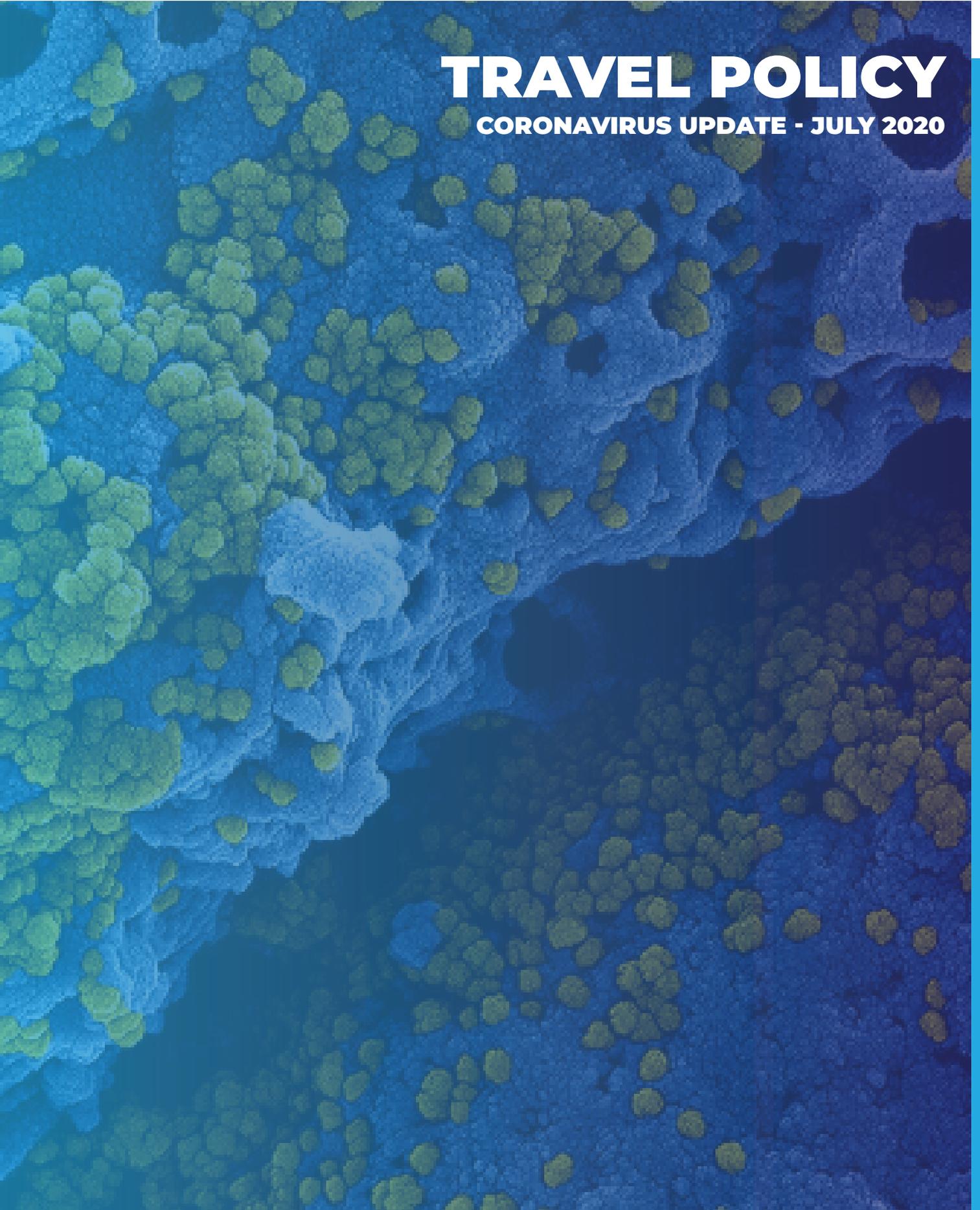


TRAVEL POLICY

CORONAVIRUS UPDATE - JULY 2020



GUIDELINES REGARDING TRAVEL POLICIES

The holidays are coming and although travel is more limited than before, we hope that you are looking forward to a well-deserved holiday. Maybe this is in the Netherlands or abroad / visiting family and / or friends who live in your home country.

