

we connect people

# Enjoy your stay!

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House of Work B.V.

# Enjoy your stay!

## Dear employee,

Enjoy your stay in our accommodation. We hope you are happy with the accommodation and that you feel comfortable during your stay and the time together with us and your colleagues.

We have set up this housing location for you according to the SNF rules and made it available to you. We ask you to manage and care this accommodation properly and correctly. Cleaning of the location is your own responsibility and duty. Of course you can provide the personal spaces in this residential location with accessories to promote homeliness. These personal belongings must be taken with you on departure.

As you will understand, there are rules that apply to your stay in the accommodation for yourself and your roommates. With this we achieve that everyone can stay and live in a pleasant way during their employment in our company. We ask you to follow the rules of the Housing Poster (check the poster inside your house) and rules in this Housing Document. In cases you need support you can contact us as mentioned on the poster in your accommodation. We are always willing to help you. We wish you a pleasant stay!

## Some practical matters:

- The covers/lids of the waste bins must be closed at all times. Household waste must be put out on the indicated days.
- No grease should be flushed into the kitchen sink or other sinks. This is also not allowed to be deposited in the toilet.
- Trade in - and possession of hard and soft drugs and the use of hard and soft drugs in the housing is strictly forbidden. The penalty for violations of these rules is immediate dismissal.
- It is forbidden to use or grow drugs in the house/accommodation.
- The use of nitrous oxide is forbidden.
- Public intoxication is forbidden in the Netherlands.
- A deposit of €50 will be retained for a set of keys and for the conditions of your room. Whenever the checkout is completed successfully the deposit of €50 will be refunded.
- Pets are not allowed inside our houses/accommodation.
- Flying drones is subject to Dutch law and is not allowed from the accommodation.
- The house must always be neat, clean and tidy.
- Tampering with the door locks, boiler and thermostat is strictly forbidden.
- Do not cause any nuisance to fellow residents and neighbours.
- It is forbidden to allow people to stay in the home who are not employed by the Temporary Employment Agency without the Agency's knowledge. Visit until a maximum of 22.00 p.m.
- The house and inventory must be used in a normal way, if there are defects in the house or the inventory is broken, report this immediately to our company.
- Turn of the lights and heating when you leave the accommodation.

## **(Night) rest and nuisance**

- In general, residents of the accommodation must behave correctly and refrain from doing anything that could reasonably cause offense or nuisance to the Temporary Employment Agency or other residents.
- Sleep must be respected between 10 p.m. and 7 a.m. We expect our residents to strictly observe this night's sleep. This includes no loud conversations, music or any other noise.
- Even during the day it is not allowed to use music carriers, musical instruments and other objects that (may) cause noise nuisance in such a way that nuisance is caused. In principle, when a complaint is received from a co-resident, the nuisance is established.
- Public intoxication is forbidden. Possession of opened bottles and/or cans of alcohol is considered to be public intoxication.

## **Smoke detectors**

The temporary employment agency has installed smoke detectors in the house. It is strictly forbidden to remove, tape or otherwise sabotage them.

## **Fire extinguisher and fire blanket**

The temporary employment agency has placed a fire extinguisher and a fire blanket in the house. It is strictly forbidden to remove or sabotage them.

## **Heating system**

- The accommodation has a heating system with a thermostat for automatic heating control.
- When the heating is activated, close the windows.
- The thermostat controls the heating temperature. After entering, it takes some time for the accommodation to be heated.
- When you leave the accommodation, the heating must be deactivated.
- It is strictly forbidden to unscrew or otherwise influence or sabotage the thermostat.
- If there are faults in the heating system, you can contact the Temporary Employment Agency.

## **Wifi in the accommodation**

- This house is equipped with Wifi/internet, supplied and paid for by the Temporary Employment Agency.
- This is not passed on to the residents.
- In the event of non-compliance with the house rules or other abuses, the Temporary Employment Agency is entitled to remove the internet for a period to be determined.

## Post

The incoming mail addressed to you can be opened. If you leave the accommodation, you must report the change of address to family and authorities yourself. Received mail which is not intended for you or which is not addressed to you may not be opened. This must be placed in the accommodation in such a way that it ends up with the Temporary Employment Agency. The Temporary Employment Agency is not liable for lost or damaged mail items.

