



INTERNAL REGULATIONS

October 1st, 2024

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INTRODUCTION

As employer, de Stilte bears responsibility of creating and maintaining a an optimal working environment in our organisation, This asks for clear rules: rules about what is expected of employees, rules on how we can take each other's interests into account, on common practice on and off the work floor. This is why we have drawn up these internal regulations, or so called house rules.

The house rules ensure that everyone can get familiar with the company situation and quickly feel at home. You will find answers on many practical questions in this document. Moreover, it clearly outlines the regulations to which every employee of the company is expected to comply.

All employees receive this document at the start of employment at de Stilte, or when there is a substantial update. De Stilte is committed to the collective labour agreement *Toneel en Dans 2020-2021* to which the internal regulations are a supplement. Also, the house rules are an integral part of the contract. As such, we assume that everyone is aware of its contents.

Suggestions, supplements and/or improvements are most welcome. You can pass them on to the managing director of the company.

Executive directors,
Jack Timmermans and Jan Baanstra

INTERNAL REGULATIONS DE STILTE

These house rules take effect on August 1, 2021 and are applicable for the duration of your presence at de Stilte.

These internal regulations apply to everyone working in the company and others (visitors) of whom it can reasonably be expected. They will receive this document prior to their visit. The specific provisions incorporated in the emergency plan of the company (appendix 3) are part of this document.

An employee who disagrees with any of the regulations in this document, or with the interpretation or implementation of it, can submit a letter of objection to the Supervisory Board. Within three weeks, they will advise the company's executive board and notify the complainant by mail. Should a situation arise in which the internal regulations do not provide a conclusive answer, the executive board of the foundation has a deciding vote.

The definitions used in the internal regulation are explained as follows:

The Supervisory Board: De Stilte's management is supervised by a Supervisory Board. Both inform each other frequently about the progress of the company. The Supervisory Board has a president and several members. You can contact the Supervisory Board by sending a letter to:

de Stilte
Supervisory Board
P.O Box 7211
4800 GE Breda

Buildings: The buildings which are rented and maintained by Stichting de Stilte.

Parking: The parking space in front of the venue on the Markendaalseweg 75.

Employee: Person with whom de Stilte has an employment contract, in the sense of article 7:610 of the Dutch law.

The most up-to-date version of these regulations is also available online: www.destilte.nl/nl/stukken-voor-personeel/ (currently Dutch only. English translation in progress).

GENERAL PROVISIONS

GENERAL

It is not permitted to disturb the public order, give nuisance, endanger the security of persons or cause damage to properties.

LIABILITY

De Stilte rejects any liability for personal injury, theft, loss of or damage to private property within the company. You are personally responsible for closing a health- and liability insurance. Any claims which are not covered by your insurance company might be eligible for a claim to de Stilte's insurance.

ALCOHOL AND NARCOTICS

It is forbidden to bring, use and/or provide alcoholic drinks and narcotics into the company. Alcoholic drinks are permitted on special occasions when authorised by the executive board.

VISITORS

Only after authorisation of a direct executive, employees are allowed to receive visitors to a limited extent. The visit should last longer than reasonably acceptable and the work and can never interfere with working circumstances and activities. Visits always take place at your own risk. The presence of children with the aim of childcare is not permitted.

LARCENY, EMBEZZLEMENT AND THEFT PREVENTION

If an employee is proven guilty of larceny or embezzlement, he or she will be dismissed with immediate effect.

The definition of larceny and embezzlement is outlined in the Dutch Law (article 310, article 321 and 322 of the statute book of criminal law) as: *deliberately removing or taking any good, owned or shared by others, with the objective to make it one's own.*

Be sure to store money and/or valuable goods in a safe place.

PETS AND ANIMALS

No animals are allowed in any buildings of the company without authorisation of the executive board.

LUNCH BREAK

The communal lunch takes place in the foyer and lasts 45 minutes. Should there be too many employees present to have lunch together, lunch break for office- and technical staff is set from 12.30 till 13.15. The company provides basic ingredients for lunch which should be treated with care. Employees are of course allowed to bring and consume their own lunch.

LUNCH CONTRIBUTION

As agreed in 2017 by the full staff and personnel of de Stilte, a monthly contribution of € 10,00 is required from all employees in order to keep lunch affordable for both employee and employer. This contribution is withheld from the salary each month. Additional expenses are paid for by de Stilte, allowing for a daily lunch to be provided for all employees.

SMOKING

It is forbidden to smoke in any of the buildings of de Stilte, explicitly including the toilets and sanitary facilities. Smoking is prohibited during working hours and is only allowed prior and after working hours or during the lunch break. The exceptions for smoking are only allowed provided that it remains out of sight of visitors and children.

DAMAGES

Every loss of or damage to property of the company is to be reported directly to your superior. An employee may be held individually responsible for damage to property or loss of goods of the company, when caused by personal negligence or premeditation.

FREE TICKETS

Free tickets are designated for agents only. Employees, nor their family or friends, can lay claim to any free tickets but should purchase them individually.

EMPLOYMENT FOR THIRD PARTIES

Article 42 of the collective labour agreement *Toneel en Dans* doesn't give an unambiguous definition of the term 'work for third parties'; de Stilte has the rule that an employee is not allowed to engage in a working commitment, paid or unpaid, outside of the company without the employer's consent.

A request will be considered leniently, but de Stilte reserves the right to deny permission. This might happen in case of:

- a substantial overlap with the job description as accepted by the employee (non-competition or non-disclosure clause);
- unacceptable risk of friction with functioning, planning or activities at de Stilte (expectations concerning availability, working hours, quality of performance, increase of physical or mental workload) .

PERSONAL DATA

IDENTIFICATION

By Dutch law, every employee must be able to identify him- or herself by means of a valid passport, Dutch driver's license or ID-card). In relation to international tours, the company rules require everybody's identification card to be valid for at least another 6 months.

INCOME TAX STATEMENT (LOONBELASTINGSVERKLARING)

Employees are personally responsible to provide de Stilte with an income tax statement.

