



Labour contract – Foundation Knowledge Centre PRO WORK

Foundation Knowledge centre PRO WORK, represented by T.W.R.M. (Theo) Grefkens as president and M. (Manon) Braber as the volunteer, have a financial compensation agreed as follows;

1. Work activities

M. Braber will have the following position within the foundation: Assistant Projectmanager European Projects.

In addition, she performs the tasks defined in the accompanying job description. In consultation this can be changed.

M. Braber receives a reimbursement and payment for the expenses she makes and with this she is responsible for the tasks she has undertaken for the projects she collaborates in.

It is desirable that there is continuity in the work. She states in case of illness or incapacity therefore that as soon as possible she will get in contact with the organisation. She will carry out activities on behalf of the foundations policy and according to the company policy.

2. Start and end date of contract

M. Braber is starting from 1-3-2017 and willing to work 8 hours a day at Foundation Knowledge centre PRO WORK for 3 days a week. The agreement is terminated by ending the internship and continued by a labour contract if both parties agree on that. In case the contract will not be extended she should take a reasonable period to transfer all relevant activities to the employees of the foundation.

3. Probationary period

The foundation has a probationary period to see how (from both sides) the foundations employees and M. Braber are cooperating. The trial includes the working activities as mentioned before. The trial period lasts 3 months. An evaluation interview is held at the end of the period by the representative mentioned before.

4. Guidance, information and education

The volunteer has the right to be guided and to take part of work meetings/project meetings. The guidance takes place by T.S. (Tessa) den Bakker, work meetings take place in order to keep M. Braber informed. She can get (over time) the opportunity to participate in a training (abroad) because some activities require a compulsory training.

At the start of the work activities M. Braber will get all applicable information in a separate document (in log / e-mail / codes / office activities etc).



5. Reimbursement of expenses

The foundation will reimburse M. Braber € 300 net per month and expenses actually incurred in the following areas: travel costs up to 19 ct. per km for project activities if not covered by others. The charging of the expenses should be done by means of a designed declaration/expenses report to reimburse this in the foundation.

6. Insurance

The foundation has a liability insurance for businesses and employees and a collective accident insurance. For an appeal to the insurance please contact the representative mentioned before.

7. Conflicts

In the event of ambiguities, conflicts or complaints that are not in internal consultation between the foundation employee/employers and M. Braber, which cannot be resolved, she turns his/her coordinator from the program, school, company where she is from, to mediate.

8. Obligation of confidentiality

M. Braber will keep information provided by the foundation confidential, unless the foundation agrees to disclose the information to the general public.

Agreed, duplicated and signed at 05-10-2017 in Burgh Haamstede.

Signature representative T. Grefkens Foundation Knowledge centre PRO WORK:

Signature M. Braber:

M. Braber