



FOR TEMPORARY AGENCY WORKERS

Employee Handbook

Gi Group Holding B.V.

2026

#ChangeLives

OUR BUSINESS LINES

Gigroup

Gilife sciences

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WELCOME

Congratulations on your new job!

Before you know it, you will be working for one of our clients. To help you find your way around our organisation, we have created this handbook. It contains all the important information about who we are and other (administrative) matters.

We believe it is important that you enjoy your work. We will therefore contact you regularly to ask how you are doing and whether you are satisfied with your work.

We wish you every success and enjoyment in your work!

Who is Gi Group?

Gi group

Internationally, **Gi Group** has been an established name for many years. Stefano Colli-Lanzi started in Italy in 1998 by taking over Fiat's production workforce. Gi Group remains in Stefano's hands to this day. We have been active in the Netherlands since 2015 and have grown rapidly. As a result, several labels have been added to our portfolio. Below are the labels through which we operate in the Netherlands.

Gi Group specialises in employing people on a temporary and/or permanent basis. We focus on the personal and social value of work. This means we are committed to ensuring that, every day, you work for a client that suits you!

Gi life sciences

Gi Life Sciences specialises in providing tailored, sector-specific recruitment and staffing solutions within the pharmaceutical, biotechnology, fine chemicals and medical devices industries.



Grafton Recruitment is an international agency with more than 40 years' experience and a firmly established place in recruitment. We provide first-class recruitment services, talent management and HR solutions. We are a broad-based label covering a range of areas of expertise and sectors.

IMPORTANT INFORMATION

This page explains the easiest and most efficient way to enter certain information in the system. This includes your hours worked, sickness absence and leave. You will also find the contact details of the relevant Gi Group department(s).

Hours	Enter your hours every week, no later than Monday at 12:00. Use Konnekt or the client's system. Ask your supervisor to approve your hours.
Payment	Payment is made on Wednesday or Friday. No salary by 17:00? Call or email CARE/CPA.
Sick	Are you sick? Always call. Call your consultant before 09:00. Also call your supervisor at work. Do you work shifts? Report sick at least 2 hours before your shift.
Fit for work again	Are you fit for work again? Call your supervisor, your consultant and Acture if Acture has contacted you.
Time off/holiday	First ask your supervisor for approval. Then enter your time off in Konnekt or the client's system. Also inform your consultant.
Problem	Problem with your hours, pay, schedule, safety or workplace? Call your consultant. Do not wait until it is too late.

Contact

- Gi Group / CARE / CPA: +31 (0)85 800 0810
- Hours, pay and leave: cpa@gigroup.com
- Sickness notification if you cannot reach anyone: sickleave@gigroupholding.com
- Acture: +31 (0)24 890 9470

WORKING FOR GI GROUP

Get off to a good start with your new client

Bring/check in advance:

- Valid proof of identity
- Address, start time and name of your contact person at the location
- Work clothing and/or safety shoes, if agreed
- Login details for time recording, if you already have them
- Ask where to take your break, where to report and who your supervisor is

On your first working day

- Report to the agreed person on time
- Ask for an explanation of safe working practices and workplace rules
- Ask where to record your hours
- If something is not right, call your consultant the same day.

Who does what?

Gi Group is your legal employer. We arrange your contract, salary, leave and sickness absence and answer questions about the collective labour agreement (CLA).

The client is the company where you work. They provide daily instructions about your work, schedule, safety and duties.

You arrive on time, work safely, enter your hours on time and report sickness absence and leave as agreed.

Types of contract and temporary employment clause

Phase system

Your legal position is governed by the phase system under the CLA for Temporary Agency Workers. This system is based on the principle that you accrue more rights the longer you work for the same company. Below is an overview of the different phases you can progress through while working via Gi Group. The phase you are in determines your rights and obligations. In this brochure, we distinguish between the different phases when explaining all administrative matters.

For more information about your rights and obligations in the different phases, please refer to the CLA for Temporary Agency Workers.

Website: <https://www.abu.nl/cao/>

- ? Phase A: Temporary agency work agreement.
- ? Phase B: Fixed-term agreement.
- ? Phase C: Permanent agreement.

Equivalent remuneration from 2026

From 1 January 2026, the equivalent remuneration rule applies to temporary agency workers in the Netherlands.

This means that temporary agency workers are entitled to remuneration equivalent to that received by permanent employees of the client who perform the same or equivalent work.

What does equivalent remuneration mean?

Equivalent remuneration means that, as a temporary agency worker, you may not earn less than a permanent employee in a comparable role simply because you work through an employment agency. This covers not only your hourly wage, but other employment conditions as well.

