

# **AGE WORK REGULATION**

**Updated on 3 May 2010**

## **1. Conditions of application of the Work Regulation**

This document applies to all members of the personnel engaged by AGE under a contract, whether of fixed or indefinite duration, remunerated or not (trainee) This regulation provides the personnel with additional information on the work conditions. It is attached to each employment contract.

## **2. Probationary period and assessment**

Members of AGE's personnel are subject to a three months probationary period during their first contract starting on the day of their engagement. At the end of this probationary period, the Director will carry out an assessment.

Afterwards, a yearly assessment system is established for every member of the personnel. Yearly staff evaluations are done by the Director and Vice-President responsible for staff issues. This system enables the training and development needs for the next year to be clarified and defined. The Vice-President responsible for staff issues reports back to the Executive Committee and Council.

In the case of a fixed duration contract of one year or less, both AGE and the members of the personnel are bound to complete the defined contractual period once the probationary period has been finished.

## **3. Remuneration**

The members of the personnel are remunerated according to article 5 of their employment contract. In conformity with Belgian law, the thirteenth month (or part of the thirteenth month in case of engagement in the course of the year) is payable at end December.

## **4. Travel expenses**

The cost of a public transport season ticket for travelling between home and the work place for members of the personnel will be reimbursed fully in accordance to the terms of Belgian law.

For costs incurred for travelling on mission for the account of the Association and which are incumbent on the employer (travel, accommodation and subsistence, etc) members of the personnel may if needed ask for a cash advance for the estimated amount of the expenses. On their return they must

remit the proofs of payment or proof of length of absence (for those allowed to claim a daily allowance) to the Office Manager and, as the case may be, settle any over payment.

## **5. Vacations and public holidays**

Leave is regulated according to Belgian law: this clause fits into the framework of the Belgian employment system which offers a holiday allowance payable annually at the end of a complete year of work.

The public holidays to which the members of the personnel are entitled are those in force in Belgium.

At the end of one year of service, the members of the personnel are entitled to twenty-seven working days of leave a year. Except in an emergency, any request for leave of more than 10 working days must be submitted to the Director at least two months in advance; and any request for leave of 4 days must be submitted two weeks in advance.

Under the terms of Belgian law, vacations must be granted on an individual agreement between the employer, represented by the Director, and the employee. However the employee is entitled to an uninterrupted period of 10 working days to be taken at will during the months of July and August.

Leave without pay may be granted exceptionally, with the approval of the Director.

## **6. Work timetable**

The work timetable is foreseen from Monday to Friday, from 09.00 am to 17.30 pm with a one hour lunch break.

A "flexitime" system may be established for those who wish it, in agreement with the Director. The part time remote working formula (telework) may be established for overriding family or personal reasons in agreement with the Director.

## **7. Recuperation leave**

The members of the personnel have the possibility of recuperating hours worked during the weekend when they have been called upon to attend meetings in Brussels or elsewhere or do urgent work. Recuperation is awarded as follows: one day of leave for every Saturday worked.

Moreover, members of the personnel may be called upon to work exceptionally on Sundays or public holidays. In this case, two days of leave for every Sunday or public holiday worked will be granted. The days of recuperation must be taken in agreement with the Director.

## **8. Sickness leave**

In case of sickness, members of the personnel must inform the Office Manager or Director as quickly as possible during the first morning of sickness. A medical certificate will have to be provided in case of more than 48 hours of absence. Long-term absence is covered by the provisions of the law in force in Belgium.

## **9. Exceptional leave**

Exceptional leave is granted to members of the personnel in the case of the death of a relative in direct line or in the case of an urgent personal situation, with the agreement of the Director and in conformity with the provisions of Belgian law.

## **10. Maternity / paternity leave**

Members of the personnel are entitled to maternity / paternity leave under the terms of Belgian law. Pregnant women are entitled to 15 weeks of paid maternity leave in total, starting a minimum of one week and a maximum of six weeks before the presumed date of birth.

Fathers are entitled to two weeks of leave or more as provided by the Belgian Law.

Parental leave may be negotiated with the Director according to the provisions of the law in force in Belgium.

For more information on maternity and parental leave regulation in Belgium, see page 8 and 9 of the brochure published by the Belgian Ministry of Employment: <http://www.emploi.belgique.be/WorkArea/showcontent.aspx?id=5570>

## **11. Respect of confidentiality**

Both during the course of the contract and after its end, the employee will scrupulously refrain from giving information relating to business which he/she might have learned about to any person whoever who does not have a legal right to ask him/her for it.

## **12. Procedure in case of grievance**

In case of complaint or grievance, members of the personnel must, in the first place ask for an appointment with the Director who will look for suitable redress. **The Vice-President responsible for personnel matters on the Executive Committee, will be informed about it.**

In the case that no satisfactory solution can be found, the Vice-President responsible for staff issues will intervene.

## **13. Disciplinary measures**

In case of violation of the contract (see articles 10 and 11 of the employment contract), of flagrant bad conduct, or violation of the rule of confidentiality and discretion, members of the personnel will receive a verbal warning and two written warnings before being dismissed.

#### **14. Protection against violence and moral or sexual harassment at work**

The employer and the workers are bound to abstain from any act of violence and moral or sexual harassment according to the law of 1 July 2002. An employee who feels that he/she is a victim of an act of violence or moral or sexual harassment at work can get in touch with:

- The Vice-President responsible for staff issues
- The prevention advisor (Securex)
- The medical officer (CEGI)

The victims will receive the necessary attention, help and support. All necessary measures will be taken to help the victim back to work.

#### **15. Insurance for the personnel**

Members of the personnel are insured for the risks of work accidents occurring both in the work place and on mission as well as on the journey between home and work.

#### **16. Hospitalisation insurance**

The employer subscribes to hospitalisation insurance in favour of all employees with an unlimited contract.

#### **17. Occupational retirement plan**

The employer subscribes to an occupational retirement plan in favour of all employees with an unlimited contract.

#### **18. Personal effects**

Members of the personnel are responsible for their personal effects and their safety during office hours. AGE cannot be held responsible in case of loss or theft.

#### **19. Property belonging to AGE.**

Members of the personnel are asked to treat the equipment and material belonging to AGE with care, both in the offices and on mission.

#### **20. No smoking policy**

It is forbidden to smoke in the AGE offices.

