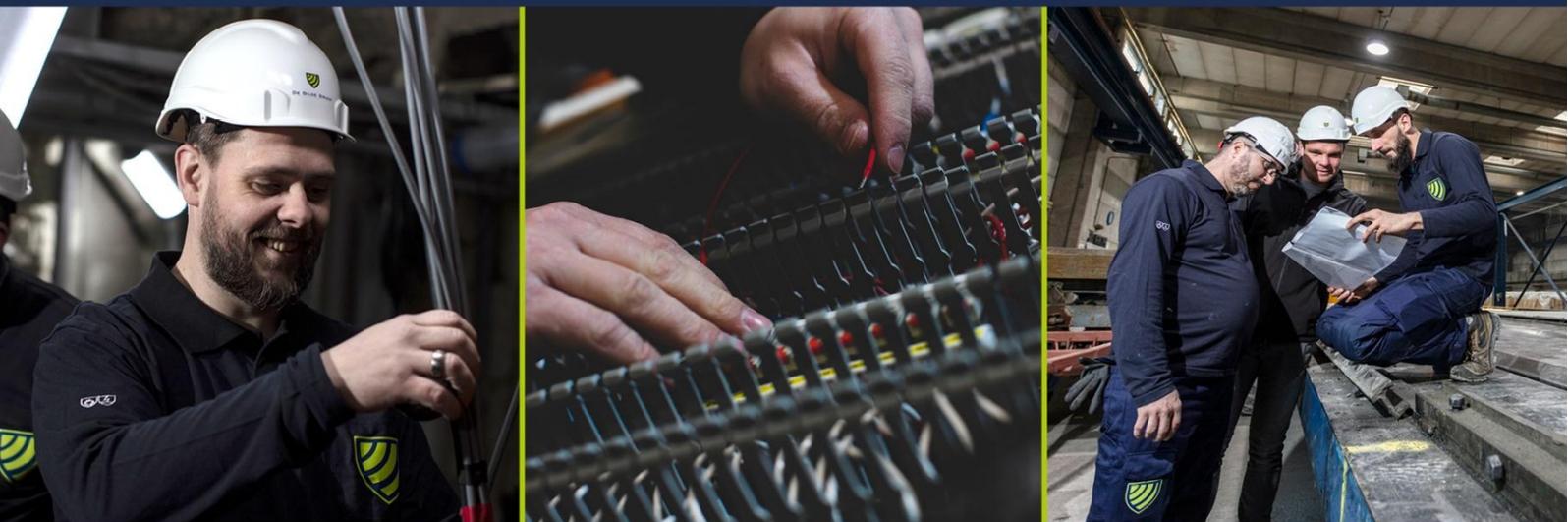


masters of
craftmanship

Welcome to De Gilde Groep



DE GILDE GROEP



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1. INTRODUCTION

A warm welcome to De Gilde Groep!

We are delighted that you have chosen to work for De Gilde Groep. We will do all we can to find projects that suit your particular qualities. We also believe it is important that you have decent accommodation and, of course, an appropriate salary.

Before you start, it is important that you read the contents of this manual thoroughly. It explains what is expected of you and what you can expect from us.

The Gilde Groep has three specialized business units: construction & civil engineering, electrical engineering, and prefab. The clients of The Gilde Groep are the largest companies in these fields in the Netherlands. It is important that you realize every day that your dedication contributes to the good reputation of The Gilde Groep.

If something is upsetting you, please contact your recruiter and/or an employee of De Gilde Groep. Do not express your dissatisfaction to the client.

2. PREPARATION

Before you arrive in the Netherlands, you must have supplied the following documents to your recruiter:

- completed data sheet;
- qualification form;
- curriculum vitae;
- bank card or a document from the bank showing your IBAN and name;
- Dutch Citizen Service Number (BSN) if available;
- copy of VCA diploma (if available).

VCA (Safety, Health and Environment Checklist for Contractors)

Do you not yet have a VCA diploma? In this case, you will receive a digital lesson book from your recruiter and take the exams in the Netherlands or your own country. In the Netherlands, this will take place on the Thursday in the week prior to you starting work. De Gilde Groep will pay for your first exam. You will have to pay your own fees if you need to retake the exam. If, after two attempts, you have not passed, you will not be able to work and will have to go home.

It is therefore important that you thoroughly learn the topic in advance; don't underestimate the importance of this qualification! If you fail the exam, it may mean that your team-mate may also be unable to start work.