What is included in equivalent remuneration?

Equivalent remuneration may include:

-  Gross hourly wage
-  Allowances (for example for shift work, overtime or irregular hours)

-  Holiday allowance
-  Reimbursements, such as travel expenses (if these also apply to permanent employees)
-  Other fixed pay components associated with the role

How is the comparison made?

To determine equivalent remuneration, the following are considered:

-  The content of the role
-  The responsibilities and job level
-  The experience and education required for the role
-  The client's job classification and pay scale.
-  Years of experience or increments, if applicable at the client
-  Allowances, travel expenses, holiday allowance, pension and other fixed employment conditions.

The temporary agency worker's remuneration is compared with that of a permanent employee performing the same or equivalent work for the client.

What does this mean for you?

For you as a temporary agency worker, this means:

-  You are entitled to fair and transparent remuneration
-  You are not disadvantaged compared with permanent colleagues in a comparable role
-  Your remuneration will be adjusted if it is found not to be equivalent

Do you have questions about your remuneration or think it is not equivalent? Contact your consultant.

Simply put, this is how it works

- The client provides Gi Group with information about the role and remuneration.
- Gi Group uses this to determine your job classification, pay scale and wage.
- Do you have demonstrable experience that the client takes into account? We will include it.
- If your work changes or you are given different duties, tell your consultant. We will then check whether your remuneration is still correct.

Other pay information

Payroll tax

Before you start working through Gi Group, complete the 'Statement of information for payroll taxes' form to determine whether you will receive the payroll tax credit. On this basis, we withhold and remit payroll tax and social insurance contributions. If your personal circumstances change, it is important to tell your consultant.

Annual statement

During the first quarter, Gi Group provides a one-off annual statement for the previous year. You may be able to claim a tax refund at the end of the year. You need the annual statement when filing your tax return, so keep it safe.

For questions about tax, call the Tax Information Line free of charge: 0800-0543.

Expense reimbursements

Depending on whether the client reimburses certain costs, these costs may also be reimbursed to you, such as travel expenses. The amount is determined by law or based on the client's reimbursements.

Child benefit and student finance

Working may affect your child benefit, depending on your salary. For more information, contact the Social Insurance Bank.

Website: www.svb.nl.

Students and school pupils with a part-time job may be eligible for the students and school pupils scheme. For more information, contact your consultant.

Pension

Under equivalent remuneration, total remuneration, including pension, is taken into account. This means that the value of the temporary agency worker's pension scheme is compared with that of a permanent employee in a comparable role at the client.

In principle, the temporary agency worker participates in the pension scheme that applies under the CLA for Temporary Agency Workers. If there are differences compared with the client's pension scheme, steps are taken to ensure that total remuneration remains equivalent. This may, for example, be achieved through compensation in wages or other employment conditions.

HOLIDAY AND ACCRUALS

Holiday

While working, you automatically accrue hours for holiday. The number of hours you accrue depends on the number of hours you work and the number of holiday days offered by the client, ensuring that your holiday entitlement is equivalent to that of a permanent employee.

How to request time off

- First ask your supervisor at the client for approval.
- Then enter your time off in Konnekt or the client's system.
- Also inform your consultant.
- Request time off in good time. It is then more likely to be approved.

Holiday allowance

Like permanent employees, you are entitled to holiday allowance. The percentage of your gross salary to which you are entitled as holiday allowance (including allowances but excluding overtime) can be found in the client's CLA. Your holiday allowance is paid automatically once a year. The month in which this happens depends on the client. If you take at least one full working week as holiday, you can also request your holiday allowance at that time.

Short-term leave, special leave and public holidays

Short-term leave is intended for appointments with a dentist or doctor, for example. You must request this leave from Gi Group Holding B.V. and the client at least one day in advance. Public holidays are generally recognised holidays on which you would normally work. These may differ from the client's CLA. Gi Group Holding B.V. pays you for public holidays, provided that you would have worked your normal or average number of hours on that day. In the portal, clearly state how many hours you would normally have worked on the public holiday. When you stop working, your outstanding accruals are paid automatically after approximately seven weeks. If you want to receive them earlier, tell your consultant.

ABSENCE AND RECOVERY

Reporting sick and fit for work

If you are sick

- **Call your consultant before 09:00.**

- Also call your supervisor at the client.
- Do you work shifts? Call at least 2 hours before your shift starts.
- Do you become ill while at work? Tell your supervisor and then call Gi Group.
- Remain available to Gi Group and Acture so that we can help you properly.