To guarantee your own and the safety of your colleagues and housemates, we have drawn up a number of guidelines with which we hope to offer everyone the opportunity to travel safely if desired.

SAFE AND UNSAFE TRAVEL AREAS

Area with **YELLOW* travel advice:**

No problem. But keep in mind that staying in the Netherlands is preferred based on government advice.

Area with **ORANGE* travel advice:**

Only for necessary trips. Do not travel to areas with orange advice in connection to the consequences it could have.

Area with **RED* travel advice:**

Stay at home. You are not allowed to enter this country.

What if it turns **YELLOW, **ORANGE**, or even **RED** during my stay:**

If you are traveling and the travel area prior to your departure was designated as a safe or yellow travel area, but during your trip it changes to orange or even red, we see this as force majeure.

*

To determine the colors regarding travel areas, we use the website of the National Government and the guidelines of the RIVM. If in doubt, please ask your flex manager for help.

<https://www.nederlandwereldwijd.nl/documenten/vragen-en-antwoorden/coronavirus-veelgestelde-vragen-reizen-naar-het-buitenland>

We will provide an update if there are any changes.

QUESTIONS & ANSWERS

What if I contract Corona during my vacation in a safe or yellow travel area?

1. Report sick to your flex manager.
2. Provide your nursing address.
3. Obtain a doctor's certificate, issued by a doctor present in your travel area.
4. Your vacation days can become sick days for the period of your illness.

What if I travel (not necessarily) to the orange travel area and catch Corona there?

- First of all, we would like to strongly advise / request you to adhere to the guidelines of the RIVM and to travel only if necessary (this does not include holidays and / or visits to your home country). Also take into account the duty of care you have with regard to a safe (working) environment and the consequences it could have.
- We understand that a visit to friends and / or family may feel necessary, but this is against the advice of the Dutch government, which means that traveling is considered to be 'deductible'.

What if yellow turns orange, or even red?

If you are traveling and the travel area prior to your departure was designated as a safe or yellow travel area, but during your trip this changes to orange or even red, then we see this as force majeure.

- Report this directly to your flex manager and / or job coach;
- Keep your contact person(s) informed about the expectation(s) regarding returning to the Netherlands.
- If you are stuck in the country where you are at, at that time, we will consult with you to determine which suitable scheme will be applied to your situation. Depending on your contract type, this could include taking vacation hours.
- If you have a contract in which a fixed amount of hours have been agreed, you retain your right to these hours.
- You are expected to quarantine for two weeks after returning home:
 - If you live in HOBIJ house during the quarantine period, and you have a fixed amount of hours, we will deduct the rent from the salary to which you are entitled in the relevant period;
 - If you live in HOBIJ house during the quarantine period, and you do not have hours, you are not entitled to continued payment of wages. We will withhold your rent during the quarantine period. This is settled when there is sufficient space and / or with your final bill;
- If you feel good, we would love to see you back at your workplace after your quarantine period.

What if I still go and contract the Coronavirus?

1. Report sick to your flex manager.
2. Provide your nursing address.
3. Obtain a doctor's certificate, issued by a doctor present in your travel area.
4. We will obtain information regarding your entitlement to continued payment of wages or sick pay. The risk that you are not entitled to continued payment of wages in the event of illness due to self-taken risk is high. Keep this in mind before you decide to travel to an orange area.

What if I went on a trip when this was not necessary to an orange travel area, and I cannot return home (on the planned date)?

- Applicable to orange (and red) area (s): We ask you to take your holidays during the period that you cannot come back.
- If you do not have any vacation days left, your wages for the days that you are not working will not be paid.
- When you return home, we ask you to quarantine for two weeks. Your wages for the quarantine period will not be paid.

THIS POLICY

Finally, we would like to inform you that this is a strict policy with regard to holidays / (business) trips starting on 10 June 2020. This policy will remain in force until further notice. We try to do as much as possible to ensure your safety and assume that you also contribute to this and will handle the above in a responsible manner.