

### Preface

Facility Services Provider can provide accommodation, bedding, household items, means of transport, etc. If you wish to make use of this facility services provision, the present Facility Regulations apply.

### Definitions

The following definitions apply in these facilities regulations

- a *Facilities Regulations:*  
the present Facilities Regulations of the Facility Services Provider;
- b *Facility service provider:*  
Eurodetach Facilities & Consultancy B.V. who takes care of the facility services consisting of the provision of housing, household items, means of transport etc.
- c *Management:*  
the management of the facility service provider;
- d *User:*  
the natural person who has concluded a user agreement with the facility service provider and who uses what has been made available

### Applicability and publication of the facility rules

- 1 A user agreement will be entered into separately with the User describing the facility services to be purchased by the User. The most recent version of the facility rules applies to the aforementioned user agreement.
- 2 Changes or additions to the facility regulations after signing the user agreement are made known by the Facility Service Provider and sent at the User's request to the User's home or residence address or -by the Facility Services Provider's option - in person handed over. The provided information is only for the User's own use and can never be transferred to third parties.

### Code of Conduct - Housing

#### Use rules housing

- 1 On the first day of using the living space, the User can report to the Facility Services Provider to check in, obtain the key (s) etc.
- 2 On the last day of the use of the living space, the User must report to the Facility Service Provider by 10:00 at the latest to check out, hand in the key (s) etc.
- 3 The User will use and maintain the living space as befits a good user.
- 4 The User is obliged to keep the living space and the (possible) associated (common) spaces clean in all respects and to ventilate them regularly.
- 5 It is forbidden to smoke in the living room and the (possible) associated (communal) spaces, except at or in the designated locations.
- 6 It is forbidden to keep pets in the living space and the (possible) associated (communal) spaces.
- 7 The User is not permitted to perform actions or engage in activities that may result in damage to the living space, including common areas and facilities and inventory. The User is liable for the damage caused to the living space during his stay.
- 8 The User is provided with the inventory present in the accommodation. In each housing, if applicable, an inventory list will be present. The User is not permitted to place his own items such as furniture etc. in the housing, unless prior written permission has been obtained. If the inventory is damaged for any reason or is no longer present, the User must report this to the Facility Service Provider as soon as possible. Apart from that, the User is obliged to compensate the damage to the Facility Service Provider in such cases.
- 9 Noise and neighbor noise are not tolerated and will lead to the termination of the user agreement with regard to the provision of accommodation for the User.
- 10 The use of soft or hard drugs and excessive use of alcohol is not permitted and may lead to termination of the provision of the accommodation, at the option of the Facility Service Provider.
- 11 The User is not permitted to grow, dry or produce in any way whatsoever in the living space or in any common areas or a part thereof or in the immediate environment that belongs to the living space, to dry it or to produce it in any way, to trade

- or furnish the living space as a hemp nursery / hemp drying plant or other unauthorized space. The user is familiar with the fact that having a hemp nursery / dryer leads to damage to the living space, leads to danger and causes nuisance.
- 12 The User is also not permitted to trade, produce or use qat, hard drugs or other prohibited substances in the living space or in any communal areas or part thereof, or in the immediate surroundings of the living space. The User is aware that acting contrary to the foregoing is accompanied by nuisance, such as pollution.
  - 13 The User is also not permitted to engage in other illegal, nuisance or offensive activities from the accommodation.
  - 14 All Users of the location are responsible for each other's conduct and misconduct. As soon as Facility Services Provider finds vandalism and / or and nobody wants to take the blame, this can have negative consequences for the entire group of Users.
  - 15 The Facility Service Provider is authorized at all times to enter the living space - even without prior notice - in the event of an emergency and / or to check fire safety or these rules of use.

### Gas, water en electricity

- 1 The available living space includes normal use of Gas, Water and Electricity.
- 2 Our inspectors come regularly to take the meter readings.
- 3 In the event of excessive energy consumption, the extra costs will be recovered, proportionally, from the Users of the house.