## The following applies when you leave the accommodation

- The resident must leave the residential location completely clean upon departure.
- The bedroom, living room and shower / toilet must be left clean. Floors are left dust and sand free. The location has been mopped up.
- Wardrobes and chests of drawers must be empty and clean.
- Personal belongings are taken.
- Waste has been put in the waste container.
- Key sets have been returned.
- If there is damage to the room or the furniture, this must be reported.
- Normal user aging or wear is allowed.
- If the above points are not met, the repair costs will be passed on.

## Safety

Open fire is strictly prohibited at any accommodation. Due to the risk of fire, leaving candles burning without anyone present, throwing away burning cigars, cigarettes and matches is prohibited. The presence of incendiary and/or explosive substances is also prohibited.

The use of a barbecue on the property is allowed provided it is at least 3 meters from trees, shrubs, fences and the building. There should also be a bucket with approximately 10 liters of water ready for emergencies within easy reach of the barbecue. Only electricity, gas, charcoal and briquettes may be used as fuel for the barbecue.

## Evacuation/Emergency procedure

If there is an emergency, make sure you immediately investigate what is going on. Then follow the following steps:

### In case of fire

- Call 112
- Warn fellow residents
- State your name and address
- Close the doors and windows
- Switch off all equipment
- Leave the building calmly
- Give help if needed
- Go to the meeting point and wait for the emergency services

## In case of an accident

- Call 112!
- State your name, address and the nature of the injury.
- Do not leave the victim alone.
- Do not let the victim drink.

## Safety

Every accommodation is equipped with smoke detectors and fire extinguishers for everybody's safety.

Fire department, ambulance and police in case of emergency: 112.

Caution! This may only be used in case of emergency. If you need police: call 0900 - 8844.

## Removal from the accommodation/Denial of entry

All residents must strictly comply with the regulations and rules according to this document and follow the instructions of the staff of the Temporary Employment Agency and/or any security service present in whatever form and in whatever context. This also applies to the rules that apply to the use of the facilities.

Violation of these conditions and rules, as well as failure to follow the directions of the staff, may result in removal from the accommodation, whereby access to the accommodation will be denied, without the resident being entitled to a full or partial refund of the paid or outstanding amount. pay (rental) sums, without prejudice to the Agency's right to claim compensation for the damage caused by the violation. In general, a warning will be given first. In urgent cases, at the discretion of the Temporary Employment Agency, this can be waived and immediate removal will be made and the resident will be denied access to the accommodation.

The Personnel Guide provided to you is inextricably linked to your employment contract.

The following passage is included in the Personnel Guide regarding your accommodation.

## Article 18. Housing

1. If, in the opinion of the Temporary Employment Agency, this is desirable and/or if the Temporary Employment Agency is obliged to do so by regulations, the Temporary Employment Agency will provide accommodation for the Temporary Employee.
2. The Temporary Employment Agency determines the type of accommodation, whereby in principle a choice will be made between:
  - a. use of housing that has been designated by the Temporary Employment Agency as an official residence with a view to the nature of the work to be performed by the Temporary Worker, so that occupying it is one of the obligations arising for the Temporary Worker from his Temporary Employment Agreement, or;
  - b. use of living space on the basis of a user agreement, whereby the actual costs of using utilities, general cleaning costs and administration costs are charged, or;
  - c. use of living space on the basis of a boarding agreement, whereby in addition to living space (usually a room), goods and services (for example, food, washing clothes, cleaning the room) are also provided, or;
  - d. use of living space on the basis of an agreement, whereby the use is, by its nature, only for a short period of time (Article 7:232 paragraph 2 of the Dutch Civil Code).
3. The Temporary Employment Agreement determines whether the Temporary Worker wishes to make use of accommodation provided by the Temporary Employment Agency, and which form of accommodation has been chosen in the relevant case.
4. If applicable, the Temporary Worker agrees to sharing 1 room with one or more roommates. The Temporary Worker is obliged to use the accommodation made available with due care. This means that the living space will be kept in a neat and well-maintained condition. The Temporary Worker must also comply with the rules included in Appendix 2 ("Usage Rules for accommodation provided by the Temporary Employment Agency"). If applicable, the Temporary Employment Agency may send an invoice for additional costs that cannot be settled in the usual way. Finally, the Temporary Worker must comply with any internal regulations applicable to the living space.
5. The Temporary Employment Agency is not liable for damage, by whatever name, which the Temporary Worker suffers as a user of the living space or for damage caused to property of the Temporary Worker, if the damage is caused by defects in the building, including the installation and the equipment. Nor is the Temporary Employment Agency liable to the Temporary Worker as a user of the living space for damage, by whatever name, caused by actual disturbances or nuisance caused by third parties.
6. The right to use the living space and – if applicable – the right to service provision under the pension agreement ends at the moment the Temporary Employment Agreement ends. The right to use the living space and – if applicable – the right to service provision under the pension agreement also ends when the Temporary Employment Agreement ends.