If your illness means you genuinely cannot call, ask someone else to call and call yourself as soon as you can.

Fit for work again?

- Call your supervisor.
- Call your consultant.
- Call Acture if Acture has contacted you.

While you are registered as sick, you must remain available. Your consultant and Acture will contact you.

Temporary agency work agreement

While you are sick, you are entitled to a benefit under the Sickness Benefits Act. This benefit is paid by Gi Group. The amount depends on what is agreed in the client's CLA. The first day of sickness is unpaid; this is a waiting day. Depending on the client's CLA, several waiting days may apply.

Acture's administration of the Sickness Benefits Act

Your (former) employer bears the risk under the Sickness Benefits Act. On the instructions of your (former) employer, Acture B.V. fulfils all statutory obligations arising from this self-insured status. Your (former) employer has appointed Acture to manage sickness absence records, assess claims under the Sickness Benefits Act, support return to work and determine the daily wage. Acture is supported by an occupational health and safety service in its guidance, claim assessment and return-to-work activities.

Sickness notification

If you are sick, you must personally report sick on the day of sickness, before work starts and no later than 09:00, both to the company where you would have worked and to your Gi Group contact person. If you become sick while at work and can no longer continue, report this to your Gi Group contact person and your immediate supervisor at the company where you work. Sickness notifications made by someone else are not accepted unless there is a valid reason. The final sickness notification is processed after Acture has contacted you about the nature and extent of your illness.

Staying at home

An Acture employee will contact you by text message, telephone or a home visit. You may also be called to an appointment with the occupational physician and must be available for this. Until Acture has made initial contact, you must remain at home between 08:00 and 18:00. During the first two weeks after reporting sick, you must remain at home to allow checks and obtain appropriate treatment. Are you staying at another address? Report this immediately by telephone to your Acture case manager. If you cannot be reached, you may not be eligible for sickness benefit.

Availability

To determine your entitlement to sickness benefit quickly and arrange payment, Acture needs information about your sickness absence. Acture will contact you regularly. You must do everything possible to support your recovery. You must also immediately comply with any request to attend an appointment with the occupational physician.

Occupational physician

You must attend when the occupational physician calls you to an appointment. If you are absolutely unable to attend or have already returned to work, inform your Acture case manager no later than 48 hours before the appointment. Failure to do so may affect the amount and/or duration of your sickness benefit.

Second opinion from an occupational physician

If you doubt the accuracy of the occupational physician's advice about managing your sickness absence, you can explain your reasons and request a second opinion from another occupational physician. The first occupational physician initiates the second opinion unless there are compelling reasons not to do so. In that case, the physician will explain those reasons to you.

If a second opinion takes place, the occupational physician initiates it by selecting another occupational physician together with you from the pool established by Acture. The other occupational physician may not work for the same occupational health and safety service, company or organisation as the first occupational physician. Acture pays for a second opinion by a physician from the pool. If you want to consult an occupational physician who is not in the pool, you need Acture's permission. In all cases, the first occupational physician informs Acture that another occupational physician has been engaged for a second opinion and identifies that physician.

The occupational physician providing the second opinion receives all information needed to assess your situation and the advice from the first occupational physician. The second physician decides whether to gather any further information. Once the second physician has reached an opinion, it is discussed with you first. You then decide whether it may be shared with the first occupational physician. If it is not shared, the first occupational physician's advice remains the basis for managing your sickness absence.

If the first occupational physician receives the second opinion, the physician will contact you as soon as possible and explain whether the opinion is adopted in full, in part or not at all. The first physician only informs Acture whether the second opinion has led to a change in the advice on managing your sickness absence and, if so, what the new advice is. The first physician then resumes responsibility for the advice. If you consider this undesirable because of how the second opinion was handled, you can say so. The occupational physician will then consider transferring responsibility for the advice to another occupational physician and will inform you and Acture of the decision.

Complaints procedure for occupational physician

Acture ensures that the independent occupational physician or certified occupational health and safety service has a complaints procedure. You can use this procedure if you believe that the occupational physician has acted improperly or unprofessionally towards you.

Keep your appointments

Acture expects you to honour the agreements made.

Expert opinion from UWV

When arranging your return to work, Acture follows the occupational physician's advice. If you disagree with how Acture handles this advice and/or organises your return to work, you can request an expert opinion from UWV. UWV will assess whether Acture meets all return-to-work obligations, for example whether we are doing too little or asking too much of you. An expert opinion is not legally binding, but Acture's case managers always consider it in the further handling and development of your case.

