

Company Clothing Policy

Company Clothing Policy Van den Bosch

As The Supply Changer in bulk we want to radiate professionalism, this starts with our employees, as they are the face of our organization, our ambassadors. A professional appearance should not be missed.

Workwear not only contributes to the professional appearance, but also to the safety and comfort of our employees. Therefore, in addition to clothing, personal protective equipment is provided to ensure the safety of our employees.

General rules

It is mandatory for every driver, mechanic and site coordinator to wear work clothes. For this reason, several numbers of items are provided each year so that a clean set is always available. At the end of employment, clothing may remain in your own possession unless the employer requests otherwise.

Zijlstra has a web shop where the clothing can also be purchased. How to order can be found in this document.

Maintenance and washing instructions for clothing

It is strongly recommended to wear all items of clothing alternately; this prevents excessive wear of one or more of the total items provided. Clothing should be cleaned according to washing instructions indicated in the label.

Minor repairs

Minor repairs to clothing are your own responsibility and should be made as soon as possible.

Good Housekeeping

Every employee is expected to handle clothing with care and to look presentable. Clothing should be washed in a timely manner.

Complaints

Complaints about workwear can be reported to your direct supervisor or via tel. 0517-396100 or info@zijlstraberoepskleding.nl.

Content document

- | | |
|---|--------|
| - Company clothing policy drivers | page 3 |
| - Company clothing policy monteurs Erp en Europoort | page 4 |
| - Company clothing policy site coordinators | page 5 |
| - Expected running time per item of clothing | page 6 |
| - Ordering procedure | page 6 |
| - Overview items | page 7 |

Company Clothing Policy drivers

The clothing package for drivers consists of the following items and is supplied by Zijlstra.

5 pieces of the items below may be ordered. The employee has a free choice in the composition:

- T-shirt with long sleeves
- Short-sleeved T-shirt
- Polo

You may order 2 pieces of the items below. Here too, the employee has free choice in the composition:

- Sweater
- Vest

You may order 3 pieces of the item below:

- Trousers

Pilot jacket

In addition, a pilot jacket is provided to each driver. The pilot jacket is not part of the clothing budget and will be replaced in accordance with the term described below. If it is worn out within the term, it will be delivered new against return of the worn item. If you want to order a new pilot jacket within the term, you can do this at your own expense.

Safety shoes

A budget of 65 euros has been made available per employee, of which a pair of shoes can be ordered once every 2 years. The employee is free to choose the brand of shoes, but they must meet safety class S3.

Personal protective equipment, overalls and safety vest

Personal protective equipment, overalls and a safety vest are provided to each driver. If these are worn out, they will be delivered new against return of the worn item.

Clothing replacement

If clothing is worn out, a new item will be provided against return of the old item. If the employee wishes to replace an item of clothing that is still in good condition within the expected term, as explained below, these costs will be at the own expense of the employee.

Company Clothing Policy mechanics Erp and Europoort

A lease system with laundry service is used for the clothing of the mechanics of the workplaces in Erp and Europoort. The clothing package of mechanics consists of the following items:

- 1 overall per day, leaving 11 in circulation

Working method laundry service

Mechanics have their own wardrobe. The mechanic puts the dirty overalls in the closet, and after that the laundry service places a clean overall in the closet.

Trousers and t-shirts

Trousers and t-shirts can be ordered via the Zijlstra web shop. This is not part of the lease system with laundry service. Of the items below, 5 pieces can be ordered every 12 months. The employee has a free choice in the composition:

- T-shirt with long sleeves
- Short-sleeved T-shirt

You may order 3 pieces of the item below every 18 months:

- Trousers

Pilot jacket

In addition, a pilot jacket is provided to each mechanic. The pilot jacket is not part of the clothing budget and is replaced every 48 months. If it is worn out within the term, it will be delivered new against return of the worn item. If you want to order a new pilot jacket within the term, you can do this at your own expense.

Safety shoes

A budget of 65 euros has been made available per employee, of which a pair of shoes can be ordered once every 2 years. The employee is free to choose the brand of shoes, but they must meet safety class S3.

Overalls replacement

A lease system is used for the clothing of mechanics in Erp and Europoort. When clothing is worn out, this is indicated to the supplier, they then assess whether new clothing may be provided or whether the clothing can still be worn.

Good Housekeeping

Every mechanic is expected to handle the clothing carefully and to look representative. Clothes should be washed in time.

Company Clothing Policy site coordinators

The clothing package for site coordinators consists of the following items.

You can order 5 pieces of the items below. The employees have a free choice in the composition:

- T-shirt with long sleeves
- Short-sleeved T-shirt
- Polo

You may order 2 pieces of the items below. Here too, the employee has free choice in the composition:

- Sweater
- Vest

You may order 3 pieces of the item below:

- Trousers

Pilot jacket

In addition, a pilot jacket is provided to each driver. The pilot jacket is not part of the clothing budget and will be replaced in accordance with the term described below. If it is worn out within the term, it will be delivered new against return of the worn item. If you want to order a new pilot jacket within the term, you can do this at your own expense.

Safety shoes

A budget of 65 euros has been made available per employee, of which a pair of shoes can be ordered once every 2 years. The employee is free to choose the brand of shoes, but they must meet safety class S3.

Personal protective equipment, overalls and safety vest

Personal protective equipment, overalls and a safety vest are provided to each driver. If these are worn out, they will be delivered new against return of the worn item.

Clothing replacement

If clothing is worn out, a new item will be provided against return of the old item. If the employee wishes to replace an item of clothing that is still in good condition within the expected term, as explained below, these costs will be at the own expense of the employee.

Expected duration per garment

An expected duration per item of clothing has been determined by the supplier:






Item	Duration in months
T-shirt	12
T-shirt with long sleeves	12
Polo	12
Sweater	18
Vest	18
Trousers	18
Pilot jacket	48



Method of ordering

Compensation for the purchase of new replacement workwear will be accumulated by employees through a points system to be spent on the purchase of these workwear.

The workwear can be ordered through your manager. All managers within the divisions have access to the Zijlstra KMS system, the manual can be found on Compass under the heading HR: [Manual Zijlstra KMS Buyer](#).

Overview items

Clothing Item	Description	Color	Available sizes	Points
 <p>Pilotjack</p>	Pilot jack	Anthracite & orange	S t/m 8XL	88
	Vest with zipper	Anthracite & orange	XS t/m 6XL	26
 <p>Zip sweater</p>	Zip sweater	Anthracite & orange	XS t/m 6XL	24
	Polo shirt short sleeve	Anthracite & orange	XS t/m 6XL	16
	T-shirt short sleeve	Anthracite & orange	XS t/m 6XL	10

	T-shirt long sleeves	Anthracite & orange	XS t/m 6XL	14
	Jeans	Grey	30/30 tot 44/30 of 30/32 tot 44/32	23