7. The Temporary Worker is obliged to deliver the accommodation in its original condition to the Temporary Employment Agency. If the Temporary Worker does not comply with this obligation, the Temporary Worker must pay a fine to the Temporary Employment Agency. The fine is € 100.00 (in words: one hundred euros) for each day, or part thereof, that the Temporary Worker does not meet his delivery obligation. The fine is immediately due and payable, without the need for a notice of default or other prior statement within the meaning of Section 6:80 et seq. of the Dutch Civil Code. The fine is payable without prejudice to the Temporary Employment Agency's other rights under the law, the Temporary Employment Agreement and/or the user agreement or pension agreement, including in any case the right to compliance and the right to claim compensation under the law.
8. If the Temporary Employee earns a wage that does not exceed the minimum wage applicable to him, the following penalty clause will apply instead of the penalty clause in paragraph 7: If the Temporary Employee does not meet the obligation referred to in paragraph 6, the Temporary Employee must pay a fine to the Temporary Employment Agency. The destination of the fine is the Staff Association. For each violation, the fine is equal to the amount of the Temporary Employee's gross wages for half a day, determined in money, to be increased - if the violation continues for longer than a week - by the same amount for each week, or part thereof, that the violation continues. The fine is immediately due and payable, without the need for a notice of default or other prior statement within the meaning of Article 6:80 et seq. of the Dutch Civil Code. The fine is due and payable without prejudice to the Agency's other rights under the law or the Temporary Employment Agreement, including in any case the right to compliance with the Temporary Employment Agreement and the right to claim compensation under the law instead of the fine.
9. If the Temporary Worker leaves behind items in the living space after the use of the living space has ended, these will revert to the Temporary Employment Agency, whereby the Temporary Employment Agency is not obliged to pay any residual value to the Temporary Worker.

## Appendix 2 - Rules of use provided by the Temporary Employment Agency

In the event that the Temporary Employment Agency has offered the Temporary Worker accommodation for the duration of the Temporary Employment Agreement pursuant to Article 18 of the Personnel Guide and the Temporary Worker has accepted this offer, the Temporary Worker must adhere to the following rules of use during the stay in the accommodation. These user rules (also) form an integral part of the agreements referred to in Article 18, paragraph 2 of the Staff Guide, even if a third party (not being the Temporary Employment Agency) makes the accommodation available.

## The Temporary Worker is hereinafter referred to as “the User”

1. The User will use and maintain the living space as befits a good user.
2. The User is obliged to keep the living space and the (possibly) associated (common) areas clean in all respects and to ventilate it regularly.
3. The User is not permitted to perform actions or develop activities that may result in damage to the living space, including communal areas and facilities and inventory. The User is liable for damage caused to the accommodation during his stay.
4. The User must ensure that no nuisance or hindrance is caused to fellow residents and neighbors by himself or by third parties who are in the living space or in the common areas on behalf of the User. Nuisance or nuisance is in any case understood to mean pollution, loudness, noise nuisance, stench, offensive behavior (such as drunkenness), indecent behaviour, aggression and violence.
5. The User is not allowed to grow, dry or in any way produce, trade or use hemp in the living space or in any common areas or part thereof or in the immediate vicinity that belongs to the living space. to furnish living space as a hemp nursery/hemp drying plant. The user is aware of the fact that having a cannabis nursery/drying facility leads to damage to the living space, to endangerment as well as to nuisance.
6. The User is also not allowed to trade, produce or - whether or not in a group - use or allow the use of khat, hard drugs or other prohibited substances in the living space or in any common areas or part thereof, or in the immediate vicinity of the living space. The User is aware that acting contrary to the foregoing is associated with nuisance, such as pollution.
7. The User is liable to the organization that makes the accommodation available, in the same way as it is for its own conduct, for the behavior of those who use the accommodation on behalf of the User or who are there on behalf of the User.
8. The User is not allowed to allow third parties into the living space, including but not limited to family, friends, acquaintances, etc.
9. The User is obliged to pay an immediately due and payable fine of €2,000 (in words: two thousand euros) for the benefit of the organization that makes the accommodation available if he violates any provision of these regulations, and each time he violates any provision. , without prejudice to its obligation to still act in accordance with these regulations and without prejudice to the rights of said organization to compensation.
10. The Temporary Employment Agency or the organization that makes the accommodation available is at all times authorized to enter the accommodation – even without prior notice – in the event of an emergency and/or to check these user rules.