Citizen Service Number (BSN)

If you do not have a BSN, we will make the relevant appointment for you. The details of the agreement will be sent to you before your arrival in the Netherlands in the form of a full schedule.

Packing for the Netherlands

In order to ensure you can do your work effectively, please bring the following items (see table on the next page).



Upon arrival at the head office of De Gilde Groep, the hand tools will be checked. Do you have any questions about this? Maybe you don't have some of the items? Please contact your recruiter and we will find a solution.

Concrete formwork constructor	Electricians
Work shoes S3	Work shoes S3
Nail apron	Toolbox
Pencil and folding ruler	Small lock (for toolbox)
Flexible steel rule 5m	Cable stripper (automatic)
Claw hammer	VDE-insulated wire cutters
Bevel gauge	Cover stripper
Braiding pliers	Spanner/wrench set 8-part (8 to 22 mm)
Spirit level	Spanner/wrench set 7 mm
Square bracket	Spanner/wrench set 24 mm
Handsaw	Lump hammer 300 mg
Stanley knife	VDE-insulated screwdriver set
	VDE-insulated adjustable joint pliers
	VDE-insulated combination pliers
	VDE-insulated pincers
	Socket spanner set
	Flat file (metal)
	Semi-circular file
	Tape measure 5m
	Metal saw (small)
	Metal saw (large)
	Screw bit set (small)
	Cable tie pliers
	Optional: SDS hammer drill
	Optional: wireless drill

3. ARRIVAL IN THE NETHERLANDS

Before you depart for the Netherlands, our department called Facility will send you an email containing details of all locations, dates and times. If you have any problems on the way or cannot arrive on the day and time stipulated due to other circumstances, please inform your recruiter directly.

On Friday, there is an introduction day at the headquarters in Meppel. Address: Blankenstein 136, 7943 PE, Meppel.

During this introduction day, various topics will be covered:

- Presentation about:
 - Introducing you to De Gilde Groep
 - How to work safely
 - Using personal protective gear
 - Accommodations
 - Getting to know 'Helloflex' and 'Time'
 - What to do if you are sick
 - Contact info for any questions
- Information on the project where you will be working
- Information on work clothing and personal protective equipment
- Tool check



- Explanation of hourly registration (Time)
- Signing of contract
- A chance to have any of your questions answered

You will be given the following clothing/personal protective equipment by De Gilde Groep:

- T-shirts
- Trousers
- Sweater
- Safety helmet
- Vest
- Safety goggles
- Earplugs
- Jacket – if applicable
- Raincoat – if applicable

Bring enough underclothes and also a smart pair of work trousers, a shirt and a sweater.

If you need new clothing, you can request it by email from Facility: (facility@degildegroep.nl).

4. YOUR ACCOMMODATION

De Gilde Groep will ensure that your accommodation is organised according to our quality requirements and is as close as possible to your project.

We have various types of accommodation and the details will be explained during the presentation at our office.

You need to bring the following items from home:

- Pillow
- Blanket
- Mattress cover
- Fitted sheet
- Pillowcase

If there is a problem or you have any questions, please contact us via the office and ask for the department Facility, or call them directly. See chapter 11 for their contact details. We will do all we can to ensure any issues are resolved as quickly as possible.

Check-out form

When you change accommodation or leave to go home, you must complete a check-out form. We will issue this form at the time.

In attachment 4, you will find the house rules of De Gilde Groep, along with additional regulations.

5. GOING BACK HOME

Foreign employees (from the European Economic Area) work for De Gilde Groep on a rotation system unless otherwise indicated (we have different agreements with some clients).

The rotation system means that we expect you to work the minimum number of weeks according to your home country.



You may also work longer if there is a suitable project for you!

You must always do this, however, in consultation with the relevant project manager from De Gilde Groep. The project manager will discuss the options with you. We will also check the impact this may have on the allowances that you receive each week with your salary payment.

Holiday Form

For every vacation or period in your home country, you must submit a request to the relevant project manager three weeks in advance using the vacation request form. This also applies if you are following the rotation schedule.

If you don't submit a vacation request, we will assume that you will continue working, and we will arrange the accommodation. This means that if you go home without an approved request, we will deduct the accommodation costs (€220 per week) from your salary.

