and, based on this analysis, you draw up an action plan with your manager. You are responsible for putting this plan of approach into practice and its continuity.

You help initiate the first annual evaluation and apply for a WIA benefit.

Your manager

Your manager is in charge of your sick-leave dossier. It is important that your manager notes all actions and agreements in the sick-leave dossier in Re-integrationDirect. All the agreements should be SMART.

You report sick and recovered to your manager. Your manager records the sick or recovery report in Re-integrationDirect. In the event of sickness, then, the first contact is theoretically between you and your manager. Only if unavoidable, do you report sick and recovered to someone other than your manager, such as a secretary or colleague. In that case, your manager gets in touch with you on that same day.

During the contact your manager asks you questions to establish your limitations and, especially, what the possibilities are. Example questions can be found in this section under [Regulations for TNO](#). This makes it possible to provide proper guidance and support from the very start. No discussion takes place about medical symptoms, but instead about any possibilities of your nonetheless working and, if possible, the quickest way back to work.

If necessary, your manager also holds frequent sick-leave interviews with you. Your manager establishes the necessity of holding such an interview, depending on your individual situation.

Topics he or she may discuss can be found in this section under [Subjects for a frequent sick-leave interview](#).

Your manager makes agreements with you about suitable work, a possible guidance process, getting the advice of an expert, and about the date on which you might resume work.

Your work can be adapted in various ways, for example, by adjusting your working hours, adjusting the work station, and adjusting the content and quantity of the workload.

Your manager is actively supported by the company doctor and HR. Your manager establishes (possibly in consultation with you) when the company doctor will be called in and any other experts and other subsequent contacts.

Your manager also has an important role in preventing any imbalance and (impending) sick leave. He or she alerts you to situations that pose a health risk (including an imbalance between work and home life), raises this as a topic for discussion with you, and puts preventive measures in place.

Throughout this process, it is essential that your manager is able to estimate as soon as possible

whether a long-term sick leave is likely to be involved. It is in the interests of both yourself and TNO that this fact is recognised early on in the sick leave and that proper action is taken. Your manager initiates consultation with his or her advisor (inc. HR Business Partner, company doctor), for example via the discussion of sick leave known as the Social Medical Consultation (SMO).

As part of the Gatekeeper Improvement Act, your manager compiles a plan of approach and a first annual evaluation. In line with this same act, he or she takes the initiative to reach agreement with the company doctor about compiling a problem analysis.

Together with you, your manager evaluates the plan of approach, amends it as necessary and makes it final. Your manager ensures that everything is included in your sick-leave dossier in Re-integrationDirect.

The HR Business Partner

The HR Business Partner encourages the managers to take charge.

The HR Business Partner advises and proactively supports both you and your manager throughout the entire sick-leave period and reintegration process.

He or she supports you and your manager in finding suitable work for you.

The HR Business Partner draws attention to impending work-overload and situations that pose a health risk to employees, groups, departments, teams, etc..

The HR Business Partner provides frequent management information to the managers.

If you or your manager wish, the HR Business Partner participates in discussions between you and your manager, Your manager is responsible for recording these discussions and saves them in Re-integrationDirect.

In consultation with the occupational health and safety officer, the HR Business Partner advises the managers about matters such as the periodic medical examination, risk inventories, and the like.

The HR Business Partner organises themed SMOs or workshops for the managers.

He or she advises on the use of interventions.

HR Services, Sick Leave Team

The Sick Leave Team supports the managers in using Re-integrationDirect.

The Sick Leave Team provides employees with employment information related to employment disability and the consequences of WIA.

The Sick Leave Team keeps the UWV informed of employees who are on sick leave for a sustained period.

The company doctor

The company doctor has an advisory role, draws attention to issues, encourages the managers to take charge and also has an initiating role.

The company doctor supports the manager with the specifics of an individual case. This includes identifying possibilities (rather than limitations) for you, such as suggesting interventions, suggesting adaptations to the work and giving advice about the statutory framework.