Objection and appeal to UWV

When the occupational physician declares you fit for work, or another situation arises that affects your entitlement to sickness benefit or its amount and/or duration, Acture asks UWV to issue a formal decision. If UWV concludes after review that the request was prepared with due care, it issues the decision. You and Acture each receive a copy. If you disagree with the decision, you can start objection and appeal proceedings with UWV. Fixed objection periods apply. For a declaration of fitness for work, the objection period is 2 weeks; for other matters, it is 6 weeks. UWV's Objection and Appeal department handles the objection. If you still disagree with the outcome after your objection has been considered, you can appeal to the court and subsequently lodge a further appeal. Acture has the same options.

Stay abroad

If you become sick while on holiday abroad, at least the same rules apply as for reporting sick in the Netherlands. You must report sick to your (former) employer in accordance with the sickness notification procedure above. The sickness notification is not processed until Acture has contacted you about the nature and extent of your illness. You must remain available for contact both by telephone and in person. On returning home, report immediately to your Acture case manager. Holiday days are not reimbursed unless you are admitted to a hospital or nursing facility. If you do not comply with the agreements above, you forfeit all entitlement to sickness benefit.

Holiday

While receiving sickness benefit, you may go on holiday provided that you meet a number of conditions:

- ❓ the holiday must not impede your recovery and/or return to work;
- ❓ during your holiday, you must continue to comply with the agreements in the original or revised action plan;
- ❓ you must inform your case manager of your holiday and the address where you will be staying in good time.

Tell your case manager about your holiday plans in good time; the earlier, the better. In any event, do so no later than 2 weeks before departure. In consultation with the occupational physician and/or your return-to-work counsellor, your case manager will assess whether the holiday meets the conditions above.

If you go on holiday in the Netherlands and continue to meet your return-to-work obligations, you must give your case manager the address where you will be staying no later than 48 hours in advance.

Acture checks whether you comply with your obligations. If you go on holiday and do not inform Acture, or do so too late, this will affect the amount and/or duration of your sickness benefit.

Recovery

As soon as you have recovered, you must report this immediately to your (former) employer. You do not need to wait for permission to return to work or look for other work. You may also resume your work partially or perform other replacement duties. For any remaining hours for which you claim under the Sickness Benefits Act, you must comply with the rules in these sickness absence regulations.

Sickness benefit

- ❓ Sick while employed: If you are sick and still have a contract, your employer must continue to pay your wages. The first day of incapacity for work is a waiting day for which you are not entitled to continued wage payment from your employer.
- ❓ Sick when employment ends (after the contract ends): If you are sick and no longer have a contract, you are entitled to sickness benefit through Acture or UWV. One further waiting day applies, unless you become sick on the final day of your contract, in which case two waiting days apply.
- ❓ If you become sick after your employment has ended, two waiting days apply.

Waiting days do not apply if you become incapacitated for work again within four weeks and waiting days were already taken into account for the first sickness notification. At least four weeks after

receiving your sickness notification, Acture will transfer your sickness benefit weekly. The amount is based on the average daily wage you earned with your last employer during a period of up to one year before reporting sick. Your pay details are obtained from UWV's policy records or your (former) employer's payroll records. You must immediately report any change that may affect your sickness benefit to your Acture case manager. Failure to comply with the rules may affect your sickness benefit.

Activities aimed at returning to work

If you are sick, you must do everything possible to recover so that you can return to work promptly. Your other activities must not hinder your recovery.

Privacy

Acture handles your personal data carefully and complies at all times with the General Data Protection Regulation (GDPR). Our privacy statement is available at www.acture.nl/werknemers/privacy. It explains which personal data Acture may process, for which purposes and on what legal basis. It also explains how you can exercise your rights regarding your personal data.

Contacting Acture case managers

Acture's case managers can be reached on 024-8909470.

Ziekteverzuimbegeleiding door **acture**

Als je **ziek bent** heeft jouw uitzendbureau het goed geregeld via **Acture**.

Wie is Acture?

Acture is private uitvoerder sociale zekerheid. Dit betekent dat **Acture** de uitkeringen, begeleiding en re-integratie verzorgt voor zieke en arbeidsongeschikte werknemers in de flexbranche. Dit doet **Acture** namens uitzendwerkgevers die ervoor kiezen zelf verantwoordelijk te blijven voor haar medewerkers.

Wat als ik ziek ben?

Als je ziek bent en niet kunt werken is het **belangrijk** dat je dit direct doorgeeft aan jouw uitzendbureau. Vervolgens wordt jouw ziekmelding doorgestuurd naar **Acture**.