#### Tips:

- Do not leave the light on unnecessarily anywhere and do not waste water.
- Set the thermostat to a maximum of 20 degrees and regularly check that the thermostat is not too high.
- Do not leave windows and doors open when the heating is on. This of course does not mean that you are not allowed to ventilate. However, do this wisely.

*Perhaps you handle the rules well. But do your fellow residents do that too? So keep an eye on each other.*

### Hygiene and waste

- 1 The Users must keep the living space and the (possible) associated (common) spaces clean.
- 2 A normal amount of waste is associated with the living space made available. As far as possible, this should be separated. A schedule may be present in the accommodation which must be put in which container. The above schedule will also state on which day the containers must be placed at which place in connection with the local waste collection service. Our inspectors regularly visit to check the hygiene.
- 3 Pets are not allowed in the accommodation.
- 4 It is not allowed to smoke in the housing. Smoking should only take place at the places designated for this by the Facility Service Provider.
- 5 In the event of unsanitary situations, the inspector will arrange the cleaning once. The costs are, for a proportional part, recovered from the Users of the house.

### Fire installation

The fire installation is there for your own safety. It is forbidden to make changes to this installation (or have it made). If there is an indication that the installation is not working or is not working properly, you must immediately contact the Facility Service Provider and report this.

### Bedding

Sleeping on a mattress without bedding can lead to unsanitary situations and requires us to replace this mattress. The damage resulting from this is for the User in such a case.

### Equipment

- 1 There is a lot of equipment in the living room and the (possible) associated (common) spaces to make your stay as pleasant as possible. As a User you need to handle this properly. Our inspectors come regularly to check the equipment.
- 2 In the event of broken equipment, the inspector will arrange the replacement. The damage resulting from this will be recovered from the Users of the house.

### **Use of internet connection**

If the User uses facilities made available by Facility Services Provider in the field of e-mail, internet and / or other social media, the following rules apply:

- 1 The User is prohibited from sending viruses / trojan or any form of spam.
- 2 The User is in any case not allowed on the internet, via e-mail and other social media:
  - visit sites that contain pornographic, racist, discriminatory, offensive or offensive material; or to download and / or distribute.
  - to gain unauthorized access to non-public sources on the internet;
  - deliberate information that has been accessed via the Internet without permission to change or destroy;
  - send or forward threatening, abusive, sexually motivated, racist or discriminatory messages; • send or forward chain mail messages;
- 3 The Facility Service Provider is authorized to check compliance.

### **Minor maintenance**

The User is prohibited from carrying out minor maintenance or changes to the residential location. This includes making holes in the walls, paints, etc. Furthermore, it is explicitly not permitted to make changes / changes that could jeopardize (fire) safety.

## **Code of Conduct - Company Car**

### **No private use**

The User is only permitted to use the company car if the use takes place in the context of the temporary employment contract between the User and his employer. The use of the company car for private purposes is therefore expressly prohibited.