PROVIDING OF PERSONAL DATA TO THE COMPANY

Before commencing employment with de Stilte, each new employee is required to provide Human Resources department (eric@destilte.nl) with the following data or documents:

- copy of valid ID
- banking number (IBAN) or copy of banking card
- Burger Service Nummer (BSN)¹
- Income tax statement
- Filled out intake form

MUTATIONS PERSONAL INFORMATION

All relevant changes to your personal information (e.g. change of address, civil status, phone number etc.) are to be reported to Human Resources as soon as possible, but at least 1 week prior to the effectual date of mutation) (eric@destilte.nl).

PROVIDING PERSONAL DATA TO THIRD PARTIES

By signing the employment contract, each employee agrees to provide his/her personal data to third parties in relation to the implementation of collective plans and insurance as well as obligations related to performances.

De Stilte shares personal data with:

- Abel Accountants
- Aucuba (automation and network management)
- Loondesk (payroll administration)
- Nedasco (absenteeism insurance)
- PFZW (pension fund Zorg & Welzijn)
- QEES (personnel administration)
- Richting (Health & Safety service)
- Site Support (website management and Customer Relationship Management (CRM)).

De Stilte has signed an agreement with each of the above parties, to process the data provided in accordance with AVG (Algemene Verordening Gegevensbescherming, i.e. General Regulation Data Protection)

¹ social security number

MANAGEMENT BUILDINGS AND PREMISES

WASTE AND DISPOSAL

Please dispose of all trash in the designated bins only. You can find these dispersed over the company premises. By no means is it acceptable to leave any trash outside on the company's property. Environmentally harmful materials such as batteries, ink toners etc. is collected for recycling in the chemo box in the workshop. Waste paper is being collected separately as well. The administration is responsible for the disposal management of used paper (e.g. documents and promotional materials). To dispose of (confidential) company or personal data (or otherwise sensitive material), please use the shredder in the company office.

ENERGY AND HEATING

In places where the lights don't switch off automatically, please turn of the lights. Same goes for all electronic devices and heating: On cold days, save energy by closing windows and doors if you can.

If you are the last to leave a room (studio, office, dressing rooms or toilet) be sure to close windows, switch of lights and lock the door. In the winter, when leaving studio or theatre, turn the heating back to 1. At Nieuwe Huizen, set the thermostat to 17 degrees.

WARDROBE / DRESSING ROOMS

For practical and hygienic reasons, coats, scarves, hats and umbrellas must be hung in the wardrobe. All personal belongings must be placed in your own basket after working hours. Towels can be hung on the laundry rack. Any personal belongings lying around will be put in the lost-and-found basket and eventually - during the school holidays - removed. The dressing room is to be left empty and clean at the end of the day.

DANGEROUS SUBSTANCES

It is forbidden, without authorization of the director, to bring dangerous goods or substances - as recorded in the Dangerous Goods Law - to the company.

PREMISES

It is forbidden to apply posters, letters, numbers, signs or other affairs to the buildings, walls, gates and other objects on the premises of de Stilte. It is forbidden to dig in the ground, to break open the paving and/or parking space, nor to demolish, build or change anything in or around the building.

LOST BELONGINGS

Found objects can be placed in the lost-and-found basket in either of the dressing rooms upstairs and downstairs. All found objects will be kept until the beginning of the next school holiday. All unclaimed found objects will then be disposed of.

ACCOMODATIONS

De Stilte currently holds three properties to accommodate guest teachers and employees of the company. In principal, these properties are offered to interns first. Accommodated employees are entitled to reside in these properties for a maximum of one year after which they are expected to find accommodation via the regular housing market.

Even though de Stilte will assist employees to its best ability to find accommodation, it is the employee's own responsibility to find housing and de Stilte cannot be held accountable for not finding a place of residence in Breda. Should de Stilte have found an accommodation it will be offered to an employee once. If declined by the employee, de Stilte will cease to look any further.

KITCHEN

You can find various small kitchen units throughout the premises where you can get coffee and tea free of charge. All plates, cups and cutlery can be used. Please make use of stone cups as much as possible to contribute to a cleaner environment. Dishes should be washed, dried and placed back in the cupboards after usage. Tables should be wiped clean. Kitchens must be left clean and tidy.

STORAGE

Without the authorization of the executive board it is not permitted to store goods on the company's premises other than goods belonging to (the inventory of) de Stilte. The central hall in the main building is NOT a storage area and is expected to be empty at all times!

PARKING

Bicycles and scooters are to be parked in (or near) the designated bicycle stand. Cars should be parked in the assigned parking spots. Parking of any private vehicle on the premises of de Stilte is at risk of the owner/driver.

DEFECTS AND DAMAGE TO BUILDING AND INSTALLATIONS

Defects and damage to buildings or installations must be reported immediately to one of your executives.

KEYS

If keys are required to have access to your workplace, these will be provided by the company. At the handover, you will be asked to sign a receipt. A 25 euro deposit will be deducted from your first salary payment. You are not permitted to duplicate company keys.

Loss and or theft of the keys are to be reported immediately to office management (Irma Bouwman). Any costs for the replacement are on the expense of the employee. At the ending of the employment contract, all keys must be returned, after which the deposit of 25 euro will be refunded with the last salary payment.

All distribution of keys will be registered. Keys remain property of de Stilte and can be reclaimed by the company at any time.

BATHROOMS

Restrooms and shower facilities must be left clean and tidy after usage. Smoking on the toilet is not allowed, nor is applying any form of graffiti.

OFFICE

WORKSPACE

Everyone's workspace needs to be clean and neat. It is not allowed to apply stickers and other decoration with tape on walls, doors, ceilings, inventory etc. This includes the use of any adhesive material which cannot be removed without leaving visible traces. At the end of your working day:

At the end of your working day:

- put away all (confidential) company information safely (behind a lock)
- leave workspace (desk, studio or otherwise) as orderly as possible behind;
- shut down computers, printers, copy machines and other devices;
- turn off coolers/air-conditioning (if applicable);
- close all windows;
- turn off the lights (if required);
- close rehearsal rooms, desks, cupboards and drawers;
- lock doors and other valuable property if necessary.

USE OF COPIER AND COMPUTERS

Private use of the copier is not permitted.

Use of computers by dancers is only allowed in consultation with office management.

Use of the computer for private purposes is restricted. Social media sites may be checked during lunch break and after working hours.

