Procedures & rules employees Metadax B.V.

General overview:

- Agency: Metadax B.V.
- Weekly payments
- Payments the latest on Fridays

Contract:

- Step 1: collecting personal documents:
    - Passport / ID
    - Home address
    - E-mail address
    - Telephone number
    - IBAN / bank account number
    - BSN
    - Drivers license
    - Utility bill of home address (proof of living)
- Step 2: AFAS-App registration:

1. Download AFAS-App
    - Android : AFAS Pocket - Apps op Google Play
    - I Phone : AFAS Pocket in de App Store

2. Received a QR Code : - > Scan the QR Code



Didn't receive a QR Code:
- Click on -> ''anders aanmelden''
- Type in your e-mail address
- Type in the Code : -> Metadax: **CQYFUP**



3. You will receive an e-mail with an activation code. (Check your spam folder)

4. Type the code in.



5. Assign a new personal passcode.

Salary & payments:

- You and your contact person at Metadax have made an agreement about your salary and possible benefits
- The agreed amount of salary will be transferred weekly to your bank account
- You will receive your payslip every week on your e-mail
- Possible advance payments will be deducted from the first following salary
- Requests to pay out reservations must be emailed to: administration@metadax.nl with the following information in the title: ''First name – Last name – Week number to be paid out''
- Build up reservations can be found on your payslip:

Reservations	Percentage	Opening balance	Opbouw	Opname	Balance
Vakantie-uren	8,74%	16,57	3,50		20,07

Health insurance, sickness & accidents:

- If Metadax arranged your health insurance it is with **zorg en zekerheid** (www.zorgenzekerheid.nl)
- If needed please ask administration@metadax.nl to send your insurance card
- When you are sick on a working day you need to call to Metadax on +31(0) 88 408 85 00 before 10:00 AM. Also inform your contact person at Metadax and the client where you are working about your sickness and expected start date.
- When you had an accident on your job you need to call to Metadax on +31(0) 88 408 85 00. Also inform your contact person from Metadax.

Job operations & planning:

- Questions about your job operations and planning you can contact your accountmanager at Metadax.

Timesheets + expenses:

- Your accountmanager or jobcoach at Metadax can inform you if the client will send the hours directly to Metadax or if you need to fill in a timesheet from Metadax
- If you need to fill in a timesheet yourself, please send it weekly to: administration@metadax.nl the latest on Tuesday before 12:00 AM (example: if you send your timesheet from week 35 you need to send it the latest in Tuesday 12:00 AM of week 36).
- When driving a company car please send your gasoline tickets to: administration@metadax.nl the latest on Tuesday before 12:00 AM (example: if you fill the car on week 35 you will receive the amount together with the worked hours of week 35).
- When driving your private car please write the commuting kilometres per day on the timesheet of Metadax and send it to: administration@metadax.nl to latest on Tuesday before 12:00 AM

Salaries & financials:

- If you have any questions about your salary or financials please send an e-mail to: administration@metadax.nl
- Please be specific in your e-mail, if something is wrong please explain what exactly.
- Put your full name, your employee number and the name of the client that you are working at in the topic of the e-mail

Facilities (housing, cars, PPE & tools):

- Your jobcoach at Metadax will be your contact person regarding facilities
- If you have any questions about your accommodation and/or company car or tools please send an e-mail to: support@metadax.nl
- Please be specific in your e-mail, if something is wrong please explain what exactly. (example: if you don't have any hot water in the accommodation please send pictures or a video of the boiler)
- Put your full name, your employee number and the address of accommodation and/or license plate of the company car in the topic of the e-mail
- You are obliged to keep the accommodation and/or company car in good condition by cleaning and normal usage
- When leaving the accommodation please clean your room and shared facilities and discuss with your jobcoach at Metadax where to return the keys and send pictures to support@metadax.nl (if the accommodation is left dirty or damaged costs will be charged / withhold from your salary)
- Please make sure to clean and fill the company car when returning to one of our facility offices – Argon 21, 4751 XC Oud Gastel or Albert plesmanweg 1a, 4462 GC Goes (if the company car is dirty or damaged costs will be charged / withhold from your salary)
- If you are returning the company car outside of office hours make sure to make pictures of the: front, back, sides, inside and kilometres and send it to support@metadax.nl
- Always consult with your jobcoach at Metadax about when and how to leave the accommodation and/or return the company car
- The person who is provided a company car by Metadax is always responsible and accountable for that car (fines, damages, etc. will be charged to that person)
- When receiving tools and/or PPE you are responsible for it, so make sure to store it somewhere safe and maintain it properly (if PPE's and/or tools are lost or stolen costs will be charged / withhold from your salary)

Vacation planning:

- You need to inform midoffice@metadax.nl minimal 2 weeks before your leave regarding your vacation planning
- You need to discuss/request your vacation planning with your foreman of the client where you are working at
- You need to discuss with your jobcoach at Metadax if it's possible to leave your belongings in the accommodation (only with proof of your jobcoach you can leave your belongings)
- In general our employees go 3 times per year on vacation with a maximum of 10 weeks divided over those 3 times
- Ask your jobcoach at Metadax for instructions regarding leaving the accommodation, returning the company car / tools / PPE

Notice periods:

- There is a 2 weeks notice period for leaving (always discuss with your accountmanager or jobcoach at Metadax)
- There is a 2 weeks notice period for vacations / days off

Overview:

- QUESTIONS REGARDING **SALARIES & FINANCIALS**: administration@metadax.nl
- QUESTIONS REGARDING **HOUSING, CARS, PPE & TOOLS**: support@metadax.nl
- SEND **HOURS & EXPENSES** TO: administration@metadax.nl
- CALL YOURSELF **SICK** BEFORE 10:00 AM: +31(0) 88 408 85 00
- SEND ABSENCE / VACATION DATES TO (LAST WORKING DATE – TRAVEL DATE – RETURNING DATE – BEGIN WORKING DATE): midoffice@metadax.nl