En dan? **Acture** ontvangt jouw gegevens en neemt contact met je op via een **email** of **sms-bericht**. Het is belangrijk dat je op de **link** in de **email** of het **sms-bericht** klikt en alle vragen invult. Doe dit zo snel mogelijk op je eerste ziekte dag.

Meer weten?

De **digitale casemanager** is een applicatie van **Acture**. Wil je alvast een kijkje nemen zodat je bij ziekte niet voor verrassingen komt te staan? Scan dan de **QR code** voor meer informatie of ga naar kees.acture.nl/onboarding

Acture en jouw privacy

Acture hecht grote waarde aan privacy. Jouw gegevens worden vertrouwelijk verwerkt. **Acture** staat geregistreerd bij de Autoriteit Persoonsgegevens, de instantie die toeziet op correcte omgang met privacygevoelige informatie. Meer info? Kijk op www.acture.nl/privacy

acture

STOPPING WORK

If you want to stop working, always contact your consultant first. Your consultant will discuss the next steps with you. Do not change the arrangements yourself. Continue working as agreed until you have completed everything correctly with us.

Notice period for temporary agency work agreement

If you work under a temporary agency work agreement with a temporary employment clause (the end of your work for the client means the end of your temporary agency work agreement with Gi Group), you may terminate it immediately, provided that you notify us one working day in advance.

Gi Group must observe the following notice periods:

Temporary agency work period (weeks worked)	Notice period (calendar days)
0 to 26 weeks	0
26 to 52 weeks	10

If no other work is available after your contract ends, you are legally unemployed. In that case, you must register with CWI within 24 hours and can apply to UWV for benefits.

Suitable work

If you work under a fixed-term or permanent agreement, the assignment, and therefore your work, may end. In that case, Gi Group Holding B.V. must offer suitable replacement work. If this is not possible, your salary will continue to be paid. Work is suitable if its job group is no more than two groups below that of your most recent role and if it has the same working hours as agreed in your contract. You must accept a reasonable offer of replacement work. The obligation to continue paying wages ends as soon as you are no longer available or you refuse suitable replacement work.

WORKING AT OUR CLIENTS

Identification requirement

Since 1 January 2005, the Identification Requirement Act has applied to everyone aged 14 and over. Temporary agency workers must identify themselves using valid proof of identity. A copy is made at the office and retained by Gi Group in the payroll records. If you are not a Dutch national, Gi Group must keep a copy of valid proof of identity in your file throughout your employment. If, as a non-Dutch national, you receive new proof of identity for any reason, please visit the office so that a new copy can be added to your file. You must always carry your proof of identity at the workplace. If you are a Dutch national, a driving licence is sufficient.

Safety

Anyone who works may encounter hazardous conditions. This applies to industrial and technical roles as well as office roles. Working safely is vital for you and the people around you. Depending on your role, the company's risk assessment will be discussed with you. Below you will find information and instructions that can help improve your safety at work.

Fire

If the company where you work has a procedure for dealing with fires and accidents, always follow it. If there is no procedure, follow the steps below in consultation with your client.

- ❓ Raise the alarm and warn company management.
- ❓ Fight the fire where possible using the available firefighting equipment. If you work in the petrochemical industry, leave the site as quickly as possible and leave the firefighting to specialists.
- ❓ Call the fire service on 112.
- ❓ Warn everyone else present.

If you encounter an unsafe situation, contact your supervisor. If it happens more often, also report it to Gi Group.

Accidents

- ❓ Administer first aid to the injured person if necessary, or arrange for someone else to do so.
- ❓ Call a doctor or the fire service if necessary.
- ❓ Report the accident to your supervisor.
- ❓ If you are involved in the accident, inform Gi Group.

Personal protective equipment

Standard personal protective equipment includes work overalls and safety shoes. If there is a risk of falling objects, you must also wear a safety helmet, and if there is a risk of eye injury, safety goggles. You are responsible for using the equipment as instructed and keeping it in good condition. If necessary or prescribed, you must wear additional equipment such as:

- ❑ Special gloves.
- ❑ Safety goggles when working with hazardous substances.
- ❑ Hearing protection if the noise level exceeds 80 dB.
- ❑ Fall protection when working at height.
- ❑ Respiratory protection in dusty areas.

Environmental aspects

If it is not possible to use entirely environmentally friendly materials and working methods, you must follow the procedures used by the client.