You can find the vacation request form in Attachment 1. Please fill it out and send it to your contact person, or submit your request digitally via: <https://www.degildegroep.nl/nl/vakantie-rotatie-formulier/>

6. SAFETY

Because we value your safety and well-being while working, safety is of utmost importance to us. It starts right here in our office, where you'll receive a presentation on 'Safety on the Job.' Along with that, you'll also receive a digital copy of our safety handbook, and we'll explain the procedure for reporting (near) accidents.

If you come across any unsafe situation on the project, always make sure to report it to your supervisor on-site.

Remember, it's either work safe or do no work at all!

Safety instructions

Value	
Responsible	I am responsible for my own safety and the safety of others
Open	I report all (near)accidents to my project supervisor and De Gilde Groep
Communication	I address others about safety and unsafe behavior
Acceptation	I accept when others address me on safety and unsafe behavior
Actions	I do not work when the work environment is unsafe

Safety rules De Gilde Groep	
1	I take responsibility for my own safety and the safety of others
2	I address others about unsafe behavior at work
3	I take action in unsafe situations, and if necessary, I stop the work
4	I report all safety incidents, also near-incidents, so we can learn from them
5	I accept feedback about my own behavior regarding safety
6	I give a compliment when something is good
7	I respect our rules of behavior and follow instructions
8	I use the correct PPE*, which are fitting for the work I perform
9	I perform a LMRA** at the start of the work and after interruption of my work
10	I will take care of a safe and clean workspace/ work environment

* = Personal Protective Equipment



** = Last Minute Risk Analysis

Violations	
1	Unsafe behavior that puts the employee and/or others in an unsafe situation
2	Failure to use or improper use of personal protective equipment
3	Non-compliance with the applicable safety rules and given instructions on-site
4	Incorrect use of tools or equipment, or working with tools or equipment without proper instruction and/or training
5	Failure to report (near) unsafe situations to the immediate supervisor and DGG
6	Working and/or driving under the influence of alcohol, drugs, or medication that affects work

Sanctions

Compliance with the safety policy is not optional. In the event of a violation and when the seriousness of the circumstances justifies it, the following sanctions will be applied:

- A. Warning
- B. Official warning
- C. Immediate termination of the assignment

For skilled workers working for a client, the client will be informed of the imposed sanction(s).

Anti-Discrimination Policy

De Gilde Groep defines discrimination as the following:

The making of direct or indirect distinctions between people based on:

age, gender, marital status, sexual orientation, life philosophy, political or religious beliefs, race, ethnic origin, or nationality.

De Gilde Groep does not tolerate its employees being discriminated against by others.

De Gilde Groep will take responsibility for creating a safe working environment where everyone is treated with respect and where any form of undesirable behavior is prevented and addressed.

As an employee, you are responsible for not discriminating, recognizing and preventing discrimination, ensuring that no cooperation is given to discrimination, and reporting discrimination.

Alcohol and Drug Policy

To ensure a safe, healthy, and professional work environment, our organization maintains a strict policy regarding alcohol and drug use.

1. The use of alcohol and/or drugs during working hours and in the workplace is strictly prohibited.
2. Employees must not report to work under the influence of alcohol and/or drugs, regardless of the time or location.
3. If an employee is found under the influence of alcohol or drugs during working hours, disciplinary action may be taken.
4. Possible consequences include an official warning, suspension, or immediate dismissal, depending on the severity of the situation.
5. The organization reserves the right to initiate an investigation, including offering a test, if there is suspicion of use or drug use.
6. This policy applies to all employees, including temporary workers, interns, and external service providers.



7. INSTRUCTIONS FOR THE PROJECT

The project manager of De Gilde Groep will provide you with details of the project where you will work on the Friday afternoon before you start on the project.

Make sure that you identify a route to the project in advance so that you know where to go and can arrive at the project location on time. Report to the manager of the relevant project location 10 minutes before the starting time. You will then be provided with an explanation about the work you will carry out.

- Do your best and always work safely.
- If you are unsure what to do, ask your manager; we encourage you to be proactive and your efforts will be appreciated.
- Never leave without the permission of the project location manager.

8. HOURLY REGISTRATION

We work with a digital hourly registration system called 'Time' (an online platform). Each week, you can enter the hours you have worked on a digital hourly report. Once the register has been completed and submitted to the client, it will then be checked by them.

A document providing information about Time will be sent to you separately and we will explain it when you are in the office.

9. SALARY

The salary will be paid weekly in the week following on from the one you have worked. In Annex 3 there is further information about the most important elements on the payslip, which you will receive via email each week. The weekly De Gilde Groep salary includes:

- Worked hours
- Meal allowance
- Travel allowance for the journey from your home country to the Netherlands and back
- Travel allowance for kilometres from your accommodation to the project – if applicable
- Holiday allowance
- Healthcare insurance

10. HEALTHCARE INSURANCE

- De Gilde Groep has concluded basic insurance with Zorg & Zekerheid in the Netherlands. You will be issued with a card so you can see a doctor, go to hospital or see a dentist.
- You are insured during the period you have an active employment contract. If you return to your homecountry, you are insured for as long as your contract is active.



11. TAX AUTHORITY & OTHER ORGANIZATIONS

Tax declaration in the Netherlands

When you work in the Netherlands, you may receive mail from the Tax Authorities (Belastingdienst). This mail will be sent to your accommodation in the Netherlands or to your address in your home country.

When you receive mail from the Tax Authorities, it will be in a blue or light pink envelope.

Blue = Income tax

Light pink = Allowances

When you receive this mail, open the envelope immediately and carefully read the letter. If you don't understand something, please contact our office.

If you need more information about the Tax Authorities, you can always consult their website in English. See the link below:

<https://www.belastingdienst.nl/wps/wcm/connect/en/individuals/individuals>

Other organizations (such as UWV, municipality, SVB, government organizations)

When you work in the Netherlands, you may receive mail from other organizations. This mail will be sent to your accommodation in the Netherlands or to your address in your home country.

When you receive this mail, open the envelope immediately and carefully read the letter.

If you don't understand something, please contact our office.

12. SICK REPORTING

Sick Reporting:

If you are ill and cannot go to work, you must inform the supervisor of the project where you are working as soon as possible.

Also, you need to notify De Gilde Groep's back office department by phone at +31 522 235 990 before 09:00 am on the first day of your illness.

If you become sick during work and can no longer continue, you should also inform De Gilde Groep (back office department) and the supervisor of the project where you are working by phone.

After we process the sick report, you will receive an SMS from KEES with a link. When you click on the link in the SMS, you will be redirected to the KEES application, where relevant questions about your illness will be asked.

- Activating the KEES application should be done as soon as possible.
- In addition to contacting one of our employees, Acture will also get in touch with you.
- When you are sick, stay at home and make yourself available for checks.
- On the first day of your illness, you need to be available between 08:00 am to 06:00 pm.
- Weekly, you will be contacted to inquire about the progress of your illness.

IMPORTANT:

- Non-personal sick reports will not be accepted, unless there are valid reasons.
- If you are unreachable, you will not be eligible for sick pay.

**Recovery Reporting:**

Are you better? Then report this to Acture and De Gilde Groep. Do this on the day before you resume work.

If, unfortunately, you are still unable to work, inform De Gilde Groep and Acture as soon as possible.

Sick Pay Disbursement:

The first day of your illness is a waiting day, and you will not be paid for it. Afterward, we will pay you 90% of your gross hourly wage. This will be paid to you weekly.

End of Contract:

If your contract expires during your sickness, we will notify Acture that you are sick and will stop the payment of sick pay on our end. Acture is our sick pay provider. Payment of sick pay when you are no longer employed will be calculated by Acture. The first payment will be made after ca. 4 weeks.

Acture will assess your illness and calculate the sick pay amount. Therefore, you will receive regular correspondence from Acture. They will also contact you by phone. Similarly, make sure to be available and answer the phone. If you fail to meet your obligations, Acture may decide not to pay you sick pay.

Any changes that may affect your sick pay should be promptly reported to Acture's case manager.

Note! Not all sick reports are granted by Acture. So, there might be cases where you won't receive benefits through Acture.

You are not allowed to travel to your home country without permission from De Gilde Groep or Acture. Always discuss this with De Gilde Groep.



Sickness absenteeism support via acture

What happens if you are scheduled to work but feel sick?
If you are sick your employment agency has everything arranged for you
via Acture

Who is Acture?

Acture is a private social security specialist. Acture takes care of the benefit payments, support and re-integration for workers in the flex sector who are sick or unfit to work. **Acture** does this on behalf of employment agencies that choose to remain responsible for these workers.

What if i'm sick?

If you are sick and cannot work it is **important** that you notify the employment agency immediately. The employment agency informs Acture about your sick leave.