MAIL

It is forbidden to use the company's facilities (postage meter, stationary) to stamp or send mail for private purposes.

PUBLICATION SIGNS

All personnel is urged to check the publication boards in the central hall, foyer and dressing rooms frequently. Any form of announcement, publication or advertising on the publication signs (or elsewhere on the company premises) requires authorization of the executive board.

RADIO AND TV

In relation to royalty regulations, the presence of transmitting equipment (TV, radio, streaming gear, video camera's etc.) is not permitted without the explicit consent of the director.

PHONE

All telephone conversations during working hours are expected to be work-related. Private calls are not an option unless consented by your supervisor.

SAFETY AND CALAMITIES

ALARM

In case of calamity (fire, break-in or otherwise) immediately call management:

Administration 076 - 513 81 25

Artistic director - Jack Timmermans 06 - 24 53 63 71

Business director - Jan Baanstra 06 - 38 19 82 01

Office manager - Irma Bouwman 06 - 29 54 89 64

FIRE PREVENTION

Everyone needs take heed of the dangers of fire and act with caution:

Only use bins and ashtrays provided by de Stilte;

Highly-inflammable liquids and other materials must be stored in a fireproof cabinet or in a fireproof space;

It is not allowed to connect any electrical gear without authorization of the director or the company technicians;

Making fire or lighting fireworks is prohibited;

Fire-hazardous activities such as welding, grinding, cutting, burning off paint, etc. is only permitted for the technical service.

CALAMITIES

In case of calamities (e.g. fire), the evacuation plan of the company applies. this plan is available for inspection at the administration and can also be consulted in the central hall. It is each employee's personal responsibility to inform yourself of the contents and provisions of this regulation.

We indicate the most important provisions here:

During working hours (09.30 – 17.30), directly notify the administration (076-5138125) and/or in-house first-aid services;

Outside office hours notify the office manager (Irma Bouwman: +31 (0)6 - 29 54 89 64);

Directly notify emergency services, such as the police force, ambulance or/and fire department (dial **112**) ;

Warn everyone who is in danger. If necessary and possible, evacuate people who are in danger. Only move victims if they are in a life-threatening situation;

if possible, try to restrict the damage to a minimum;

Follow any order of public authorities (policemen, firemen and nurses), guard services and in-house emergency personnel.

Tools and aids for the combatting calamities may not be used or operated without direct need (even temporarily). The performance of these tools and aids may not be compromised without urgent necessity. The places where the tools and aids are placed, must be visible and accessible to everybody at all times. During an evacuation, do not make use of the land line unless it is unavoidable.

DEFIBRILLATOR (AED)

De Stilte has one defibrillator (*Automated External Defibrillator* - AED) located in the theatre downstairs. The in-house emergency officers (BHV) are trained to use this device.

FIRST AID AND PHYSICAL INJURY

On the publication boards in the dressing rooms and the central hall you will find a list of people who are in the possession of a BHV-certificate (a diploma for in-house emergency situations). When an accident occurs during office hours (09.30-17.30 hours), you first call for the aid of one of these BHV-persons; you can approach them directly. Outside office hours you must call 112.

If a doctor is needed, you can call the administration, +31 (0)76 - 513 81 25. The administration has a list of phone numbers of physicians, and other medical professionals and will call for assistance immediately.

If an accident has taken place with physical injury, the victims supervisor needs to inform the director immediately. In case of an accident, the in-house emergency personnel has to write an accident report for the purpose of registration and notification of the incident to the company's insurance. The report should mention the circumstances and cause of the accident, as well as the nature of the injury.

EMERGENCY EXITS AND ROUTES

Keep emergency exits, escape routes, extinguishing devices and floors clear of obstacles at all times to avoid accidents. Unsafe situations should be reported immediately to your supervisor.

Do not repair plugs, electrical sockets or fuses yourself. Never place electrical cables on the floor or between a door. Pinching off the cables can cause metal objects to be put under voltage.

PREVENTION STAFF

As an employer, de Stilte is responsible for day-to-day safety and health of its employees. For the implementation of this task, the company has appointed Irma Bouwman and Eric Maas as prevention officers. They have expertise concerning the occupational risks of the organization and the necessary preventive measures. As a prevention expert, they advise the management about working conditions.

The prevention officers are involved in drawing up the Risk Inventory and Evaluation (RI&E) and the corresponding action plan. The prevention staff can be a source of information for the employees of de Stilte. They are familiar with the working conditions and processes and are therefore able to help reduce any risks.

CLASSES AND REHEARSALS

COMPANY CLASSES

The company provides a diverse offer of training classes in the morning. These classes require a presence of at least 4 dancers. In the event of less than 4 dancers, class will be cancelled. Dancers who are scheduled for rehearsals later that day are in that case allowed to follow a training class elsewhere. The receipt of this class can be declared, up to a maximum of 15 euro per class. It is the dancer's own responsibility to stay in training. In principle, classes are only reimbursed on working days, with the following two exceptions:

1. Dancers can declare a maximum of five classes of up to 15 euro per class, taken the week preceding the official start of the season.
2. In the event of insufficient training opportunities at de Stilte, taking external training classes is eligible for reimbursement by de Stilte (also up to 15 euro per class). For this, dancers are to mail their request to the planner Maarten van Herwijnen, maarten@destilte.nl at least two weeks prior to date. In case of doubt, request can be sent under reservation.
3. The maximum sum of 15 euros also counts for a class while touring abroad.

STUDIO SETS AND PROPS

Sets from running performances are within hand reach in the studio and/or a company van. To have the set built in the studio, the planner is required to submit a request with the technical staff at least 2 weeks in advance.

After sets and/or props have been used and won't be needed again on the day, they have to be stored back in the place where they originally belong (as to be instructed by the technical staff) as soon as possible but no later than the end of the day. Upon mutual consent, sets can be left in the studio. This requires all other scheduled or necessary activities such as amateur classes, presentations, cleaning, rehearsals and performances to be taken into account.

Materials from non-active performances can only be used after consent from the technical staff. In that case, the planner and the tech department deliberate about taking the required materials out of storage. The user of this material is responsible for returning the material in its original state. An appointment will be made for a final date of return of this particular material.

COSTUMES

Whoever uses a costume is personally responsible for properly washing, drying and storing it back in its designated space. If a costume leaves the premises of de Stilte, this has to be reported to the technician or driver accompanying an activity. Costumes used in running performances are only to be used for rehearsals and performances. Necessary repairs to the costumes need to be reported as soon as possible in the Costumes app group.

Dancers will also make sure that costumes for external performers are washed. They mutually make clear agreements who will take care of this.

TOURING WITHIN THE NETHERLANDS & BELGIUM

THEATRE PROTOCOL

Dancers are expected to be at the theatre 2,5 hours prior to the start of performance. They will introduce themselves to the in-house technicians and the theatre's members of staff. Upon arrival, they report on stage where they immediately check the scenery, props and costumes, give directions to the technicians on final adjustments that need to be made and do their warm-up.

The technicians are responsible for build-up of the scenery. They will mark positions on the floor in such a way that dancers are able to work with it when they need to. Dancers will indicate the exact positions well ahead to the technicians.

Props will be placed on stage properly visible by the technicians and put in the right position by the dancers.

One day prior to a performance, the dancers will hang the necessary costumes properly visible in the small foyer or another place, if instructed otherwise by the rehearsals director(s). External performers will be requested by the Artistic Staff to leave their attributes ready to pack on a designated place for the technicians.

During a tour or performance, the technicians have the responsibility for bringing the props to the floor. The dancers are responsible for getting the props ready for performance by placing the props on the floor or in the side wings correctly.

In case of a series of performances on the same location, dancers are responsible for placing the set and props back to their original positions. The technicians will support them.

After a performance, technicians are responsible for the break-down of the set and loading of the bus. The dancers are responsible for storing the props in the designated boxes and place them on stage. The costumes will be handed over to the technicians for transport back to de Stilte.

On detecting a set or prop defect, this is to be reported to the technical staff immediately, who will take care of the repairs either on location or back in the workshop

When malfunction of a piece of scenery/props/costumes is detected, this should be reported to the technicians immediately. The technicians will take care of the repairs either on location or back in the workshop.

While on tour, the dancers are responsible for washing the costumes. If no facilities are available, they can make use of a laundrette. This in consultation with the accompanying technician, who will pay for the expenses with the Stilte-card.

TRAVELLING TO THE THEATRE

The technical staff will, by mail, inform employees of:

- address details of the destination (also to be found in planning PME);
- special notes (e.g. hotel reservations, dinner);
- availability car for dancers and/or host;
- time of departure in case of a volunteer driving the cast to the performance location;
- The technicians will travel to the theatre by bus according to their own schedule.

A passenger car is at the dancers' disposal to drive back and forth to the theatre. In principle, the company aims to always schedule a driver who leaves from Breda. Should dancers choose to not make use of this ride, the right for reimbursement of travel expenses expires, unless it is within reason that travelling from one's home town to the location by means of public transportation is more convenient.

In case a car - by exception - is not available, travel expenses to the theatre can be declared.

It is the dancer's personal responsibility to be at the theatre in time (at the latest: 2,5 hours prior to start of performance).

TOURING INTERNATIONALLY

GENERAL

If, during tours abroad, there is a festival program, de Stilte expects all its employees to participate as optimally as possible: visiting network meetings, drinks & parties, performances by other companies, workshops, etc.

It is a dancer's personal responsibility to keep in training during a tour. One can use the hotel sports facilities or, if possible, attend classes elsewhere. De Stilte reimburses a maximum of two lessons per week during a tour (declarations with receipt only).

The company's production staff does its utmost to arrange individual rooms for all employees during a tour. However, many theatres and festivals are bound to a tight budget, and only allow for double rooms.

VACCINATION

If an employee is required to be vaccinated for an international tour, and the expenses are not covered by his or her private health insurance, de Stilte will reimburse the mandatory vaccinations, in which case the employee can hand in a declaration form + receipt with the office manager.

IDENTIFICATION PHOTO VISA

Expenses for identification photo's as required for a visa application will be reimbursed by de Stilte. The concerning ID shots remain in the possession of de Stilte so they can be used for future applications.

OVERNIGHT ACCOMMODATION

For activities outside the company locality, be it within the Netherlands or abroad, whence the employee does not return to the company location the same night, the employer is responsible for arranging proper accommodation. The accommodation should meet the following requirements:

- Wi-Fi
- Heating
- Separate beds (preferably no bunk beds)
- Private use of bathroom and toilet
- Clean towels and bedding are provided
- Max. distance to the theatre 20 minutes (walking or by car)
- Preferably no AirBnB
- In case the accommodation doesn't meet the above standard, the employer will take adequate measures to solve the situation.

GUIDELINES REGARDING WORKING HOURS ON PERFORMANCE DAYS

For the determination of the working hours for dancers, de Stilte applies the following guidelines:

1. *Activities outside of Breda, within the Netherlands & Belgium*
From the moment of departure in Breda till either return to Breda, or the location of overnight accommodation. If traveling from the place of residence is favourable, the employee can take the departure time from his or her residence address (strictly in consultation with the production manager).
2. *Activities outside of the Netherlands & Belgium*
 - a. Travel days
duration from Breda or location of departure to performance location or overnight accommodation.
 - b. Building days
On building days, dancers are expected to be inside the theatre for at least 2 hours, specific time to be indicated by the technical staff. If the technical staff needs to have dancers present for longer than two hours, those hours will also be regarded as working time. Remaining hours of the day are to be considered as free time (compensation).
 - c. Performance days
For activities away from the place of work with overnight stay, working hours end on arrival at the overnight accommodation and starts the next working day at the time of departure. In the event that the

employee chooses to arrive at the place of overnight accommodation later than strictly necessary, the time at which he or she could have reasonably been present at the location counts as the end of the working time.

- d. Sequence of several performances at the same location, including overnight accommodation
From the second and subsequent day(s) (i.e. excluding travel days): 8 hours per day, or the actual number of hours if more than 8.
- e. Compensation Days
When abroad, days-off and building days (see 2b.) are considered for dancers to be compensation days. Entitlement for after-tour compensation expires in case of compensation abroad.

De Stilte is responsible for the allocation of compensation days. Compensation days that cannot be planned immediately are added to the leave reserve. Compensation days can be assigned both in advance and afterwards. On July 31 of the current season, Planning PME provides an overview of the any reserved compensation days.

SEJOURS AND ALLOWANCES

The regulations on daily expense allowances applies to performing and accompanying staff in the event of performance/work activity assigned by the employer away from the company residence where no catering is provided.

Séjour is not an income but an expense allowance; a reimbursement for lunch and dinner i.c. food expenses. In In consultation with the dance ensemble, de Stilte established the séjour rates in April 2014, and yearly applied a 1% index. On March 1, 2024 de Stilte implemented a one-off increase in the rates (see table below). From then on, management will compare the rates every four years to the current cao and, if necessary, will adjust the amounts accordingly.

Summary séjours 2024

1-2tjes NL/Belgium	start before 12:00 hrs	€ 8,00
	start after 12:00 hrs	€ 8,00
	both before and after 12:00 hrs	€ 16,00
Performances outside of Breda – NL & Belgium	Performance day (1 or more shows)	€ 17,50
	Building day (set-up only, no shows)	€ 17,50
Performances in Breda	in own theatre	€ 0,00
	1 performance on 1 day (e.g. in Chassé)	€ 0,00
	2 performances on 1 dag	€ 17,50
	1-2tjes either before or after 12:00 hrs only	€ 0,00
	1-2tjes both before and after 12:00 hrs	€ 16,00
Abroad	Western Europe (daily allowance)	€ 40,00
	Eastern Europe (daily allowance)	€ 25,00
	outside of Europa (daily allowance)	€ 40,00
General	evening component, overnight stay or arrival in residency after 19:30 hrs	€ 25,00
	No breakfast provided in apartment/hotel	€ 9,00

Additional agreements concerning séjours

1. Daily expense allowance within the Netherlands & Belgium for 1-2's

a. Morning performances

For performances, starting before 12:00 hrs. a standard lunch fee of € 7,36 will be paid.

b. Afternoon and evening performances

For performances, starting after 12:00 hrs. a fee of € 7,36 will be paid. In case of departure from residence (Breda) before 17:00 hrs. and return to residence after 19:30 hrs. or overnight stay elsewhere a standard dinner fee of € 21,02 will be paid.

This arrangement also applies to special projects with a duration of less than 20 minutes, with a maximum of three performances per day.

2. Daily expense allowance within the Netherlands & Belgium: theatre performances and set-up

a. Regular performances days and set-up

In the event of one or more regular performances in the theatre or building day, a lunch fee of € 16.82 per day will be paid.

b. Evening performances

When the performance requires departure from residence before 17:00 hrs and return to residence after 19:30 hrs or an overnight stay elsewhere, a standard dinner fee of € 21.02 will be paid.

c. Stay in apartments

If no breakfast is included when staying in an apartment within the Netherlands or Belgium, the accompanying host or technician will get sufficient breakfast groceries for the duration of the stay, at the expense of de Stilte. If, due to circumstances, this is not possible, de Stilte pays an allowance of € 8,69.

This arrangement also applies to special projects with a performance duration of less than 20 minutes, with a maximum of three performances per day.

In Belgium, most of the theatres provide catering. The séjours agreement applies only if catering is not provided.

3. *Daily expense allowance abroad*

a. Regular performances and set-up

The international séjours rate for Western-Europe (with exclusion of Belgium) is € € 31,53 per day; for Eastern-Europe € 21,02 per day and for the rest of the world € 26,28 per day. This amount includes a lunch component and a dinner component; the lunch component covering 35% of the daily allowance, the dinner component covering 65% of the daily allowance. The hotel will always provide breakfast.

If the festival/theatre provides séjours directly, this arrangement expires and de Stilte will not pay any additional séjours.

If the festival/theatre provides lunch and/or dinner catering, it counts as an equivalent of one or both of the séjours components; in that case, this arrangement expires and de Stilte is not obliged to pay the respective séjours component(s).

b. Travel days

Séjours will be paid for travel days, unless meal(s) are provided for on the way, e.g. on the plane or by theatre/festival. In such case, the right for one or both components expires. Calculation of séjours on travel days will be determined by the place and time of departure.

c. Stay in an apartment

If no breakfast is included when staying in an apartment abroad, the accompanying host or technician will get sufficient breakfast groceries for the duration of the stay, at the expense of de Stilte. If, due to circumstances, this is not possible, de Stilte pays an allowance of € 8,69.

4. *Expense allowance within Breda*

Within the city of Breda, an expense allowance is only awarded in the event of performing a show or 1-2tje both in the morning (before 12.00h) as well as in the afternoon (after 12.00h). In such case, the daily expense allowances within the Netherlands are applicable. Should the activity only take place in the morning or the afternoon, the right for a daily expense allowance expires. Special projects are exempted from this stipulation.

This arrangement also applies to special projects with a performance duration longer than 20 minutes, with the exception of 4. *Expense allowance within Breda*.

Séjours and allowances will be allocated according to the performance schedule by the production manager (Irma

Bouwman) and paid after the fact, together with the salary. Séjours granted will be specified on the respective payslip.

The stipulated amounts will be indexed by 1% every year. Additionally, de Stilte will implement a one-off increase of the different rates with effect from March 1st, 2024. CHECK!!!.

Summary séjours 2024

		till March 1 2024	as of March 1 2024
1-2tjes NL/Belgium	before 12:00 hrs	€ 7,50	€ 8,00
	after 12:00 hrs	€ 7,50	€ 8,00
	both before and after 12:00 uur	€ 15,02	€ 16,00
Performances outside of Breda	Performance day (1 or more shows)	€ 17,16	€ 17,50
	Building day (set-up only, no shows)	€ 17,16	€ 17,50
Performances in Breda	in own theatre	€ 0,00	€ 0,00
	1 performance on 1 day (e.g. in Chassé)	€ 0,00	€ 0,00
	2 performances on 1 dag	€ 17,16	€ 17,50
	1-2tjes either before or after 12:00 hrs only	€ 0,00	€ 0,00
	1-2tjes both before and after 12:00 hrs	€ 14,87	€ 16,00
Buitenland	Western Europa (daily allowance)	€ 31,85	€ 40,00
	Eastern Europa (daily allowance)	€ 21,23	€ 25,00
	outside of Europa (daily allowance)	€ 26,54	€ 40,00
Algemeen	evening component, overnight stay	€ 21,23	€ 25,00
	No breakfast provided in apartment	€ 8,78	€ 9,00

REIMBURSEMENT EXPENSES

GENERAL EXPENSES

Expenses incurred by the employee on behalf of the company and approved by the supervisor will be reimbursed after submitting a declaration form, along with receipt(s), no later than 30 days after payment. All receipts need to be submitted separately.

If an expense claim is submitted after the 30-day period, de Stilte reserves the right to reject a request for reimbursement.

TRAVEL EXPENSES

Travel expenses incurred by the employee on behalf of the company and approved by the supervisor will be reimbursed, after submitting a declaration form, along with public transport tickets/receipts (if applicable). Employees are kindly asked to submit declarations digitally (info@destilte.nl).

Travelling by train

Anyone declaring travel expenses by train is obligated to hold a 40% discount card.

Commuter traffic

For all personnel travelling a distance of more than 10 km between home address and company premises, de Stilte will suitably arrange compensation for travel expenses:

To commute on working days between home address and Breda, most employees receive an NS Business Card. A deposit of € 50,00 will be withheld from the first salary payment. In case of loss or damage of the card, this deposit covers the cost of replacement; a new € 50,00 deposit will be withheld after a card needs to be replaced due to culpable loss. Upon the end of an employment, the NS Business Card is to be returned to the administration, after which the deposit will be returned within 30 days.

Commuting employees using public transport to the company residence for whom the use of an NS Business Card is not an option, can declare the expenses incurred based on public transport tickets/receipts.

If a commuting employee depends on other than public transport, he can request reimbursement per kilometre against the going rate (see below) or as agreed with the employer.

Please submit your declaration forms, digitally if possible at the end of the month (info@destilte.nl).

Travel expenses performances

Employees residing in Breda

If and only when de Stilte does not provide transportation to and/or from Breda to a company activity or business appointment outside of the company domicile, employees residing in Breda are entitled to reimbursement of the travel expenses by means of a declaration form, based on 2nd class public transportation with discount (when applicable) or compensation per kilometre by the going rate (see below).

Employees residing outside of Breda

If and only when de Stilte does not provide transportation to a company activity or business appointment outside of the company domicile, or if in all fairness the employee's travel time increases substantially when using the company transportation, employees residing outside of Breda are entitled to either:

- use their NS Business Card to travel to and/or from the location, or
- hand in a declaration form for compensation per kilometre against the going rate (see below), if NS Business Card does not apply.

In all other cases goes, that by choosing not to use of the company's transportation provisions to or from the destination, an employee waives his right to reimbursement of the travel expenses.

Rate compensation per kilometre

The going compensation rate is € 0,23 per kilometre

EXPENSE COMPENSATION FOR WORKING AT HOME

Every year on January 1st, or at the start of a new contract, de Stilte determines whether working at home is at issue for an employee. If so, he/she qualifies for a standard expense compensation, based on 20% of the agreed number of working days per week (so, with a contract for 5 days per week, the employee is entitled to expense compensation for 1 day working at home), regardless if it is practised. The rate for the compensation is € 2,35 per day tax free (in accordance with NIBUD directives). The expense compensation will be paid separate from salary before the end of the corresponding month.

With this arrangement, the employee waives any further claim for home work allowance, as a result of e.g. lockdown, train strikes or other incidental situations.

REIMBURSEMENT OF STATUTORY DEDUCTIBLE HEALTH INSURANCE

In accordance with the regulation *Vergoeding Eigen Risico*, as included in Appendix 8A of the collective labour agreement, employees who have incurred health care costs at the expense of their statutory deductible as a consequence of an injury or accident that occurred in the context of their professional practice are eligible for reimbursement. To this end, the employee hands over a filled out application form to the HR manager, together with a specification overview and invoices, between the last day of the year in question and January 31 of the new year. Management will assess the applications and determines the reimbursement, after which the company will pay the amount no later than May 31. The board's decision is not subject to any correspondence.

DECLARATION FORMS

A declaration form for general expenses and for travel expenses are available for download:

www.destilte.nl/nl/stukken-voor-personeel/.

EVALUATION

As part of good employment practices de Stilte wants to contribute to the development of all personnel. In this context a performance interview is scheduled yearly for each employee. Interviews with dancers are conducted by members of the Artistic Staff. Other personnel will have the interview with the supervisor together with the HR manager.

Step 1: scheduling interviews

At least one week ahead, the employee receives a written invitation from either the Artistic Staff or HR together with the agenda. If the employee wishes to put forward additional points, he/she is welcome to submit these through mail reply within 5 workdays after the invitation has been sent. If no additional points have been received after 5 days, this means no further contribution to the agenda.

In case the suggested date is not convenient, the employee contacts the Artistic Staff / HR immediately to set a new date.

Step 2: preliminary meeting

Prior to the interview, the Artistic Staff or supervisor & HR manager discuss the points to be addressed, based on:

- The previous interview report;
- Reflection on development goals and appointments as mentioned in the interview report;
- Reflection on performance in daily practice (job profile criteria);
- Any additional points as forwarded by the employee.

Step 3: interview

A performance interview is a structured conversation between an employee and his supervisor with the purpose of improving the employee's performance and the mutual cooperation.

Agenda

- *Reflection on previously determined development goals*
Where development goals have been set in the past, progress and whether these remain a point of attention will be discussed.
- Mutual cooperation
- Personal development and learning goals

On the above, employer and employee indicate where they think the development is going well and where there is room for improvement. Based on the evaluation, agreements are made for the future.

Step 4: report

During the meeting, staff/HR verifies the key points and agreements made. He records these point by point in the interview report. The employee and supervisor will receive a draft report no later than 5 working days after the interview. Response time is also 5 working days.

If staff/HR has not received a response after the term, he will contact the person concerned, requesting approval shortly.

Subsequently, the report is finalized with a signature of all present at the interview. If an employee does not agree with the draft report, staff/HR adds a note to the report and turns to management for further instructions.

