



Belgium: Sick Leave Policy

This policy sets out our procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way.

We want to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken to assist those who have been absent due to sickness to return to work.

We may vary the procedures set out in this policy, including any time limits, as appropriate.

Sickness Absence Reporting

Non-related to work absence

In the event of sickness, you should inform your direct manager on the first day of your absence, at the latest within 3 hours following the commencement of the working day. You should make contact with your People & Purpose Partner as well.

If your manager is located in another time zone, you need to send him an email and add your People & Purpose Partner for information.

You need to provide a medical certificate from the doctor with the following information: effective date and estimated length of absence. The certificate must be sent to the Company within 3 days from the first day of incapacity. Without a certificate, you will not be entitled to any sick pay.

Work disability

If your absence is related to a work disability, in addition to the information above, you should provide a medical certificate, before the end of the second working day. Please refer to the Work regulations – Article 14 for more information.

Medical examinations

If your sick absence lasts more than 4 weeks, we may ask your consent for a medical examination. This will be performed by an independent doctor approved by the Company. Examination can happen any day (including Sundays and public holidays), so you are required to be available during your absence. The appointment (date, time and place) will be fixed by the doctor.

The doctor will provide a certificate stating the duration of your absence and any detail that can influence sick pay. This will be sent to you and the Company.

Any cost related to the medical examination will be covered by the Company.

The purpose of the medical examination is also to have a better understanding of your situation and help us provide you the best support.

Sick Pay

You are entitled to 30 days paid sick leave and your salary will be taken over by the Company at 100%.

During your absence, your holidays will still accrue.

After this period, if your absence is above 30 days, this will be considered as unpaid sick leave. You will not accrue holidays.

If you fall sick again within 14 days after your previous sick absence, your salary might not be compensated by the Company. However, if you provide proof that the second sick leave is independent from the first one (not the same reason), then you will be entitled to full sick pay.

Return-to-Work Meeting

Our main goal is to reintegrate you in the best condition. If you were absent for more than 3 months, we may request that you have a pre-return medical examination with the occupational doctor. Following your appointment, the occupational doctor will send some recommendations on your working conditions to the Company. This will facilitate your return to work.