What's next? Acture receives your details, and contacts you via a **text message**. It is important that you click on the link in the text message and **answer all the questions**. Do this as soon as possible on your first day of illness.

Want to know more?



The digital casemanager is an application of **Acture**. Do you want to take a quick look so you're not faced with any surprises should you fall ill? Then scan the **QR code** for more information or visit kees.acture.nl/onboarding.

Acture and your privacy

Acture values your privacy. Your details are treated with confidentiality. Acture is registered with the Dutch Data Protection Authority, which supervises the correct handling of private information. More information? Visit www.acture.nl/privacy





13. CONTACT DETAILS

Ground-rules for good communication:

1. You can always contact your recruiter
2. You can also send an email to the department or person of De Gilde Groep that should be able to help you and not to everybody for whom you have an email address. See below which persons you should contact.
 - a. Always mention your name in the email
 - b. Be brief, polite and to the point
3. When necessary, you can also call. If it can wait a few hours, please email.

Who should you contact (e-mails will not be read during the weekend):**For urgent inquiries:**

Office number: +31 522 235 990

For non-urgent matters:

Electrical	electrical@degildegroep.nl
Construction	construction@degildegroep.nl
Prefab	prefab@degildegroep.nl
Backoffice	backoffice@degildegroep.nl
Facility	facility@degildegroep.nl



Emergencies:

In case of life-threatening and/or emergency situations, please call the emergency number 112.

You can contact us in the following circumstances:

- If you have not received new project information on Friday before 4:00 PM and you will not continue working on your current project
 - Please contact us before 4:30 PM on Friday using the general phone number +31 522 235 990.

- If you have not received information about changing accommodations by 4:00 PM on the day before you need to move, or if there is any other emergency, please contact the Facility department. They are available by phone during daytime on weekends.
 - Facility: +316 34 10 43 35 (WhatsApp and SMS messages are not possible)

Please respect the weekends of our colleagues. If there is an issue that can wait until Monday, please send an email, and the matter will be addressed in the upcoming week.



ANNEX 1: ROTATION/HOLIDAY FORM

In general, your contact person at De Gilde Groep will consult with you *and* the client about the period that you will not be working as a result of rotation and/or holiday. However, sometimes this is not the case, and you will have to submit a request through this 'holiday-rotation form'. Please note, the official request must also be submitted if you are already following the rotation schedule.

Since it will have to be discussed with everyone involved, the request must be submitted at least 3 weeks in advance. If you submit your request too late, we may have to reject it right away.

If we do not receive an official request we will assume that you will keep working, and we will continue providing the accommodation. So if you go home without a request, we will have to deduct the costs of the accommodation from your salary.

Submitting the request does not mean you will automatically get the leave you want. You will receive a confirmation of approval from your contact person if it is approved.

Employee information:

First and last name:

Date of birth:

Phone number:

Email address:

Address of the accommodation:

Holiday request:

Date first day of holiday (*day of departure*):

Date last day of holiday (*first day back at the project*):

Has the client at the project site approved the requested leave?

Yes No

Can you return to your current project afterwards?

Yes No I don't know

Does replacement for your work need to be arranged?

Yes No I don't know

Signature employee:

Date:

Signature employee:

**ANNEX 2: CHECK-OUT FORM**

Check-out date _____ - _____ - _____ Completed by _____
by

Accommodation details

Street + house number _____
Postcode + City _____

Residents' details

Enter the names of the people who live in the accommodation

First name	Surname

Departure Checklist

- Rubbish has been disposed of in sealed bags and placed in the appropriate containers
- Stairs and floors are clean
- Sink, worktop and dishwasher are empty and clean
- Plates, cutlery, glasses and kitchen utensils have been washed, dried and stored in the cupboards or drawers
- Oven and hob are empty and clean
- Fridge and freezer are empty and clean
- Bed linen has been removed, blankets folded up, blankets and pillows have been placed on the bed
- Bathroom and toilet are clean
- Number of keys _____

- Where have the keys been left?

When it comes to leaving the keys, please follow the instructions in the email.

Please send photos of the accommodation and a photo of this completed check-out form to: facility@degildegroep.nl

Fines

Fines for damages, smoking and missing items in the accommodation will be determined depending on the situation. The fines are deducted from the salary.

**ANNEX 3: NOTES ON PAYS LIPS (example)**

This section provides a step-by-step explanation of the payslip that you receive each week. An example of a payslip has been added and notes on the next page will explain the various components.

De Gilde Groep BV								
Salarisspecificatie								
vestiging	geboortedatum	volgnummer	datum	hk	kleur	tabel		
240		218619	06-07-2022	J	Wit	Wk		
dagen	Datum in dienst	BT-percentagefase/keten	ZW-A	WAO	WW	ZFW		
5		47,41 % Fase 3	J	J	J	J		
<small>WAB: onbepaalde tijd / schriftelijk / oproepovereenkomst</small>								
Week	Declaratie	Correctie op	CAO	WAB	Min. loon	Tabel	Fq / Per	Garantieloon
2022-25	241382(4)		CAO Metaal & Techniek	N/J/N	€10,48	Wk	E/6/	5
		aantal	bedrag	perc.				
Bruto componenten								
2	Normale Uren	40,00	13,50					540,00
6	Vakantiegeld							33,19
14	Overwerkuren	4,00	13,50	140,00 %				75,60
4	Vakantiedagen bovenwettelijk							11,33
14	Uurtoeslag	24,00	13,50	10,00 %				32,40
1	Reisuren	3,00	13,50	100,00 %				40,50
3	bruto uitruil tabel							-164,53
5	Vrije vergoeding/verstrekking huisvesting (ET-regeling)		200,00					
								568,49
Premies/Inhoudingen								
15	Pensioenpremie			4,00 %				-16,58
								-16,58
Loonheffing								
7	Loonheffing (tabel)							-50,10
	Loonheffing bijzonder tarief							-50,06
								-100,16
Netto componenten								
9	Reiskostenvergoeding	5,00	0,26					1,30
	Reiskostenvergoeding	5,00	5,20					26,00
	Reiskostenvergoeding	1,00	59,77					59,77
8	Netto inhouding zorgkosten	1,00	29,33					-29,33
16	Cost of living allowance	1,00	35,00					35,00
11	premie wga wn			0,40 %				-2,18
								90,56
Netto loon								
12	Netto loon							542,31
								542,31
Betaling								
13	Nog te betalen bedrag							542,31
Te verrekenen bedragen								
								Saldo
Te verrekenen inhoudingen								
Te verrekenen correcties								
Reserveringen								
		Perc.	Vorig saldo	Bij	Af	Nieuw saldo		
Uren in tijd	Vakantiedagen bovenwettelijk	2,17 %	0,66	0,67	0,66	0,67		0,67
	Vakantiedagen	8,70 %	15,01	2,70				17,71
Totaal			15,67		0,66			18,38
In geld	Vakantiegeld	8,33 %		33,19	33,19			



Notes on payslip components

1. Travel hours

This is the gross amount that you will be compensated for travel hours.

2. Regular hours

These are the hours that you have worked in the relevant week between 7 a.m. and 6 p.m. These hours are entered into HelloFlex Time. The client must always approve these hours.

3. Gross deductions

This is a standard gross deduction for the costs relating to (temporary) work outside your country of origin.

4. Non-statutory holiday days

The total number of holiday days includes statutory and non-statutory holiday days. These non-statutory holidays are paid out each week in cash.

5. Allowance/accommodation

This is the net deduction for costs relating to (temporary) work outside your country of origin.

6. Holiday allowance

The holiday allowance is paid out each week and equates to 8.33% of the gross annual wage.

7. Wage tax

In the Netherlands, we have a social system called the welfare state. Everybody who earns a wage contributes towards this (via deductions from their wages).

- a. Table: Deduction according to standard tariff
- b. Special tariff: Deduction at special tariff for overtime, holiday allowance and holiday days.

8. Net deduction for healthcare costs

This is the premium that you pay for healthcare in the Netherlands.

9. Travel cost allowance

- a. Travel cost allowance: Net allowance for travel costs from country of origin to the Netherlands multiplied by €0.19 per km, divided over the number of weeks being worked in the Netherlands. If you decide to stay longer than your rotation, you are no longer entitled to this amount.
- b. Travel cost allowance: Net allowance for accommodation for the project. Paid out depending on CAO (Collective Labour Agreement).

10. Meal allowance

(Only where applicable)

11. Employer's Premium for WGA

A standard employee premium for the Work Resumption fund. This is a percentage of your total wage.

12. Net wage

This is the net amount after any deductions have been made.