General advice for working safely and healthily:

- ❑ If you work with racks, always check that they have been approved for use. You can tell by the NEN label.
- ❑ When working with others, always coordinate beforehand.
- ❑ If in doubt, ask a colleague or your supervisor for advice.
- ❑ Familiarise yourself with the risk assessment and any safety instructions of the company where you will work. You can ask your consultant about this.
- ❑ Keep access to safety and firefighting equipment, fire doors and emergency exits clear.
- ❑ Finally, preventing risks or accidents is always better than dealing with the consequences!

Office safety

Although working with a computer is not inherently unhealthy, it does involve health risks, particularly when you work at a screen for long periods. Below we explain the health risks associated with prolonged screen work, the signals your body may give and how you can limit these risks. If you experience problems, contact your consultant, who can then contact the relevant organisations.

Possible symptoms of prolonged computer use

Research among employees who work with screens every day shows that the following complaints are most common:

- ❑ General fatigue.
- ❑ Nervousness.
- ❑ Eye strain.
- ❑ Muscle and joint complaints.
- ❑ Headaches.
- ❑ Skin irritation.

Much has been written about RSI in recent years. RSI stands for Repetitive Strain Injury, which broadly means injury caused by repeated strain. RSI is associated with working at a computer all day. It is mainly caused by repeatedly making the same movements, such as typing and/or using a mouse, while sitting in the same position for long periods. A single day of browsing the internet will not give you RSI. The situation changes if the muscles are exposed to this every day. Below are some tips that can help you prevent RSI.

Good working posture

Good posture in relation to the desk, chair, screen and keyboard is important. With a good sitting posture, your legs form a 90-degree angle and your feet are fully supported by the floor or a footrest. Your back is adequately supported and remains in contact with the backrest. Your arms should also be supported by armrests or the desktop while you work.

For prolonged screen work, consider using a wrist rest placed against the keyboard so that your wrists remain as horizontal and in line with your hands as possible. When using a mouse, place your hand over it so that you click with your whole finger. Move the mouse from your arm, not your wrist. If you use the mouse frequently, switch hands or use another finger; with some practice, this is entirely possible. Almost every mouse click can also be performed using a key or keyboard shortcut.

Organising your work

Screen work is less demanding if you perform other tasks in between. Variety is important. It is also important to avoid staring at the screen.

ABU Code of Conduct

This Code of Conduct explains what we, as members of ABU (the Dutch Association of Private Employment Agencies), believe in and how we wish to act and behave in our daily work. This includes how we behave towards our employees, our clients, one another and the community. The Code is based on our four core values: social commitment, good employment practices, quality awareness and reliability.

This Code of Conduct explains how we uphold those values every day. When the Code refers to employees, this includes both jobseekers who have registered with us as candidates and employees who work for our clients through us. Depending on the nature of the service, this may also include temporary agency workers, seconded employees and/or payroll employees. The commitments in this Code of Conduct should therefore be viewed in light of these different types of service.

Please visit our website to view the ABU Code of Conduct.

Website: <https://gedragscode.abu.nl/>

ANY QUESTIONS?

If you have any questions, contact your consultant. You can call us or visit the office for a chat. We will do everything we can to make your time with Gi Group enjoyable.

Once again, we wish you every success and enjoyment in your new job!

Gi Group - Gi Life Sciences - Grafton Recruitment
Herikerbergweg 4
1101 NN Amsterdam

Telephone: +31 (0)85 800 0810

APPENDIX: KONNEKT GUIDE

1. You will receive an email from us to activate your account.
Please note: you can only create an account using the email address registered with us.
2. This is the home page. On the left is a menu where you can choose from different topics.

Profiel onderhoud
Persoonlijke gegevens
Urenbriefjes
Registeren uren
Overzicht urenbriefjes
Links
Vacatures
Contact
Financiën
Betalingen
Reserveringen
Loonstroken
Jaaropgaven
Account instellingen
Account instellingen

Recente betalingen
Hier zijn je laatste 5 betalingen

Datum overgemaakt	bedrag	wikeningnummer
12-12-2024	€534,63	NL31BKCH0728372185

[Naar loonstroken ...](#)

Onderhanden uren

Afgewezen (0)			Nog te versturen (0)	
Periode	Organisatie	Functie	Kostenplaats	Totaal uren
Geen items ...				

[Uren invullen](#)

Mijn reserveringen

Saldo's van je opgebouwde reserveringen

Omschrijving	Saldo
Vakantieuren totaal	3,46 uren

- If you want to change anything, inform your contact person in writing.

Persoonlijke gegevens
Hieronder vind je je persoonlijke gegevens. Klopt hier iets niet? Je kunt het meteen aanpassen.

