

## **General Labour Conditions**

### ***Behaviour***

You help your colleagues. You don't gossip. If you have an issue with a colleague you talk about it and sort it out. Among colleagues we do not accept (sexual) intimidation, intolerance, obscenity, racism or other forms of exclusion.

### ***Integrity***

With the Netherlands Heart Institute there is zero tolerance for plagiarism or falsification of scientific results. You will not accept any paid work outside Netherlands Heart Institute without prior consultation with the management of NHI.

### ***Visibility Netherlands Heart Institute***

- Every employee adds the Netherlands Heart Institute logo to their e-mail signature.
- Mentions Netherlands Heart Institute in publications, acknowledgements, references, in grant applications.

### ***Privacy***

The Netherlands Heart Institute works according to the General Data Protection Regulation. If you start any registration of personal data or you launch a website on behalf of the Netherlands Heart Institute you will contact the service centre in Utrecht to discuss any privacy aspects.

For your phone, tablet and laptop you will take all possible technical precautions and use strong passwords that you change regularly.

Most important of all: any data leak or even a suspicion of a leak is reported immediately to [privacy@heart-institute.nl](mailto:privacy@heart-institute.nl)

### ***Working safely and healthily***

Netherlands Heart Institute supports you where necessary so that you can work safely and healthily. In doing so, it is important that you inform yourself well. To this end, the UMCs offer information on the website [www.dokterhoe.nl](http://www.dokterhoe.nl). Let us know if you have questions about safe and healthy working, or experience problems that prevent you from working safely and healthily. You can report this at [hr@heart-institute.nl](mailto:hr@heart-institute.nl)

### ***Illness***

Should you be too ill to work please inform us, preferably by telephone to 088-2333600.

Reporting your illness by SMS or e-mail is only acceptable in extreme circumstances. Please also inform us once you are better and go back to work

### ***Leave***

You are entitled to leave according to the collective labour agreement of the university medical centres. Before taking leave you agree this with your supervisor. Please register your leave in Loket.

### ***Expense claims***

To do your work you may need items such as a laptop, tablet, phone, public transport monthly tickets, etc. Please always contact us before buying such items. If you buy such items yourself without our permission you risk that we may not be able to refund them. Simple articles such as pens, one day train tickets, etc are not covered by these rules. You can buy them yourself and claim them. In case of doubt please phone us and ask.

### ***Procedure for travel and working at home expenses***

As of January 1, 2022, the existing travel allowance on the basis of fixed tariffs, may no longer be used by the employer. This is due to the new situation in which employees do not travel but work from home more often.

From January 1, 2022, all employees will have to indicate in Loket which days they have traveled to work and which days they have worked at home. (In Loket you also register your leave and you can consult your pay slips and annual statement.)

*The following applies to traveling days from January 1, 2023:*

- a tax-free allowance of € 0.16/km per day, with a maximum reimbursement for the travel distance of 25 km (one-way).

*The following applies to working days at home from January 1, 2023:*

- a home working allowance of € 2,13 per day.

### **Procedure for payment of travel and working at home expenses**

The travel and home working days are registered by the employees in Locket at the latest in the first week of the following month. The travel expenses and homework allowance will be paid with the salary in the following month.

*For example:*

*The allowance for the month of January 2022 will be paid with the salary of February 2022. Before Monday, February 7, the employee has registered his/her travel and home working days in Locket. After this date the system is closed for the month January to enable processing of the payment.*

*(This means that, with the salary of January 2022, no travel costs and home working allowances will be paid on a one-off basis. Upon termination of employment, all expenses will be paid ultimately.)*

### **Registering changes in Locket**

Each employee can register his/her travel days and home working days in Locket in the menu 'mutaties/declaratie'. [Watch this demo](#) for more information.

### **How to declare travel days:**

Select at 'datum': the last day of the month of the declaration (31-01-2022)

'bij betreft: 'eenheden reisdagen": (fill in the amount of travel days of that month, January)

'bij opmerkingen': (fill in the dates of the travel days in January)

### **How to declare home working days:**

Select at 'datum': the last day of the month of the declaration (31-01-2022)

'bij betreft: 'eenheden dgn thuiswerken': (fill in the number of working days at home for that month, January)

'bij opmerkingen': (fill in the dates of the home working days in January)

### **Exchange travel expenses**

For employees who make use of the 'travel expenses exchange' option in the 'keuzemodel', the exchange will be settled with the year-end bonus (in November) or with the final settlement when an employee leaves the NLHI. Until now, this was settled per month.

### **Pension**

The employer has taken out collective pension insurance with ABP for the benefit of its employees. By signing the employment contract, the employee undertakes to participate in this pension scheme.

In the Checklist 'Get to grips with your pension' (link: <https://www.abp.nl/werkgevers/handige-tools/hr-checklist/checklist-wegwijs-in-uw-pensioen>) you will find quick and easy answers to important questions about pension and what you as an employee can do yourself.

### **Change of address**

In case you move house please inform us on [info@heart-institute.nl](mailto:info@heart-institute.nl). Your refund for travel between home and place of work will be adjusted by us.

### **Other changes in your personal circumstances**

Please inform us of all changes in address, phone number, etc via [info@heart-institute.nl](mailto:info@heart-institute.nl). We should always be able to reach you. Changes in your marital status may change your pension entitlements. In case you are not sure if you need to inform us of some change, please call us.

### **Flash**

Netherlands Heart Institute sends a monthly newsletter to its employees called the Flash. Please read it and use the content. You can subscribe for the flash via [this link](#).

**Grant PhD**

NLHI grants the PhD candidate who successfully finishes his or her PhD trajectory during his or her employment (there is a 6-month grace period) with a onetime bonus of € 750 (CAO UMC Article 17.4.4.)

## Conditions:

- The doctoral candidate (actively) informs NLHI that he/she has been awarded a doctorate.
- The doctoral candidate mentions Netherlands Heart Institute in the thesis.

If the promotion is after 6 months of employment then the doctoral candidate can request a contribution from the dissertation fund.

I have carefully read these conditions

Place & Date:

Employee name & signature: