# Working for InAxtion in the Netherlands

## Selection criteria.

You want to know if the job suits you and matches your ability. We want to make sure your skills need the demands of the job at hand and we can live up to your expectations.

What we need to make a good match:

## Send us your Curriculum Vitae.

We require your detailed Curriculum Vitae to determine your qualifications. We want to know all about your experience, professional education and other training you had in your career so far. Your age is not important, as long as you are fit to do the job you are more than welcome at InAxtion.

## Professional Experience.

To review your experiences please prepare a detailed CV. For instance being an "electrician" with experience in "switchboards" does not give us enough information.

We want to know if you assembled, wired or connected those switchboards and where those switchboards were used. For instance, "assembling and wiring of switchboards to feed and control a hydraulic press, I was also involved in testing the configuration" is a far better description of your skills.

# Vocation, training and certification.

To understand your capabilities further please inform us about your vocation (professional education) and any relevant professional training you have done. If possible, we would like to receive a copy of relevant certificates you hold in PDF-format.

# Income.

We understand you want to know all about income and payments. We offer a competitive pay and a generous compensation for the extra costs of housing and travelling to and from the Netherlands. Salaries are based on the actual job you perform and renumerations on the actual costs you make. We pay every week, per bank only.

To ensure transparency and correctness we put the agreement in writing. Salary is agreed upon as a gross salary of which we are obliged to deduct Dutch wagetax and social security premiums.

You are on a Dutch payroll, taxes and social security system. According to European legislation this entitles you to full social benefits in your homeland.

## Equal pay.

The Equal Pay Act requires that men and women in the same workplace be given equal pay for equal work. The jobs need not be identical, but they must be substantially equal. Job content (not job titles) determines whether jobs are substantially equal.

At InAxtion usually the Collective Labour agreement for Metalworkers ("cao metaal en techniek") is used to determine your salary. This collective labour agreement enables a fair and transparent salary.

# Gross salary.

The regular gross salary according forementioned collective labour agreement is converted to an hourly gross salary which is the basis of your payslip. Based on this you are entitled to substantial additions:

- <u>Reduction of working hours</u> ("ADV"). Every week you are entited to two hours 'off-time' to be scheduled by the sitemanager. Instead of this, InAxtion reimburses you directly by a 5,39% increase in hourly salary. This is already included in the wages on the payslip.
- <u>Holidays</u>. You are entitled to 25 paid holidays per year, which builds up as an extra 10,87% on your salary and payable when you have a holiday. The buildup is stated on your payslip and only the total amount you have build up will be paid.
- <u>Holiday allowance</u>. Quite unique in Europe a 8,33% holiday allowance, payable in May. Again, buildup will be on your payslip.
- <u>National (dutch) holidays</u>. Here you buildup 3,04% of your salary, payable on a National holiday. There are seven National Holidays in 2021.
- <u>Short absence</u>. 0,60 % of your salary is available in case you need to see a doctor or dentist so you can have a paid leave of absence.

# Extra's on salary, if applicable.

Overtime	127,69% of regular salary for the first 2 hours overtime per day.	
Shift time	150%	
Saturday	150%	
Sunday	200%	
Paid (national) Holidays	200%	

# Special: 30% facility.

Living in another country and working in the Netherlands you could qualify for the 30% facility, a ruling which allows non-residents to receive max 30% of gross salary as a net cost-compensation. This ruling is based on the "Uitruil ET vergoedingen" in the NBBU CAO (the collective labour agreement for temp agencies) and has the following conditions:

- 1. The facility applies to the migrant worker who has lived outside the Netherlands, more than 150 kilometers from the Dutch border, for more than 16 months from the 24 months before his or her first working day in the Netherlands.
- 2. From the first day on, the facility applies for a maximum of five years.
- 3. Only a limited list of actual incurred costs can be reimbursed:
  - a. Cost of second housing in the Netherlands
  - b. Cost of Living allowance (COLA)
  - c. Travel expenses to and from your resident country.

- 4. Reimbursements will be paid only for actual costs, you need to provide receipts or documentation.
  - a. Housing: you need to provide a rental agreement or an invoice for rent paid. This is usually a weekly invoice.
  - b. In case InAxtion provides your housing we will take care of this administration and pay the invoice from your salary.
  - c. Cost of Living Allowance. Every hour you worked you are entitled to an allowance. Your timesheet is proof of the number of hours worked.
  - d. Travel expenses.
    - i. You need to declare all kilometers driven on a written statement, the form is provided by InAxtion.
    - ii. Send in your airline tickets and declare all kilometers driven to and from the airport on the formentioned form.
    - iii. Or a busticket plus kilometers to and from the busstop.

## Note on travel expenses.

Please note reimbursement of travel expenses are under scrutiny of tax authorities in Europe. InAxtion can ask you for additional information to substantiate your costs such as a receipt for petrol.

Travel expenses will also be reviewed against timesheets for plausibility. It is highly unlikely anyone will travel 2.500 km by car to go home and return, all within 48 hrs. Travelling by aeroplane makes such an itinerary more likely.

When travelling by car we assume you need 4 x times the time needed for a single trip to recuperate, calculated at the distance divided by 80 km/h. So if you live 2.500 km from the Netherlands we assume you need 125 hours or 5 days in which you are not available for work.

# Standard cost reimbursements.

## Safety allowance.

We expect you to use your own standard safety gear and handtools for which we will reimburse you on an hourly basis. We shall provide you with gear if it is not standard or if you do not have your own gear.

## Daily travel expenses to and from the workplace.

All kilometers will be reimbursed with a maximum amount of € 0,19 per kilometer. Google maps will determine the kilometers.

Verklarende woordenlijst.

Bruto loon	hourly wages	The Equal Pay Act requires that men and women in the same workplace be given equal pay for equal work. The jobs need not be identical, but they must be substantially equal. Job content (not job titles) determines whether jobs are substantially equal.
CAO	Collective Labour Agreement	substantially equal. Working for InAxtion the Collective Labour agreement for Metalworkers ("cao metaal en techniek") is used to determine your regular hourly salary.
ADV	Reduction of working hours	Every week you are entiteld to two hours 'off'; instead InAxtion reimburses you directly by a 5,39% increase in your salary. This is already included in the hourly wages on the payslip.
Vakantiedagen	Holidays	You are entitled to 25 paid holidays per year
Vakantiegeld	Holiday allowance	And a 8,33% holiday allowance, payable in May.
Feestdagen	Paid National	National holidays are paid holidays
Kort Verzuim	(dutch) holidays Short absence	In case you need to see a doctor or dentist.
ET regeling	30% facility	A ruling which allows non-residents to receive max 30% of gross salary as a net cost-reimbursement. This ruling has the following conditions: - It applies to migrant workers whohas lived outside the Netherlands, more than 150 kilometers from the Dutch border, for more than 16 months from the 24 months before his or her first working day in the Netherlands.
		- Only these actual incurred costs can be reimbursed:
Huisvesting		Cost of second housing in the Netherlands
Scheidingsgeld		Cost of Living allowance (COLA)
Reiskosten buitenland		Travel expenses to and from your resident country.
Montagegeld	Safety allowance	Reimbursement for using your own workclothing and handtools
(collectieve) Ziektekosten verzekering	(Group) medical insurance	You are obliged to a dutch medical insurance you are to pay a part of the premium yourself. We offer you an option to join a group medical insurance which is app. 10% cheaper.
Overuren	Overtime	
Ploegentoeslag	allowance Shift work allowance	
Zaterdag toeslag	Saturday hours allowance	
Zondag toeslag	Sunday hours	
Feestdagentoeslag	allowance National holiday allowance	