- 1 With regard to the use of the company car, the following rules apply in any case:
  - a. the User must use the company car in a professional and careful manner;
  - b. the User must immediately report any damage to or theft of the company car to the Management;
  - c. the User is not permitted to take hitchhikers in the company car, in order to avoid the risk of liability in the event of any damage;
  - d. costs of traffic violations, fines, administrative penalties and the like, as well as any legal costs to be incurred in this regard, are entirely borne by the User. Insofar as these costs are not paid directly by the User, they are deducted from the net wage by means of the authorization issued;
  - e. the User is also obliged to bear the following damage or to compensate the Facility Service Provider:
    - costs as a result of demonstrably improper use of the company car;
    - costs as a result of reckless (driving) behavior of the User;
    - costs resulting from the use of the company car under the influence of alcoholic beverages, narcotics and / or medicines that are not covered by the insurer and / or costs due to seizure of the vehicle.The Facility Service Provider is authorized to provide further usage rules, in writing or orally.
- 2 Both the Facility Service Provider and the employer adequately supervise compliance with the private use of the company car.
- 3 If the User violates paragraph 1, the User must pay a penalty to the Facility Services Provider or the employer. The maximum fine per violation is €250.00 (in words: two hundred and fifty euros). The fine is immediately due and payable, without a notice of default or other prior declaration within the meaning of Article 6:80 et seq. Of the Dutch Civil Code being required. The fine is due and payable without prejudice to the other rights of the Facility Service Provider / Employer pursuant to the law or the User Agreement, including in any case the right to fulfillment of the User Agreement and the right to substitute the fine for compensation under the law to claim.
- 4 In addition to the aforementioned fine, the Facility Service Provider and / or the Employer charges the User for the costs of private use at € 0,50 (in words: fifty cents) per private kilometer traveled.
- 5 In the event of a violation of paragraph 1, the value of the private use of the company car (namely: 25% of the value of the company car) will be commensurate with effect from the applicable tax regulations - starting from the date of the violation included in the User's wage. For the periods of the calendar year for which the declaration period has expired, correction messages must be drawn up on the wage declaration. However, this does not take place if the User can prove conclusively to the Employer that the company car made available was not used for private purposes for more than 500 kilometers in the calendar year.
- 6 All payroll tax / national insurance premiums, the income-related contribution to the Healthcare Insurance Act as well as

the fine and the interest due from the violation of the prohibition on private use, the Facility Service Provider / Employer tells the User

### **Obligations when using a company car**

#### *1 The User is obliged to adhere to the following rules:*

- Must carry a valid driver's license.
- Must wear the seat belt.
- Must not smoke in the company car.
- Must not have used or used alcohol or other drugs when driving the company car.
- Not allowed to use the telephone while driving the company car.
- May not transfer the company car to a third party / person without the permission of the Facility Service Provider.
- Must adhere to the current traffic rules. Possible fines are borne by the User!
- Should immediately report any damage to the company car to the Facility Service Provider, and complete a claim form.
- The company car must always close after use.
- May carry a maximum number of people in a company car, equal to the number of
- The current mileage must be entered when paying for refueling.
- Should drive in such a way that unnecessary wear on the company car is avoided.
- Needs to keep the company car clean inside and out and not to leave waste in the company car.

#### *2 For the benefit of Passengers::*

- May not smoke in the company car.
- May not use the company car for private purposes.
- Ensure that the vehicle remains clean / does not leave any debris behind.
- All must wear the seat belt.
- May not use alcohol or drugs in the company car.
- May not distract the driver unnecessarily.
- Are aware that a personal contribution is required for the ride.

### **Traffic participation**

- With due observance of the provisions of Article 8 of the Road and Traffic Act, the following applies with regard to traffic participation.
- The User is not allowed to drive a vehicle if the User as a novice driver (0 to 5 year driver's license) has an alcohol content in his or her breath of more than 88 micrograms of alcohol per liter of exhaled air, or an alcohol content of more than 0.2 milligrams per milliliter of blood. in the blood. This is equivalent to one standard glass of alcoholic beverage.
- The User is not allowed to drive a vehicle if the User, as an advanced driver (5 years or longer driving license), has an alcohol content in his or her breath of more than 220 micrograms of alcohol per liter of exhaled air, or an alcohol content of more than 0.5 milligrams per milliliter of blood. in the blood. This is equivalent to two standard glasses of alcoholic beverage.
- If the User is under the influence of other narcotics, including but not limited to soft drugs and medicines, then the User is forbidden to drive a vehicle, regardless of the extent to which the User is under the influence of these means.
- If the User is under the influence of one of the above means, or another means of altering consciousness, and / or a means that affects the ability to drive, and the User is causing a traffic accident at that time, the User is not insured for the damage caused and other consequences. This means that all costs arising from the accident will be recovered directly from the User, regardless of the degree of culpability on his or her part.