E-mail adres

E-mail *

Persoonlijke gegevens

Voornaam *

Tussenvoegsel

Achternaam *

Contact gegevens

Mobiel telefoonnummer *

Postcode * / Huisnummer *

Straat *

Plaats * / Land *

[Opslaan](#) [Annuleren](#)

4. Register hours
 - Here you can enter your hours worked. Follow these steps:
 1. Click the employer/placement where you work.
 2. Enter the hours
 - ? Correct number of hours
 - ? Correct day
 - ? Correct type of hours
 - Finished? Click 'Submit'.

The screenshot displays two pages from the Gi Group employee portal. The top page, 'Uren boeken', is for registering hours. It features a navigation bar with 'Home', 'Profiel onderhoud', 'Urenbriefjes', 'Links', 'Financiën', and 'Account instellingen'. The main content area includes a header for 'Giant Inzake Ekaterina Global Operations B.V. / Brammer' and a date range of '2024 week 51' to '16 dec - 22 dec'. Below this, there are buttons for 'Urenregels toevoegen' and 'Vergoeding toevoegen'. The 'Uren boeken' section has a table for entering hours by day (ma 16 to zo 22) and type (Normale uren L: 100%, KM vergoeding onbelast, Opmerking(en)). A 'TOTAAL' row shows a total of 24.00 hours. The bottom section, 'VERLOFDAGEN', shows 'Opnemen Verlofdagen' with a value of 3.46. The bottom page, 'Overzicht urenbriefjes', shows a list of hours sheets with columns for 'Periode', 'Organisatie', 'Functie', 'Uren', 'Herkomst', 'Status', and 'Behandelaar'. A red circle highlights the 'Uren' column. The left sidebar contains links for 'Profiel onderhoud', 'Urenbriefjes', 'Links', 'Financiën', and 'Account instellingen'.

6. Vacancies
 - Click 'Vacancies' on the left to view all current vacancies.
7. Contact
 - Click 'Contact' on the left for all contact details.

8. Payments

- Here you will find all your payments.

Home
Profiel onderhoud
Urenbriefjes
Links
Financiën
Account instellingen

Profiel onderhoud
Persoonlijke gegevens
Urenbriefjes
Registreer uren
Overzicht urenbriefjes
Links
Vacatures
Contact
Financiën
Betalingen
Reserveringen
Loonstroken
Jaaropgaven
Account instellingen
Account instellingen

Betalingen

Betalingen gedaan gedurende het afgelopen jaar

Datum overgemaakt			
12-12-2024	€534,63	NL31BKCH0728372185	12-12-2024

Home
Profiel onderhoud
Urenbriefjes
Links
Financiën
Account instellingen

Profiel onderhoud
Persoonlijke gegevens
Urenbriefjes
Registreer uren
Overzicht urenbriefjes
Links
Vacatures
Contact
Financiën
Betalingen
Reserveringen
Loonstroken
Jaaropgaven
Account instellingen
Account instellingen

Mijn reserveringen

Saldo's van je opgebouwde reserveringen

Omschrijving	
Vakantieuren totaal	3,46 uren

Home
Profiel onderhoud
Urenbriefjes
Links
Financiën
Account instellingen

Profiel onderhoud
Persoonlijke gegevens
Urenbriefjes
Registreer uren
Overzicht urenbriefjes
Links
Vacatures
Contact
Financiën
Betalingen
Reserveringen
Loonstroken
Jaaropgaven
Account instellingen
Account instellingen

Mijn salarisstroken

Gebruik de jaar en week filters om de juiste salarisstrook te vinden.

Jaar: 2024 Werkweek: -

Jaar	Werkweek	Salaris	
2024	49	€534,63	📄 📄

11. Annual statements

- Here you will find all your annual statements.

The screenshot displays the employee portal interface. On the left, a sidebar lists navigation options: **Profiel onderhoud** (with sub-link *Persoonlijke gegevens*), **Urenbriefjes** (with sub-links *Registreer uren* and *Overzicht urenbriefjes*), **Links** (with sub-links *Vacatures* and *Contact*), **Financiën** (with sub-links *Betalingen*, *Reserveringen*, and *Loonstroken*), and **Account instellingen** (with sub-link *Account instellingen*). A blue arrow points to the **Jaaropgaven** link under the **Financiën** section. The main content area is titled **Mijn jaaropgaven** and shows a table for **Overzicht jaaropgaven**. The table has two columns: **jaar** and **Werkgever**. The first row shows 'Geen items ...'.