TRAINING OPPORTUNITIES

STUDY PROGRAM NEXT TO WORK

The Collective Labour Agreement does not provide directions concerning dancers who are looking to start a study program in addition to their work as a dancer. Therefore, de Stilte has drawn up the following guidelines:

- Room for a study program next to de Stilte is negotiable. However, the work of the company takes precedence; not least in the event of unforeseen emergencies such as a colleague's sudden availability problems due to illness, injury or otherwise.
- Before registering for a desired course, de Stilte asks of dancers to first make an inventory together with Gertien Baanstra of how the program relates to the workload and the scheduled performances and rehearsals. Possible considerations are: how many days will the course take? how many days are in conflict with the company's activities? what is the minimum required percentage of attendance? is there a possibility to make up for missed course dates? What dates is the dancer available in case of emergency?
- The dancer in question is to inform de Stilte as soon as possible about changes in the study program's schedule, even if these do not conflict with the company's schedule. This can be done by e-mail to Gertien Bergstra: gertien@destilte.nl.

Of all employees, other than dancers, who want to start a study program in addition to their work for de Stilte, the company asks to consult in advance with the supervisor concerned, in order to see to what extent the study activities affect the work of the company.

TIMESHEET

At the start of a fixed-term contract or at the beginning of the calendar year all employees receive a Timesheet from the HR manager. Besides an overview of the agreements made concerning workdays and working hours, the timesheet consists of a time registration tool and a summary tool.

Time registration

As a rule, an employee is not obliged to register his hours. de Stilte assumes that an employee will stick to the agreed number of working hours, days-off and holidays. However, if the employee wishes to claim any overtime, de Stilte expects him to substantiate this by means of a consistent time registration. The registration form as included in the timesheet can be used for this. Consequentially, anyone who does not consistently keep track of his/her hours waives the right to overtime compensation.

de Stilte reserves the right to oblige an employee to register his working hours without further explanation.

Realization

Up until 7 days after the last day of the term, the employee has the opportunity to submit his/her time registration to the HR manager (eric@destilte.nl) via e-mail. He will then determine within 14 days, if there are any overtime hours to compensate, based on the administered schedule and information in the time sheet according to the guidelines below.

Overtime

Deviation and flexibility of the weekly rhythm can result from sensible planning. As long as it is possible to straighten out later in the term, de Stilte expects no further action from the employee. However, if the number of overtime hours exceeds to more than 1 working week without a feasible compensation plan, the employee is to

immediately contact the HR manager to come to a realistic solution. If necessary, HR may involve the supervisor or managing board in the decision-making.

If the employee neglects to communicate the exceeding of hours in time, de Stilte is no longer liable for compensation. In this case, de Stilte is entitled to have accrued overtime hours entirely or partly borne by the employee.

Shortfall

If, at the end of year/contract, an employee's time registration results in a negative total, the HR manager will first verify whether there are any leftover vacation/ATV hours to compensate the shortfall as much as possible. If there is still an undershoot (and no demonstrable negligence is at hand), he will determine the realization to 0.

Employees who do not provide a time sheet will receive a determination formally set to 0 as well.

Without explicit and written consent from the employer for delay, the HR-manager is entitled to refuse any time registration submitted later than 7 days after the term.

Determination

Based on the information provided, the HR manager draws up a written statement. A first draft of this will be submitted to the employee for approval. If an employee fails to respond within 7 days, this will be considered a formal consent.

Once agreed, the employee signs for approval. If an employee refuses to approve the overtime determination, this will be noted in the statement. In this case, the HR manager will turn to the managing directors for approval. If approved, the board of directors signs together with the HR manager to finalize the determination.

Explanation

An manual explaining the structure and application of the timesheet is available in Dutch and English. Every new employee receives this with his first sheet. If there are any queries, please contact the HR manager.

DAYS OFF

HOLIDAYS AND DAYS-OFF

Holiday hours and days off must, in principal, be used by the employee within the current contract period or, in case of an open-ended contract, within the current calendar year. The employee is allowed to take a maximum of three days into a new contract period. In consent with the executive board, this can be more. Saved up holiday days over the preceding contract period must be spent before the 1st of April of the calendar year.

The employer maintains the right to appoint obligated days off throughout the year. These are subtracted from the total number of days off as stipulated in the collective labour agreement. This also goes for the assignment of compensation days.

APPLYING FOR A DAY-OFF

An application for one or more days-off is to be submitted to the employee's supervisor² **in writing at least three weeks prior to the date(s) concerned** (cc: eric@destilte.nl). The supervisor answers the employee as well as the HR manager of the okay or the motivation to refuse. The company kindly asks employees to also communicate any travel dates during the weekend so these can be taken into account when scheduling performances.

The employer is obliged to assign or decline the requested days-off at least one week prior to the date concerned.

RESERVATION OF ATV-DAYS

In principle, unused ATV-days will expire at the end of a contract or calendar year. An exception can be made, when:

- a. The employer had denied a timely request (at least 3 weeks prior to the date(s) concerned for the sake of scheduled activities in the company's interest;
and
- b. De employee is not able to take denied days on a different date within the current term due to scheduled

² *Dancers send their request to the planner (maarten@destilte.nl).*

activities in the company's interest.

In case an employee deems to be entitled to the reservation of ATV-days for the following year, he asks the supervisor for written confirmation before the end of the term. The employer reserves the right to set a (reasonable) time frame during which the reserved days are to be used (max. 12 months).

A request for written confirmation after the final date of the current term will not be taken into account.

Reserved days that have not been used within the agreed time frame, cannot be reserved again and will expire.

SICKNESS AND OTHER CASES OF ABSENCE

EMERGENCY LEAVE AND SHORT LEAVE OF ABSENCE

The employee is entitled to emergency leave if an immediate situation of force majeure requires so.

When the employee is forced to take time off due to exceptional personal situations, he/she is entitled to short leave of absence. There is no definite definition for this. De Stilte will consider on a case-by-case basis whether short leave is appropriate.

In accordance with the law, de Stilte grants emergency leave and short leave without consequences for the salary. The employee does not have to compensate for the lost time.