Having taken advice from your manager, the company doctor gives feedback on the findings of his or her consultation with you to both you and HR. At your request or the request of your manager, he or she explains the findings to your manager.

The company doctor presents creative solutions, such as facilitating home working, asking colleagues to help provide transport for you, working in another department or another part of the organisation.

In the event of prolonged sick leave, and where the likelihood of lasting disability is present, he or she advises calling in an occupational expert of commencing the 'second track' under the Gatekeeper Improvement Act, or career guidance.

The company doctor proactively approaches the medical sector for consultation and to share and gain information while sick-leave guidance is being provided.

He or she advises on the use of interventions and monitors these actions.

The company doctor actively participates in a proper SMO.

Managers are able to reach the company doctor quickly and easily, by email and telephone.

At your manager's suggestion, when the problem is complex, the company doctor organises a three-way or four-way discussion between you, your manager, the company doctor and, possibly, the HR Business Partner.

The company doctor alerts managers to individual employees, but also to groups, departments, teams, etc., for example when the workload or work stress looks likely to become too heavy, when situations pose a health risk or vitality is flagging.

The company doctor initiates discussion about (frequent) sick-leave problems by referring to the sick-leave figures or otherwise.

He or she helps look for solutions, in consultation with the health insurer, for waiting lists.

The company doctor helps monitor progress as part of the Gatekeeper Improvement Act.

When you have been work incapacitated for six weeks, he or she requests you attend a consultation so that a problem analysis can be compiled.

The company doctor adheres to guidelines and work procedures, including those of the Dutch Society of Occupational Medicine (NVAB) and the STECR expertise centre.

Reporting accidents, near accidents, incidents and unsafe situations

version 1.2 / 14 August 2018

What are they?

The Occupational Health and Safety Act requires TNO to provide good and correct working conditions that prevent occupational accidents. If an accident leads to the death, permanent injury or hospital admission of an employee, TNO must report this to the SZW Inspectorate (formerly Occupational Inspectorate). All occupational accidents and incidents must be registered through the internal reporting form. Of course, as an employer, TNO must be alert to unsafe situations that form the 'gateway' to accidents, and must prevent them.

Reporting

If you are involved in or witness of an accident or accident as described above, you must report it immediately (in any event within 24 hours of its occurrence). The report must be made [online](#).

Prevention

The locally responsible management investigates the cause, or arranges for it to be investigated, and takes measures to prevent any repeat occurrence. In complex situations it is recommended that an expert is called in to help. The HR director will arrange for the Operational Excellence & Auditing department to find out whether similar situations also occur elsewhere at TNO and takes appropriate action.

Registration

The report is entered in the accident register by the Operational Excellence & Auditing department on behalf of the HR director.

The HR director passes information in the register to the competent authorities at their request. The Operational Excellence & Auditing department produces the annual analysis of "Accidents, near accidents, incidents and unsafe situations".

The results of this analysis are addressed annually in the Occupational Health, Safety, (environmental) Permits and Disaster Management Steering Committee and by the HR director subsequently discusses them with and Executive Board and the Works Council.

Participating in the emergency response organisation (BHV)

version 4.0 / 1 April 2021

What is this?

Every TNO location or part of the TNO organisation has a BHV. Each BHV is designed to reflect the local occupational risks.

The BHV is charged with providing first aid in accident situations, fire fighting, limiting the consequences of accidents, raising the alarm and evacuating employees and others present, and communicating with professional emergency services.

TNO (the MD) appoints BHV staff following a recommendation from the Head BHV (H-BHV) of the respective location who assesses the nominated BHV in terms of physical and mental suitability for the BHV tasks. Only they are eligible for remuneration (see below).

TNO reimburses the costs of practice exercises, equipment and training.

Suitability study and medical examination

If in the opinion of TNO the nature of the BHV's tasks warrant it, as a BHV staff member you will be required to cooperate in a suitability study or medical examination. For breathing apparatus operators, the following always applies in any case:

1. Up to the age of 40, an examination every four years
2. From ages 40 to 50, an examination every two years
3. Age 50 and above, an annual examination
4. After suffering a severe illness, always

Courses

The cost of courses required by or desirable for the BHV are reimbursed by TNO, only after the employee has approval from his or her manager and the H-BHV.