### **Code of Conduct - Environment**

The environmental policy is part of the safety policy of the Facility Service Provider and is aimed at reducing and preventing environmental, alcohol and drug problems on, in and around what is made available. These problems can lead to undesirable circumstances for the relevant User, his fellow users and the Facility Service Provider.

In view of the serious consequences that undesirable behavior can entail, the Facility Services provider applies a "zero tolerance" policy. In this context, the following agreements / rules apply, which are always and fully enforced by the Facility Service Provider.

### **Environment**

The User must ensure that other residents and neighbors are not inconvenienced or inconvenienced by themselves or third parties who are in the living room or in the communal areas because of the User.

In any case, nuisance or nuisance means pollution, loudness, noise nuisance, bad smell, offensive behavior (such as intoxication), immoral behavior, aggression and violence. Unnecessary noise is prohibited between 22:00 and 06:00 on weekdays and between 24:00 and 07:00 on weekend days.

Inform: if the User wishes to organize a party or BBQ, it is customary in the Netherlands to inform the neighbors about this. This is to prevent inconvenience.

### **Alcohol**

The User is permitted to use alcoholic beverages insofar as this does not cause any nuisance to others.

In the Netherlands it is forbidden for the User to be under the influence of alcohol during work. The User must be aware of the fact that alcohol is only slowly broken down in the body (approx. 1.5 hours per 10 grams of alcohol = standard glass). The User must realize this and therefore moderate the use before starting work in such a way that he can start working completely sober.

### **Drugs**

The User is prohibited from using drugs (hard and / or soft drugs).

It is forbidden for the User to have narcotic drugs (hard and / or soft drugs) in his possession, to provide them to third parties or to trade them and / or to have them present in the accommodation. If prohibited drugs are found, they can be confiscated.

In the Netherlands it is forbidden for the User to be under the influence of drugs during the work (hard and / or soft drugs). The same warning applies here as included in paragraph 2 of article 14: the User must realize that the body needs time to break down the drugs.

### **Alcohol and/or drugstests**

- The User will voluntarily cooperate with a valid alcohol and / or drug test (whether or not accidental), which check is aimed at determining current alcohol or drug use.
- The test will take place by means of a bladder, urine, saliva and / or blood test. The bladder test can be conducted by the Facility Service Provider himself or a designated officer, the urine, saliva and / or blood test only by qualified persons. The test can be performed on a sample basis, but the test can also be conducted if there is a suspicion that the User is under the influence of alcohol or drugs.
- If an alcohol and / or drug test is refused by the User or if cooperation is not provided, it is assumed that the User is under the influence of alcohol or drugs. It is then up to the User to prove that he or she was not under the influence of alcohol and / or drugs at the time that the Facility Service Provider wanted to perform the test or have it performed.
- Excessive use of alcohol and the use of soft or hard drugs is not permitted and, as indicated in Article 3, paragraph 11, may lead to termination of the provision of accommodation, such as at the discretion of the Facility Service Provider.
- The Facility Service Provider is obliged to include this article and to take enforcement action in the event of excessive use of alcohol and the use of soft or hard drugs and / or the resulting nuisance, in order to guarantee the safety at the location and the safety of the fellow residents. In addition, the use of alcohol and / or drugs in the accommodation or on the (own) terrain of the Facility Service Provider can lead to feelings of insecurity among fellow residents / the public. In that context too, the Facility Service Provider is forced to take enforcement action in the appropriate cases in the context of protecting fellow residents and / or the public.

### **Termination of the User Agreement**

- 1 Upon termination of the provision, the following items, must be returned in good condition:
  - Leave living space clean
  - Get rid of living space from private matters, such as the cupboards, fridge and freezer.
  - Hand in keys of living space in envelope at the office of the Facility Service Provider,
- 2 Housing is checked after delivery. Inmates can also comment on this and make comments to the inspector.
- 3 If the inspector is of the opinion that the delivered residential location has not been delivered correctly, the inspector will take the required steps to rectify this. The costs for this are for the User

### Identification obligation

An identification obligation applies on the basis of the law. The Labor Inspectorate and other government institutions and competent authorities can carry out checks. During these checks the User must be able to identify himself with an original proof of identity.

