

Working with U-People

In this document you will find practical instructions for health and safety related aspects when working with U-People. Additionally, you will also find payment information and other practical issues. It is important to take a look at the content of this document prior to the start of your work.

Your first day at work:

Before starting work, make sure you know who your contact person is within the company. In addition, you must know where and at what time you are expected.

Do not hesitate to ask the organization's safety measures and read them carefully. If you have any questions, ask for clarification.

Illness:

If you are ill, you must inform the company where you work and U-People before 9:00h. Once you recover, it is important that you let U-People know that you will be back to work. If any miscommunication arises, there may be delays with the payment of your salary.

Confidential advisor:

If you experience sexual harassment, aggression or violence, you can always turn to U-People and get in touch with your contact person about it. If you prefer to talk to a confident advisor, please ask your contact person within U-People to make an appointment with the advisor.

Security Risks:

U-People aims for working areas that are safe and therefore, U-People agrees with user firms about this issue. However, if you see yourself in an unsafe situation, please report this to U-People so that we can act on it.

Changes personal information:

If you have amendments such as having a new phone number, a new address or a new bank account, please inform U-People about the change and provide new information by e-mail to one of the recruiters.

Accidents:

It is important to know who you must warn (the company emergency response officer, in Dutch *bedrijfshulpverlener* or BHV'er) in case you experience an accident. This individual has been trained to act as first responder. Please follow the instructions of the emergency response officer instantly when an accident happens. Accidents should also be reported to U-People so we can deal with it.

Fire:

It is important to know where the emergency exists are, as well as the fire extinguishers and the assembly location in case of fire.

Personal Protection Equipment (PPE):

This equipment is worn by you to protect you against health and safety risks. The most important PPE items are gloves, working boots and hearing protection. Before you start working with U-People, the protection of PPE is clearly agreed. Please note that it is compulsory to use PPE when your activities or working conditions require so.

Do you have questions?

Please feel free to contact your Recruitment Consultant at U-People. We are happy to answer your question.

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Avoiding risks:

Most risks can be reduced and limited by acting on the alert and carrying your PPE. Below you will find your duties (if major risks occur):

Sitting at work: make sure that you assume the correct posture and your desk, screen and chair are set at the correct height.

Physical burden: make sure that you lift correctly.

Welding: check the conditions of your welding equipment and your surroundings during the welding.

Noise pollution: use hearing protection.

Electrical work: work voltage free and use PPE.

Dangerous (hand) tools: tools must be certified and in good conditions.

Weather conditions: ensure suitable clothing.

Hazardous goods: know the effects of hazardous goods.

Working in high places: use fall protection equipment or in any case, correct scaffolding and climbing equipment.