

SICKNESS ABSENCE REGULATIONS

Organisation is self-insurer under the Sickness Benefits Act. Acture Bedrijven B.V. arranges for compliance with all statutory obligations that arise from self-insurance status under the Sickness Benefits Act on the instructions of **Organisation**. **Organisation** has appointed Acture to arrange for absence records, assessment of claims made under the Sickness Benefits Act, reintegration to work and the determination of the daily wage. Acture is supported by an occupational health and safety service when it provides assistance, claim assessment and reintegration.

Sickness notification

Organisation, your former employer, will report your sickness notice to Acture. Your Casemanager of Acture will contact you by telephone within 5 working days. Always make sure you can be reached by telephone. In the unlikely event that you are unable to answer the telephone, you are obliged to call back within 24 hours. If and to the extent that you are not reachable in violation of the aforementioned provisions, we cannot process your sickness notice and you will not receive sickness benefits.

Notifying UWV

Acture will notify UWV that your sickness notice is received and will be processed by Acture. You do not need to inform UWV yourself about your sickness notice.

Accessibility

During your sickness absence you must maintain regular contact with Acture. Because of the Eligibility for Permanent Incapacity Benefit (Restrictions) Act (Wvp) it is important to enable intensive contact and consultation. If you are residing at another address, you must immediately report this to your Casemanager of Acture.

Sickness benefit

Four - six weeks after receiving your sickness notification, Acture will transfer the sickness benefit to you on a weekly basis. The level of your sickness benefit is based on the average daily salary that you earned with your last employer, to a maximum of 1 year prior to the sickness notification. Your salary details are obtained from the benefit entitlement database of the Employee Insurance Agency (UWV) or from the salary administration of your former employer.

All changes that could have consequences for your sickness benefit should be immediately reported by you to the Casemanager of Acture. If you do not comply with the rules, this may have consequences for your sickness benefit.

Activities aimed at resuming work

If you are ill, you are obliged to do everything within your power to become healthy again so that you can resume work quickly. Your other activities must not obstruct your recovery.

An agreement is an agreement

Acture expects that you keep to the agreements that are made.

Recovery

You are obliged to notify your Casemanager of Acture of your recovery. You do not have to wait for permission to resume work or to start looking for other work.

It is also possible that you partially resume your work or carry out other replacement activities. You are required to inform your Casemanager of Acture about your income from salary. According to the Sickness Benefit Act your income from salary must be deducted with your sickness benefit. As long as you have any (partial) claim to the Sickness Benefits Act, you are obliged to comply with the rules in these absence regulations.

Holiday

You are allowed to go on holiday if you receive sickness benefits provided you satisfy several conditions:

- your holiday must not obstruct your recovery and/or reintegration;
- you are required to comply in full with the agreements laid down in your (amended) plan of approach during your holiday as well;
- you indicated your holiday address and place of residence to your Casemanager on time.

Notify your holiday plans on time; the sooner the better. But in any event at least 2 weeks before your departure. Your Casemanager assesses whether your holiday satisfies the above conditions in consultation with the company doctor and/or your reintegration supervisor.

If you go on holiday in the Netherlands and you continue to comply with your reintegration obligation, you will be obliged to notify your Casemanager of the address where you will be staying at least 48 hours in advance.

Acture checks whether you comply with your obligations. You are going on holiday and you have not informed Acture or you have informed Acture too late? Such will have consequences for the amount and/or duration of your sickness benefits.

Company doctor

You must do everything possible to co-operate in your recovery. This also means you must comply with a summons from the company doctor to appear at the consultation hour. If you are absolutely unable to appear at the consultation hour, or are already working again, you must inform your Casemanager of Acture no later than 48 hours before the appointment. If you fail to do so, this may have consequences for the level and/or duration of the payment of your sickness benefit.

Second opinion with respect to the company doctor

If you doubt the correctness of the advice concerning absence management issued by the company doctor, you may indicate this to him while providing the reasons and request a second opinion from another company doctor. The first company doctor sets this second opinion in motion unless he has important arguments for not doing so; he will notify you of these arguments if this is the case.

If a second opinion takes place, the company doctor sets this in motion by selecting together with you a different company doctor from the pool set up for this purpose by Acture. This other company doctor must not be employed within the occupational health and safety service, the company or institution where the first company doctor is employed. Acture bears the costs of the second opinion when selecting a company doctor from the pool. If you would like to consult a company doctor who is not part of the pool, you will require Acture's approval. The first company doctor always informs Acture that another company doctor is being engaged for a second opinion and who this company doctor is.

The company doctor who provides the second opinion receives all information required for assessing your situation and the advice that was issued from the first company doctor. He then decides whether he still wishes to collect further information. Once the second company doctor has formulated his advice, he will first discuss it with you. You will then decide whether this advice will be

shared with the first company doctor. If this does not take place, the advice from the first company doctor will continue to serve as the starting point for absence management.

If the first company doctor is provided with the advice, he will contact you as soon as possible after he receives it and he will tell you while providing reasons whether he will take over the advice in full, in part or not at all. He only reports to Acture whether the second opinion is reason for him to change his advice about absence management and, if so, what his new advice comprises. He then resumes issuing advice about absence management. If you consider this undesirable because of the manner in which he deals with the second opinion that was provided, you may indicate this. The company doctor will then consider whether he will transfer issuing advice about absence management to another company doctor and he reports his decision to you and to Acture.

Company doctor complaints procedure

Acture ensures that the independent company doctor or certified occupational health and safety service has a complaint procedure in place. You can make use of this procedure if you are of the opinion that the company doctor has treated you in an indecent or unprofessional manner.

Expert opinion from the Employee Insurance Agency (UWV)

Acture follows the advice issued by the company doctor when setting up reintegration. If you disagree with the manner in which Acture handles this advice and/or how it shapes reintegration, you may request an expert opinion from UWV. UWV will then assess whether Acture complies with all reintegration obligations: for example: whether our reintegration efforts are sufficient or whether we may be asking too much of you. The outcome of an Expert Opinion is not legally binding, but the Casemanagers of Acture do always take it into account in the follow-up of the file and the development thereof.

Objection and appeal to UWV

If the company doctor declares you fit for work or another situation occurs that has an impact on your entitlement to benefits under the Sickness Benefits Act and/or the duration thereof, Acture will request a decision from UWV for this purpose. UWV issues a decision if it considers, following assessment, that this application was formed in a careful manner. You will receive a copy, as will Acture. If you disagree with the content of the decision, you have the right to initiate objection and appeal proceedings at UWV. This agency applies fixed terms for submitting an objection in this connection. The term for submitting an objection is 2 weeks for a decision regarding a statement of recovery; a term for submitting an objection of 6 weeks applies for other subjects. The objection is handled by the UWV Objections and Appeal department. If you disagree with the outcome after your objection has been handled, you have the right to appeal to the District Court and thereafter file further appeals. This option is also available to Acture.

Privacy

Acture handles your personal data with due care and always respects the General Data Protection Regulation (GDPR). You can find our Privacy statement on www.acture.nl/werknemers/privacy. This statement describes what personal data Acture may process, for which purposes and on what legal basis. The statement also includes information on how you may exercise your rights with respect to your personal data.

Contact with Acture

Your Casemanager of Acture can be reached at: **+ 31 (0)24- 750 40 00.**