## Unforeseen cases

In cases not covered in this document or in the Personnel Guide or in additional descriptions, the authorized employee of the Temporary Employment Agency will decide.



## Information card



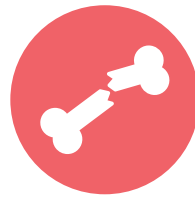
**Fire**  
Ogień  
**Foc**  
Brand



**Serious accidents**  
Poważne wypadki  
**Accidente grave**  
Ernstige ongevallen



**Serious injuries**  
Poważne obrażenia  
**Răni grave**  
Ernstige verwondingen



**Bone fracture**  
Złamanie kości  
**Fractură**  
Botbreuk



**Heart attack**  
Atak serca  
**Infarct**  
Hartinfarct



**Severe stuffiness**  
Trudności w oddychaniu  
**Tulburari severe**  
Ernstige benauwdheid



**Drowning**  
Tonięcie  
**Pericol de înec**  
Verdrinking



**Poisoning**  
Zatrucie  
**Pericol de otrăvire**  
Vergiftiging

## In case of emergency, call 112!

W nagłych przypadkach zadzwoń pod numer 112!

În caz de urgență, sunați la 112!

In geval van nood, bel 112!



## No emergency, only police?

Bez nagłych wypadków, tylko policja?

Nu este o urgență, dar aveți nevoie de poliție?

Geen noodgeval, maar wel politie nodig?

**POLITIE**  
**0900 - 8844**

## House rules



**No smoking inside**  
Zakaz palenia  
**Nu se fumează în casă**  
Niet binnen roken



**No drugs**  
Używanie narkotyków zabronione  
**Fără droguri**  
Geen drugs



**No excessive drinking**  
Zabronione nadmierne spożywanie  
alkoholu  
**Nu se consumă alcool în exces**  
Geen overmatig drankgebruik



**No vandalism**  
Nakaz poszanowania mienia  
**Fără vandalism**  
Geen vandalisme



**No noise disturbance**  
Nie hałasować  
**Fără zgomot**  
Geen geluidsoverlast



**No electric heaters**  
Nie używać grzejników elektrycznych  
**Fără încălzitoare electrice**  
Geen elektrische verwarmers



**Do not change thermostat**  
Zmiana termostatu jest niedozwolona  
**Nu schimba termostatul**  
Blijf af van de thermostaat



**No pets allowed**  
Posiadanie zwierząt zabronione  
**Fără animale de companie**  
Geen huisdieren toegestaan



**No children allowed**  
Dzieci nie mogą mieszkać w domu  
**Fără copii minori**  
Geen kinderen toegestaan



**Do not move furniture**  
Nie przenosić mebli  
**Nu muta mobila**  
Geen meubels verplaatsen



**According to our rules**  
Zgodnie z naszymi regulami  
**Conform regulilor noastre**  
Volgens onze regels

### IMPORTANT NOTE:

If an employee of House of Work B.V. needs to visit your accommodation, specifically to open the door of your accommodation (for example, if you have closed the front door and your keys are still in the house) a fee of €50 will be charged.

## Information card



# Garbage

**Dispose of waste in the correct waste bins.**

**Place waste-container on the street at the designated times.**

Wyrzucać odpady do odpowiednich pojemników na odpady.

W wyznaczonych godzinach wystawiać pojemniki z odpadami na ulicę.

**Aruncați deșeurile în coșurile de gunoi corespunzătoare.**

**Așezați containerele de deșeuri pe stradă la orele stabilite.**

Afval in de juiste afvalbakken gooien.

Zet de afvalcontainer op de aangegeven tijden aan de straat.



**In case of one container/waste bin.**

W przypadku jednego kontenera/pojemnika na odpady.

**În cazul unui container/pubelă de deșeuri.**

In het geval van één container/afvalbak.

## Leaving the house



### **Vacuum/clean the house**

Odkurz cały dom

**Aspirați/curățați casa**

Stofzuigen/schoonmaken



### **Clean and empty the fridge**

Wyczyść i opróżnij lodówkę

**Curățați și goliți frigiderul**

Maak de koelkast schoon en leeg



### **Take out the garbage**

Wyrzuć odpady

**Duceți gunoiul afară**

Zet het vuilnis buiten



### **Clean plates and cutlery**

Zmyj naczynia i sztućce

**Farfurii și tacâmuri curate**

Maak borden en bestek schoon



### **Mop the floors**

Umyj podłogi

**Curățați podelele**

Dweil de vloeren



### **Report damage**

Zgłoś uszkodzenie

**Raportați daunele**

Meld eventuele schade

**Make sure this accommodation is cleared and cleaned when you leave.**

Przed wyjazdem upewnij się, że to zakwaterowanie jest posprzątane i czyste.

