

Employment Procedure

Employee

- ❖ Any individual who has entered into or works under a contract of employment or a contract of service or apprenticeship, whether express or implied, and (if it is express) whether oral or in writing, or as defined by the applicable law, with the company.

Legal

- ❖ Fundamental Rights of Workers (The Netherlands)
- ❖ Working Conditions Act (ARBO)
- ❖ Government Minimum Wage

Employment

1. All employees, when joining, shall have an Employment Contract
2. The employment contract will have the terms of employment
3. The employment contract will need a copy of passport or ID with Age Proof
4. No children or young persons under the age of 18 shall be employed
5. The company shall not retain any original documents of employees, only copies shall be filed
6. The employees are not required to pay any Deposits, Recruitment Fees or any other such fees

Insurance

1. The company will comply with the Taxation and social security requirements and deduct & pay the Taxes & social security insurance amount as per the Employment Contract
2. All employees shall be covered under State & Company Pension Insurance
3. All employees are covered under accident insurance

Child Labour & Forced Labour

1. Company does not support Child Labour. No children shall be employed.
2. No young person shall be employed in any areas of work
3. No forced labour shall be used in any areas of work
4. No original documents of employees shall be retained by the company for any purpose whatsoever. Only copies shall be retained. Originals, if asked for verification of the copies, shall be returned
5. No amount of deposit shall be taken from Employees to hold them in the job

Discrimination

1. Company does not discriminate between employees on the basis of race, religion, sex or sexual preference, political affiliations or any other basis and complies with the Equal Opportunity and Equal Pay regulations
2. Company complies with the requirements of Fundamental Rights of workers

3. All workers are treated equally and the growth is based on performance

Grievances

1. Employees can approach the management in case of any grievances. All suggestions for improvement in the systems are welcome.

Health & Safety

1. Any employee who sees a Health or Safety issue, is required to report the same to the management and the issues would be resolved
2. The office has provided a basic First Aid box for the use of any employee that needs the same. The office has a qualified first aider
3. Any other health issues, call 112 – Emergency Services for Ambulance

Freedom of Association

1. Employees shall be free to join any employees Union or Association
2. The company does not prevent any such membership and there are no repercussions

Leave

1. All legally mandated leaves are given to the employees
2. All National Holidays are observed
3. Christian Holidays are observed, but any employee who wants to observe other religious holidays are allowed to observe them.

Termination of Service

1. The employees are free to terminate their service after due notice is given according to applicable contract and law.

Human Trafficking

1. Company does not support Human Trafficking
2. Company will not tolerate any Human Trafficking from any Labour Agency the company may work with