SICKNESS ABSENCE POLICY

Sickness Absence Policy – TOS CREW B.V.

1. Introduction

This policy outlines the procedures to be followed in the event of sickness absence within TOS Crew B.V. The aim is to effectively manage sickness absence and ensure that everyone is aware of the rights and obligations related to sickness absence.

2. Reporting Sickness Absence

1. **Reporting Requirement**: Employees are required to report their sickness absence as soon as possible, but at the latest before the start of their working hours, to their responsible contact person of TOS.
2. **Method of Reporting**: The report should be made by telephone unless otherwise agreed. Email, What's app, text messages, or other forms of written communication are not permitted unless phone contact is not possible.
3. **Content of the Report**: The employee should provide:
    - The nature of the illness (without medical details);
    - The expected duration of the absence;
    - Any alternative contact address and telephone number, if applicable.

3. Obligations During Sickness

1. **Availability**: The employee must remain available during the sickness absence for contact by the employer or the company doctor.
2. **Residence Address**: If the employee is staying at an address different from their registered home address during the sickness absence, this must be reported to the employer.
3. **Medical Treatment**: The employee is required to make efforts to recover as quickly as possible and should not unnecessarily delay any medical treatments.

4. Visit to the Company Doctor

1. **Mandatory Consultations**: The employee may be required to attend an appointment with the company doctor. This is mandatory and must be complied with.
2. **Providing Information**: The employee is obligated to truthfully inform the company doctor about the nature of the illness and the recovery process.
3. **Company Doctor's Advice**: The advice of the company doctor is decisive in determining whether the employee is fit or unfit for work and in planning any reintegration process.

5. Reintegration

1. **Action Plan**: In cases of long-term sickness absence, an action plan will be drawn up in consultation with the employee, the employer, and, if necessary, the company doctor.
2. **Suitable Work**: If full return to work is not immediately possible, opportunities for suitable work or an adapted workplace will be explored.
3. **Evaluation**: The reintegration process will be regularly evaluated and adjusted if necessary.

6. Salary and Sickness Absence

1. **Salary Payment:** During sickness absence, the employee is entitled to continued salary payment in accordance with applicable laws and regulations and any collective labor agreements.
2. **Sanctions:** If the obligations under this policy are not met, the employer may impose sanctions, such as suspending salary payments.

7. Absence Registration and Privacy

1. **Absence Registration:** Sickness absence is recorded in an absence registration system, ensuring the employee's privacy is protected.
2. **Privacy:** Sensitive health information about the employee is treated with strict confidentiality and is only shared with individuals who need to know for their role.

8. Final Provisions

1. **Effective Date:** This sickness absence policy takes effect on August 1st 2024.
2. **Amendments:** Any amendments to this policy will be communicated in writing to the employees.
3. **Questions:** For questions regarding this policy, please contact Marleen Stuurman (Senior Manager HR & Quality).