**Asigurați-vă că această locuință este eliberată și curățată atunci când plecați.**

Zorg ervoor dat deze accommodatie is opgeruimd en schoongemaakt als je weggaat.

## WiFi



**You'll find the WiFi name and password on the router.**

Nazwa i hasło WiFi znajdują się na routerze.

**Găsiți numele și parola WiFi pe router.**

De WiFi naam en het wachtwoord staan op de router.

# WiFi

## EN: Dear residents,

The internet in this property is supplied and paid for by the Temporary Employment Agency. This is not included in the rent that you pay.

Failure to comply with the house rules or other abuses allows the Temporary Employment Agency to remove the internet.

## PL: Drodzy mieszkańcy,

Internet w tym mieszkaniu jest dostarczony i opłacony przez Agencję Pracy Tymczasowej. Opłata ta nie jest wliczona w czynsz, który jest pobierany od mieszkańców.

W przypadku nie przestrzegania regulaminu mieszkania lub innych przewinień, Agencja Pracy Tymczasowej rości sobie prawo do odłączenia Internetu na określony czas.

## RO: Dragi rezidenti,

Internetul din aceasta proprietate este furnizat si platit de agentia de muncă temporară. Acesta nu este inclus in chiria pe care o platiti.

Pentru nerespectarea regulilor casei sau alte abuzuri serviciul Agenției de muncă este indreptatit sa opreasca functionarea internetului.

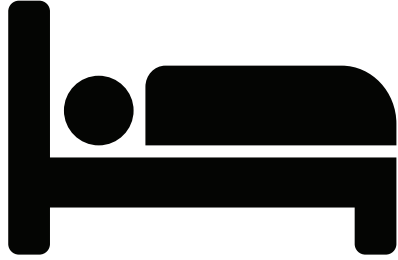
## NL: Geachte bewoners,

Het internet in deze woning wordt geleverd en betaald door de Uitzendonderneming. Dit wordt niet in de huur doorberekend die jullie betalen.

Bij het niet naleven van de huisregels of andere misstanden is de Uitzendonderneming gerechtigd om voor een nader te bepalen periode het internet weg te nemen.



## Informatie vanuit Stichting Normering Flexwonen

<b>Locatie</b> [straat, nummer en plaats] <b>Aantal</b>	
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**EN:** Scan the QR code for more information about Stichting Normering Flexwonen, the quality mark for housing labour migrants, and the requirements the location must meet

**PL:** Zeskanuj kod QR, aby uzyskać więcej informacji na temat Stichting Normering Flexwonen, znaku jakości dla migrantów zarobkowych oraz wymagań, jakie musi spełniać dana lokalizacja.

**RO:** Scanați codul QR pentru mai multe informații despre SNF, despre marca de calitate pentru cazarea muncitorilor migranți și cerințele pe care trebuie să le îndeplinească locația.

**NL:** Scan de QR-code voor meer informatie over SNF, het keurmerk voor huisvesting arbeidsmigranten en de eisen waaraan de locatie moet voldoen.

English

Polski

Românesc



**EN:** If the location does not meet the SNF requirements, please inform the manager. If the complaints are not resolved, report the complaint to SNF. Fill in the form on the website of SNF.

**PL:** Jeśli lokalizacja nie spełnia wymagań SNF, prosimy o poinformowanie o tym kierownika. Jeśli skargi nie zostaną rozwiązane, zgłoś skargę do SNF. Wypełnij formularz na stronie SNF.

**RO:** Dacă locația nu îndeplinește cerințele SNF, vă rugăm să informați managerul. Dacă plângerile nu sunt rezolvate, raportați reclamația la SNF. Completați formularul de pe site-ul SNF.

**NL:** Voldoet de locatie niet aan de SNF-eisen, informeer de beheerder. Worden de klachten niet opgelost, meld de klacht dan bij SNF. Vul het formulier in op de website van SNF.

**Deze locatie is geïnspecteerd door de SNF-inspectie-instelling  
[ruimte voor inspectie-instelling om na inspectie sticker te plakken]**



we connect people

[houseofwork.nl](https://houseofwork.nl)

