

**<Employer>** is a self-insurer under the terms of the Sickness Benefits Acts (*Ziektewet*). On behalf of **<Employer>**, Qare Flex B.V. (hereinafter: Qare Flex) ensures the fulfilment of all legal obligations arising from self-insurance under the terms of the Sickness Benefits Acts. This implies that Qare Flex has established sickness absence regulations to which you, as a former employee of **<Employer>**, should comply.

### Sickness notice

If you fall ill, you must report this personally and on the day of illness to **<Employer>**. When you reach the end of your employment contract, **<Employer>** will report your illness to Qare Flex. Qare Flex will contact you the next working day at the latest. During these two days, you must be available for contact by telephone between 8:30 am and 17:00 am, to ensure this contact can take place. Qare Flex can also choose to make a home visit. To ensure this visit can be made, you are obliged to stay home on the days as mentioned above between 08:00 am and 18:00 am. If you are staying at a different address, you must notify Qare Flex by telephone immediately.

### Co-operation to recovery

You are obliged to do everything possible to co-operate to your recovery. Besides, you will not carry out any activities which may harm or delay your recovery.

### Company doctor

You must respond to a call from the company doctor to attend consultation hours. If you are not able to attend at the appointment, you must notify Qare Flex, at least 48 hours before the time of the appointment. If you (repeatedly) fail to do so – and you fail to attend at the appointment without notifying Qare Flex or without a valid reason – this may have consequences for the amount and / or the duration of your sickness benefit.

It is also possible for you to contact the company doctor yourself. This can be done by way of contacting your case manager from Qare Flex.

### Staying abroad

Do you intend to travel abroad while being ill? Then you should contact Qare Flex. This should be done at least two weeks in advance. Staying abroad must not become a barrier for recovery. Besides, staying abroad doesn't keep you from obeying the obligations arising from the Sickness Benefits Act and the Eligibly for Permanent Incapacity Benefit (Restriction) Act (*Wet Verbetering Poortwachter*). You can be obliged to be examined by a doctor of an organisation similar to UWV (Employee Insurance Schemes Implementing Body) or another doctor appointed by Qare Flex. Besides, you can be obliged to keep in touch with the case manager of Qare Flex.

### Recovery

As soon as you have recovered, you should report this the same day to Qare Flex. Also, if you resume your work, you have to notify Qare Flex immediately. You do not have to wait for permission to return to work, unless these activities are bad for recovery.

### Sickness benefit

On behalf of Qare Flex, Raet takes care of the payment of the sickness benefit. This implies that Raet calculates your average daily wage, pays your sickness benefit and makes sure you receive your pay slips, annual statements etc. In case you have questions about your average daily wage or your pay slips, you could contact Raet between 8.30 and 12.30 AM, via telephone number: 088 – 230 23 47.

Your pay slips and annual statements can be consulted in the portal of Raet (Youforce). Your login data for this portal will be sent to you by e-mail from sender [noreply@youforce.com](mailto:noreply@youforce.com). Possibly, this e-mail will end up in your 'spam box'. Therefore, always check this e-mailbox when you didn't receive your login data. In case your e-mail address is unknown, you will receive your login data per letter.

Changes regarding your situation which may be of influence on your sickness benefit should be reported to Qare Flex. Qare Flex will provide this information to Raet. In case extra information is required to calculate the changes of your sickness benefit correctly, you are obliged to provide Qare Flex this information if requested.



**Privacy**

Sensitive personal data will always be handled with care. Qare Flex is not able to look into your medical files. The company doctor will not share any medical information with Qare Flex without your explicit, written permission.

**Right of access and readjustment**

You have the right to submit a written request for access and readjustment of your personal data freely and with reasonable intervals. This request has to include a date and signature of you or your representative (with proof that the representative is really your representative). In this request, also your name, address, National Insurance number and date of birth have to be mentioned.

A request for readjustment can only be submitted after you got access to the data to which you request readjustment.

*Qare Flex can be contacted on telephone number: 088 – 102 16 00*