Medical emergency

In the event of a medical emergency, in which a very urgent, unexpected or exceptional personal situation requires that an employee be absent during working hours, short leave of absence applies. The hours that the employee is not available for work, count as sick leave.

This concerns:

- acute and urgent medical circumstances concerning the employee himself;
- the event of an employee's partner going into labour;
- a death of an immediate family member or partner of the employee;
- an unexpected doctor's visit for an employee's children (parent/guardian) or need to accompany someone close to the employee to the doctor;
- an employee being called away to pick up his/her child from school due to illness (or otherwise);
- pregnant employees who have to undergo necessary pregnancy examinations.

Incidental medical consult or examination

As a rule, de Stilte expects occasional or periodic visits to the doctor to be scheduled outside working hours. If an appointment cannot take place outside working hours, for example in the event of full-time employment or limited availability of a specific practitioner, the employee needs to submit a request for short leave of absence to his direct supervisor. The employer expects the employee to schedule the appointment as favourably as possible (at the start or end of a working day or otherwise agreed by the supervisor). De Stilte reserves the right to compensation; as the frequency of leave requests increases in a year, it is more likely that the Silence will ask for compensation (e.g. working extra hours, taking ATV time).

NOTIFICATION OF SICKNESS AND RECOVERY

On the first day of illness, the employee contacts the company administration by phone +31(0)76 – 513 81 25 as soon as possible, but at least before 9:00 AM. If the phone is not answered, he/she leaves a message on the answering machine; if necessary de Stilte will call back a.s.a.p. Text or Whatsapp messages or e-mails are not accepted as formal absence report.

Within the first few days, HR will call the sick employee to discuss and register the nature of the illness and the expected duration of absence as well as the location and phone number where he/she can be reached during the absence. The following questions will be asked:

- What is the nature of the illness?
- Is there a relation between the work and the illness?
- What are the possibilities for replacement work?
- What is the expected duration of the illness?
- Will you be visiting a physician?
- Are arrangements required during your absence in relation to your work?

- Is there anything in particular we can or need to do for you ?
- When is the next contact between employee and HR? (make appointment)

In case of immediate illness or injury that may affect or threaten the continuation of the scheduled activities (e.g. performance), the employee should directly contact Gertien Bergstra at +31(0)6 - 36 30 39 13.

Given the dynamics of the organization, it is vital for employees to communicate their recovery as soon as possible. The employee notifies the administration of the company preferably the day before, but at the latest on the day of return at 9:00 AM (+31(0)76 – 513 81 25).

The office manager communicates notifications of sickness and recovery to both the supervisor and the HR manager.

ACTIVITIES AND DUTIES DURING ABSENCE

To enable the company to contact you during your absence you need to be at home at the following times:

- in the morning till 10:00 hrs.
- at noon between 12:00 and 15:30 hrs.

For recovery activities (for example a visit to the doctor or for therapy) you can go outside, in consultation with your employer. When you go outside, make sure that we can reach you. In case your absence lasts longer than a week, you can come to an arrangement with HR regarding the times you are ought to be at home.

Make a visit possible

The employer and the ARBO service must be able to reach you during your absence. You must therefore provide them the opportunity to visit you in your house or the nursing address. If you are, without acceptable reason, not at home for consultation upon the agreed hours, the employer holds the right to charge expenses for the house visit will be charged to your account.

In the event of absence without an acceptable reason, it's not possible to determine whether you are unable to work. In that case, the employer is entitled to regard your absence from work as unlawful and suspend your salary.

Visit to the company doctor

If you are invited for a consult with the company doctor, you are obliged to show up. Should you have a valid reason to not attend, please notify both HR and the case officer from the ARBO service as soon as possible.

If you've recovered and resumed your work, you do not have to appear at the medical officer. To avoid being charged for the consult, please observe a 24-hour notice if you cancel (or reschedule) an appointment (with approval from HR only).

You can also make an appointment with the company doctor yourself if you foresee taking sick leave in the near future or to discuss the working conditions. This is a confidential consult and will not be discussed with your employer without your consent.

PROTOCOL (IN)APPROPRIATE CONDUCT

As an employer, de Stilte aims to responsibly fulfil its duty to provide care and safety to its employees. In preparing and implementing company policy on working conditions, de Stilte will pay attention to preventing inappropriate conduct and stimulating appropriate behaviour.

de Stilte acknowledges that the prevention of inappropriate conduct by an employee, a client or visitor is a company responsibility, which requires a structural approach, focussing on prevention, relief and aftercare. Therefore de Stilte has, in consultation with NAPK, drawn up the Protocol (In)appropriate Conduct. As a PDF, this document is available to all employees at www.destilte.nl/nl/stukken-voor-personeel/ (currently in Dutch only).

COMPANY CONFIDANT

The board of the Stilte has appointed Mr. Frans Claessen of MBS P&O as external company confidant for de Stilte.

Adres: Fatimastraat 1, Breda
Telefoon: 06 – 20 49 04 70
Mail: f.claessen@mbs-personeeldienst.nl
Website: www.mbs-personeeldienst.nl

The company confidant's most important task is support and guidance of employees who are burdened with intimidation in the working environment: be it of a mental, physical or sexual nature or otherwise. Together with the person concerned, the confidant looks for an optimal solution of the conflict, an outcome that is satisfying for the complainant, in the sense that he/she will be able to do his/her job normally, without running the risk of recurrence.

Throughout the process, the confidant is on the complainant's side. He will support him or her in the mutual search for a proper solution. The company confidant will first consider whether an informal approach is sufficient.

Sometimes, it's enough for someone to hear a confidant confirm the legitimacy of the complaint. Then, he or she may well be able to take the necessary steps either on his/her own or with appropriate guidance from the confidant. In other cases, the confidant may set in motion an intervention by a superior, or approach the HR manager to take this step, provided that he has the complainant's explicit consent. Other options are to involve a mediator or, if the situation is of such a serious nature that it requires more powerful support, to seek legal advice and/or assistance, or psychological help. In appropriate cases, the confidant will refer to such echelons. It can also happen that the confidant and the complainant, comes to the mutual conclusion that an informal trajectory for the problem is not sufficient. In that case, the confidant will refer the complainant to and support him in the course of the complaints committee and - in the case of violation of the law - for filing a report with the police.