### Processing of personal data

The Facility Service Provider processes the personal data provided by the User confidential. The User hereby grants permission to the Facility Service Officer where necessary to process this data within the meaning of the Personal Data Protection Act. The User grants permission to the Facility Service Provider to exchange the User's personal data with the User's Employer.

### Changes to personal data

The User will notify changes to his personal situation to the Facility Services provider within five days, if those changes are relevant to the Facility Services. The User thereby submits the required supporting documents.

### Measures

- 1 In the event of non-compliance or violation of the facility regulations, the User Agreement or other applicable regulations, the Facility Services Provider can take the following measures:
  - a. the imposition of a fine;
  - b. claiming the damage caused;
  - c. the termination of the User Agreement
2. When determining the measure, the Facility Service Provider will take into account the seriousness of the User's behavior and the specific circumstances of the case. The imposition of a measure does not affect the fact that the Facility Service Provider can claim compliance with the Facility Regulations and / or the user agreement and / or full compensation.

### Liability and Final Provisions

- 1 The Facility Service Provider is never liable for direct / indirect damage to the User. In particular, the Facility Service Provider is not liable for direct or indirect damage suffered by the User if the User has not complied with the provisions of the Facility Regulations or if the User has made improper use of the facility services provided. Without prejudice to the foregoing, any liability of the Facility Service Provider is limited to the amount that is paid out in the relevant case based on the liability insurance taken out by Facility Service Provider.
- 2 In cases not covered by the facility rules, the Management decides.
- 3 The Facility Service Provider reserves the right to unilaterally amend the Facility Regulations and or the user agreement. The Facility Services Provider will only make use of this authority if it has such a strong interest in the change that the interests of the User that would be damaged by the change must give way to standards of reasonableness and fairness.
- 4 These facility rules have been drawn up in the Dutch language and can be translated into another language. If a conflict arises between the Dutch version and the translated version, the provisions of the Dutch version take precedence.
- 5 The User Agreement is governed exclusively by Dutch law.
- 6 Insofar as mandatory legal provisions do not preclude this, the Dutch court is exclusively competent to take cognizance of all disputes arising and to arise from the User Agreement.
- 7 These Facility Regulations come into effect on July 1, 2019 and replace earlier versions of these Facility Regulations.

### In case of an emergency - Alarm systems

You are obliged to keep abreast of the alarm signals, emergency numbers, fire and rescue equipment, assembly points and reporting procedures.



### **Valuable tips in the event of accidents and fire**

#### **How to act in the event of an accident**

- 1 Ask if a first-aid / first aid person is nearby
- 2 Call 112 in the event of a serious accident.  
Pass on the following to 112:
  - address and location of the accident
  - nature and seriousness of the accident
  - number of victims
- 3 Stay with the victim until more expert help has arrived
- 4 Send helpers out at a location that is difficult to find to lead the ambulance to the scene of the accident
- 5 Only transport or move the victim if there is a danger
- 6 Warn a manager and / or client and call the office

#### **What to do in the event of a fire**

- 1 Stay calm, think first and act afterwards
- 2 Warn colleagues in the immediate area
- 3 Warn a supervisor and / or client, the fire brigade (112) and, if present, an emergency response service provider and pass on:
  - fire report
  - location of the fire
  - possible cause of the fire
  - any details
4. Close windows and doors
5. Close gas bottles and switch off electrical appliances and motors
6. Follow the instructions from the management
7. Watch out for dangerous situations
8. Fight the fire responsibly with the available means
9. Never look at the fire and go to a collection point, so that no extra danger is run