Insurance

TNO has a collective accident insurance policy for BHV staff. This insurance covers the extra risks involved in performing BHV tasks.

Remuneration

As a BHV staff member you are eligible for remuneration in the following situations:

- for participating in the BHV per full calendar year: 580 euros pre-tax; for participating in part of a calendar year: a proportional remuneration. BHV instructors receive double this remuneration. If you are unable to comply with the suitability requirements to perform BHV duties for more than one calendar year, including prolonged absence, the annual remuneration lapses;
- for every practice or repeat lesson hour or hour of deployment, whether or not during normal working hours: 18 euros pre-tax per hour. Hours falling outside normal working hours count as overtime as stated in My Time. This allowance is paid out only after approval has been given by the H-BHV and the location manager; the hours you make to obtain the certificate/diploma will not be compensated by this so-called BHV hourly allowance but may be booked under the BHV number;
- after achieving a certificate/diploma for a BHV course as mentioned above: 460 euros pre-tax;
- if you participate in the BHV for ten consecutive years you receive a one-time payment: 325 euros per-tax. For every subsequent consecutive five-year period: 460 euros pre-tax.

TNO reviews the remuneration every five years.

You receive the remunerations due to you as a BHV staff member once a year together with the payment of your salary for the month of January in the subsequent year. Remunerations for the practice hours, the lesson hours and the hours of deployment are paid to you only after approval by your location manager.

Work clothing and personal protection equipment

version 2.1 / 3 March 2020

What is this?

TNO provides you with protective work clothing and personal protection equipment if:

- a risk inventory and evaluation reveals that risks cannot be avoided in any other way;
- your manager thinks the use of protective work clothing such as laboratory coats or dust coats is necessary;
- personal protection equipment is required for reasons of safety;
- your job requires you to wear a uniform and/or protective work clothing.

Purchase, provision and replacement

- Your department's prevention employee will buy the protective work clothing or personal protection equipment for you mentioned above. This is at no expense to you.
- Your manager decides when replacement is necessary.
- For screen spectacles and safety goggles, see below in this section.

Maintenance

- If due to legislation or regulations of use, your work clothing or protection equipment is subject to mandatory inspection, you will enter the results of the inspection in the technical resources management system (TMB).
- Other inspections and maintenance will be done by you personally and you will record the findings in a register or logbook;
- At TNO's expense, you can get protective work clothing and uniforms washed, dry-cleaned and ironed.

Damage and property

- The protective work clothing and protection equipment remain the property of TNO. When you leave TNO's employ or get another job, you are required to get them cleaned and hand them in.
- You are liable for any damage or loss that you could have prevented. If culpable conduct can be demonstrated, you are responsible for the costs.

Work clothing and personal protection equipment not purchased by TNO

You are permitted to wear protective work clothing and personal protection equipment that you have chosen and paid for yourself provided they comply with the prevailing requirements and once you have gained your manager's permission.

Screen spectacles and safety goggles (at prescription strength)

Eligibility conditions for reimbursement

- the screen spectacles or safety goggles are necessary to the good and safe performance of your work;
- your manager has given permission for the purchase or replacement, possibly after having received the advice of the company doctor;
- you pay the optician's invoice and submit a reimbursement claim to your manager.

Reimbursement

Reimbursement for the screen spectacles:

TNO will reimburse a maximum of EUR 200 excluding VAT *) for the spectacles, including lenses, accessories and/or ancillary parts.

Reimbursement for the safety goggles:

TNO will reimburse the total costs of the safety goggles. Accessories and/or ancillary parts will only be reimbursed with the prior consent of your manager.

This also applies to the necessary replacement, no sooner than three years after purchase.

*) Note: you declare including 21% VAT (max. EUR 242)