**13. Payment**

This is where you will find the amount that has been paid (by bank) on the payment date and to which bank account number the payment has been made.

14. Other wage components (these are not visible on the sample payslip)**a. Wage bonus hours**

This is the bonus per hour on the hours that you worked in the relevant week (in shifted hours or shift work). These hours are entered into HelloFlex Time.

b. Overtime hours

These are the hours that you have worked in the relevant week outside the usual hours. These hours are entered into HelloFlex Time.

15. Pension contribution

This contribution is paid to a pension insurer, so you will be entitled to a pension when you reach the legal retirement age.

16. Cost of Living allowance

This net allowance is intended to compensate for the difference in the cost of living. The amounts provided are in line with LTO Nederland's Living Cost Index

**ANNEX 4: HOUSING RULES**

No smoking
allowed indoors

Rauchen verboten
im Haus

Fumatul este interzis
în interior

Пушенето на
закрито е забранено



No drugs / weed
allowed

Keine Drogen /
Cannabis

Nu sunt permise
droguri / buruieni

Не се допускат
наркотици / тревы



No pets allowed

Keine Haustiere

Nu sunt permise
animale de companie

Не се допускат
домашни любимци



No overnight
guests allowed

Keine
Übernachtungsgäste

Nu sunt acceptați
oaspeți peste noapte

Не се допускат
нощувки



No open fire
allowed inside
and outside

Keine offenes Feuer

Nu este permis
focul deschis

Не се допуска
ОТКРИТ ОГЪН



No noise
after 21:00 p.m.

Kein Lärm
nach 21:00 Uhr

Fără zgomot
după ora 21:00

Без шум след 21:00ч



No hot pans on
countertops / tables

Keine heißen Pfannen
auf Zähler / Tabellen

Fără tigăi fierbinți
pe blaturi / mese

Без горещи тигани
на плотове / маси



Don't flush grease/oil

Spule kein Fett durch

Nu aruncati uleiul
în chiuvetă / wc

Не навивайте
през мазнина



No electric
heaters allowed

Keine Elektroheizungen
erlaubt

Nu sunt permise
încălzitoare electrice

Не се допускат
електрически
нагреватели



Keep the house clean

Halten Sie das Haus
sauber

Păstrați casa curată

Поддържайте
къщата чиста



Ventilate the
bathroom / bedrooms

Belüften das Bad /
Schlafzimmer

Aerisiți baia /
dormitoarele

Проветрете
банята / спалните



Separate garbage /
place container
outside

Müll trennen /
Behälter
draußen stellen

Separati gunoiul /
puneți containerul
afară

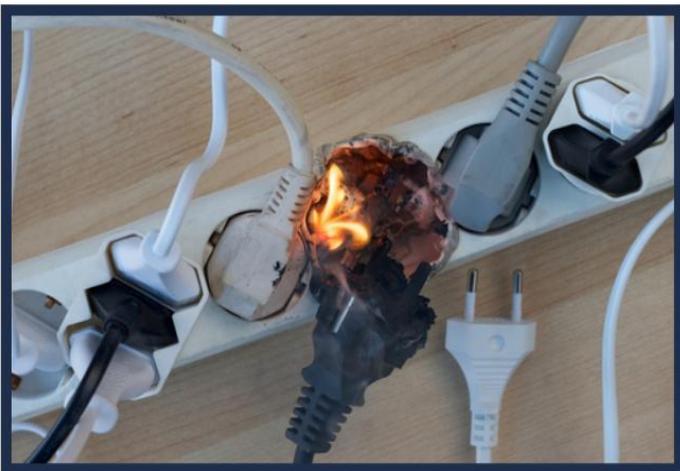
Отделете боклук /
поставете контейнер
отвън



Addition rules

For violating the housing rules, proper consequences will follow depending on the situation

1. Turn the heating down to 15 degrees during the night or when you go to work
2. The maximum heat is 21 degrees when you are at home (and not sleeping)
3. Turn the radiator knob back to 0 or – when you are not in the room
4. Unplug all adapters (mobile, laptop chargers etc.) from the contact when they are not in use
5. No overnight guests allowed at any time



If the landlord shows undesirable behavior, you can report it (anonymously) to the municipal reporting point. You can find the reporting point in your municipality at: [wgv-meldpunten-en-verordeningen.pdf \(vng.nl\)](https://www.vng.nl/wgv-meldpunten-en-verordeningen.pdf)