APPENDIX: ANTI-DISCRIMINATION POLICY

General principle

Work creates value for everyone. Gi Group, represented by Mark Korevaar, LL.M., considers it essential that everyone has equal opportunities regardless of age, sex, marital status, sexual orientation, philosophical, political or religious beliefs, race, ethnic origin or nationality.

We feel directly involved in and responsible for preventing discrimination within and outside our organisation. We do this by pursuing an active anti-discrimination policy within Gi Group. As part of this policy, we have taken measures and made agreements that enable us to recognise discriminatory requests from a client and know how to act when such a situation arises.

It is equally important that we can provide our employees with a safe working environment at all times. This means ensuring that our clients comply with the regulations designed to keep the workplace safe. It is also important that our employees know where to turn if such an incident occurs. Through information, training, instruction and clear agreements, we remain alert and vigilant. Within Gi Group, the HR department has been appointed as coordinator, central point of contact and confidential adviser.

Everyone in our organisation must comply with the anti-discrimination policy. Audits and inspections are carried out periodically. Their results are recorded and used as a basis for evaluations with employees. Where necessary, adjustments, improvements, or corrective and preventive measures are implemented as a result. This policy is evaluated and updated at least once a year.

Purpose

The purpose of this policy is to make the following clear and transparent to employees working for our clients:

1. What Gi Group means by discrimination/discriminatory requests
2. What Gi Group's position is on discrimination/discriminatory requests
3. The responsibilities of Gi Group in combating discrimination/discriminatory requests on behalf of our employees
4. Questions, complaints and contact regarding discrimination/discriminatory requests by a client

1. Definition of discrimination

Discrimination means making a direct or indirect distinction between people on the grounds of age, sex, marital status, sexual orientation, philosophical, political or religious beliefs, race, ethnic origin or nationality.

Discrimination expressly includes complying with requests from clients to distinguish between people during recruitment and selection based on criteria that are not necessary or relevant to proper performance of the role.

2. Position of Gi Group

- a. Gi Group rejects all forms of discrimination.
-  Requests from clients to take certain criteria into account during recruitment and selection are only accepted where there is objective justification.

Objective justification exists if selection based on the requested criteria:

-  Serves a legitimate aim. This means there is a valid role-related reason to select on the relevant criteria during recruitment and selection; safety is an example of a legitimate aim;
-  Is suitable for achieving the legitimate aim;
-  Is reasonably proportionate to the aim;
-  Is necessary because there is no other, less discriminatory way to achieve the aim, thereby satisfying the necessity criterion.

- b. Gi Group does not tolerate discriminatory treatment of employees by third parties. Here, employees also include those who work under the direction and supervision of a hiring organisation.

3. Responsibilities of the employer

Gi Group is responsible for:

- a. Ensuring a safe working environment at our clients where people treat one another with respect, constructive discussion is encouraged and inappropriate conduct in any form is prevented and addressed;
- b. Making this anti-discrimination policy known and implementing it. This includes ensuring that employees:
 - ? Are informed about and familiar with the policy
 - ? Are prepared for situations in which they face a discriminatory request and know how to discuss it with their supervisor and reject the request. We do this by providing guidance and giving employees the opportunity to refer the situation to Gi Group if they cannot resolve it themselves.

4. Questions, complaints and contact

If employees working for one of our clients encounter or observe discrimination or receive discriminatory requests, they can report this to Gi Group. Complaints about discrimination can be submitted to the Complaints Committee. The Committee handles complaints objectively in consultation with management and aims to respond within two weeks.

If necessary, advice may be obtained from an external organisation. Our HR department may also make recommendations if the complaint warrants this. The contact details are:

Telephone: 023-7111180

Email: HR.nederland@gigroup.com

Steps

- Step 1: discuss it with your consultant.
- Step 2: unable to resolve it? Email your complaint to HR Netherlands: HR.nederland@gigroup.com.
- Step 3: include your name, telephone number, client, the date and what happened in your email.
- Step 4: HR confirms receipt and processes the complaint.
- Step 5: you will receive a response as soon as possible. The target is within two weeks.

Call immediately if the matter concerns safety or serious inappropriate conduct.

- If there is immediate danger, stop work safely and warn your supervisor.
- Then call Gi Group immediately: +31 (0)85 800 0810.
- In an emergency or if there is danger, call 112.

Name:

Address:

Date of birth:

Telephone:

Received by:

Date:

Via: letter / fax / telephone / email / in person / other:

Complaint details:

After a complaint has been submitted, it is processed by the complaints officer (HR.Nederland@GIGroup.com). You will be contacted about the complaint within two weeks. If you have a preferred method of contact, you can state it below, for example in writing, by telephone, by email or in a meeting.