

Policy	ALG-004 Accountability and sanctions			
Written	Checked	Approved	Revision	Date
J. Ouwens	A. van Kaam	R. Koole / A. Sieses (works council)	01	19-7-2017

1 Introduction

All staff members of Visser & Smit Hanab (V&SH) are expected to behave as good employees, to follow our company rules and procedures, to comply with the applicable laws and regulations, and to observe generally accepted standards of decency. If staff members do not comply with this, they will be held to account and/or a sanction will be imposed, depending on the nature and severity of the breach.

At Visser & Smit Hanab we have an open culture and we hold each other to account where necessary. Furthermore, we respect each other and accept that fact that anyone can be held to account.

The term 'staff members' is understood to include other people who work with or for us, such as self-employed professionals, hirers under a temping or secondment agreement, etc. This policy also applies to subcontractors and visitors at both company and individual level.

2 Changes with respect to previous revision

Paragraph	Page	Changes
--	--	New lay-out

3 Consequences of inappropriate behaviour

If staff members do not or insufficiently comply with the obligations under their employment contract, do not act as good employees, and/or act in breach of the company rules (including the WAVE and Safe Together campaign), applicable laws and regulations, collective agreements or generally accepted standards of decency, Visser & Smit Hanab may impose sanctions. The severity of the sanction will depend on the nature and severity of the breach and on whether the act or behaviour was wilful.

4 Disciplinary cards

Visser & Smit Hanab has a system of disciplinary cards. Under this card system, we assess for each situation whether a green, yellow or red card should be issued. A green is a first warning; a straight yellow or red card may be issued for a more serious breach. If a red card is issued, V&SH may also consider terminating the relevant collaboration or employment contract, which in the case of an employment contract may take the form of a summary dismissal for urgent cause.

If staff members act or behave inappropriately, they will be held to account by their supervisor and depending on the breach they will be issued a green, yellow or red card and an appropriate sanction will be imposed. The staff member will be sent a confirmation of the disciplinary meeting with their supervisor. Only supervisors are authorised to issue disciplinary cards. All issued cards are registered and discussed in the MTs/Board meetings.

Examples of sanctions that Visser & Smit Hanab may impose on staff members or pass on to them include:

- Being held to account / verbal warning;
- Written warning;
- Temporarily or permanently terminating/suspending wage payment;
- Mandatory participation in a treatment programme for alcohol, recreational drug or prescription drug abuse.

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- Revoking access to the workplace / temporary removal from the job (consequence: reduction or termination of wages);
- Temporarily or permanently revoking authorisation to drive a V&SH vehicle;
- Temporarily or permanently revoking access to company assets;
- Fine;
- Suspension;
- Demotion;
- Summary dismissal or other termination of employment;
- Terminating the agreement (with a self-employed professional, hirer under a temping or secondment agreement, client, etc.).

The sanction to be imposed will depend on the severity of the breach and may include a combination of several of the measures mentioned above. If work is carried out for clients which have their own sanctions guideline or policy (e.g. ProRail), this sanctions guideline or policy will also apply.

5 Reporting to the police

If Visser & Smit Hanab has incurred a loss due to a breach committed by a staff member that constitutes intent, gross negligence or wilful recklessness, Visser & Smit Hanab explicitly reserves the right to recover this loss from the staff member and to report this matter to the police where applicable.

6 Definitions of disciplinary cards

Below, examples are given of the consequences each of the disciplinary cards may have. Please note: which card is issued and what consequences it has will depend on the situation.

Card	Consequences
Green	<i>Being held to account</i> Being held to account for actions and/or behaviours that may lead or have led to an inappropriate or unsafe situation.
Yellow	<i>Official warning</i> After discussing the matter with the staff member, it is made clear that any recurrence of this behaviour and/or act will not be tolerated. In the event of a recurrence, a red card is issued.
Red	<i>Temporary or permanent removal from the job and revocation of access to company assets</i> Temporarily or permanently revoking authorisation to put in place or use company assets. Applies to situations where the nature and severity of the breach merits temporarily or permanently revoking the authorisation to 'access' or 'use'. May lead to termination of the employment contract.

7 Final stipulation

All sanctions and disciplinary cards applied within the framework of the applicable laws and regulations and collective agreements.