



2018 BELGIUM BENEFITS SUMMARY – WHITE COLLARS

Employees are eligible for most benefits programs on the first day of employment.

Holidays: 10 paid public holidays per year. When the holiday takes place on a weekend day, the employee is free to take up this day whenever he prefers within the calendar year.

Vacation: 20 days a year (when the employee has worked in a full-time regime the previous year). Seniority leave: all employees receive one day off per 5 years of service with a maximum of 3 extra days.

Reduced working hours: all employees are entitled to 12 additional days per year (working 40 hours/week and paid 38 hours/week). From the age of 50 years the employees get one additional day of career leave.

Holiday Buy/Sabbatical Leave: The employees can purchase up to 10 days of additional vacation days. These 10 days will be deducted from the salary of the months they purchase these days. The price of the vacation day is calculated based on the salary of the month of January. Sabbatical Leave gives the opportunity to save up the purchased days (with a maximum of 25 days) in order to have a sabbatical vacation of a maximum of 3 months.

Group insurance: The employee is automatically enrolled into two defined contribution plans. For both plans, contributions are paid 100% by the employer.

Defined Contribution Plan 1:

A retirement capital as of the retirement age of 65y

Employer contribution = 5% S1 + 10% S2

S1 = Gross salary of the previous calendar year < 55.657,47 € (state pension ceiling at 2018)

S2 = Gross salary of the previous calendar year > 55.657,47 € (state pension ceiling at 2018)

A life benefit in case the employee dies before the age of 65.

Married / cohabiting: 3 x gross salary of the previous calendar year

Single: 1 x gross salary of the previous calendar year

Increased with 0.5 x gross salary of the previous calendar year per child

A disability annuity: after the first year of illness (full / partial disability) due to illness or private accident, the employee can apply for an annuity through the disability insurance.

Annuity for full disability = 20% S1 + 75% S2

S1 = salary < 43.598,51 € (legal 'RIZIV' ceiling for illness / private accident 2018)

S2 = salary > 43.598,51 € (legal 'RIZIV' ceiling for illness / private accident 2018)

Salary = 12 x the gross salary of the month January.

Defined Contribution Plan 2:

The contract guarantees: a capital at retirement age or a death benefit equal to the accumulated reserves in case the employee dies before the age of 65.

The employer contribution 2018:

- Up to salary grade 13 (included) : 1070,12 € /year
- As of salary grade 14 : 1761,44 € /year

Healthcare: This insurance guarantees, in case of hospitalization or critical illness, the additional reimbursement of expenses which after deduction of the legal reimbursements - under national health insurance - still remain to be paid by the insured. The active employees are eligible as well as the spouse or cohabiting partner and children who are domiciled at the home address of the employee. A personal contribution of 15 €/year per adult and 7 €/year per child has to be paid by the employee (one time deduction in January for the entire family).

Illness plan: The goal of the illness plan is to compensate the possible loss of income during the first 365 days of disability. The compensation is an addition to the social security payments of the Belgian social security or the payment of the occupational accident insurance:

- up to a maximum of 100% of the taxable salary during the first 90 calendar days of illness
- up to 75% of the taxable salary as of calendar day 91 until calendar day 365

To determine the number of disability days the periods of guaranteed income are included.

Accident Insurance: In case of an accident occurring during a business trip (100% paid by the employer):

- Lump sum of 3 x salary payable in the event of accidental death (limit 1,000,000\$)
- Lump sum between 25% & 100% of the compensation paid out in case of accidental death in the event of disability (% depends on type of disability)
- Emergency medical benefits / services

Restricted Stock Units (RSU's): A stock grant is a promise to award actual stock at some point in the future, subject to certain requirements (time restrictions). There is no purchase involved. Only exempt salaried employees are eligible (salary grade 12 and above).

Other Benefits:

Bonus: employees (non-sales) as of job grade 11 are eligible to the corporate bonus program. The target payout is a % of the base salary linked to the salary grade.

13,92 installments / year (statutory): A year-end premium that is equal to one month base salary is paid in December. In June, a double holiday payment in the amount of 92% of the monthly base salary is paid out. For both premiums, a requirement to meet certain conditions is applicable.

Statutory increases cost of living: On July 1st of every calendar year, the base salary can be increased by the current inflation rate (cost of living %).

Sectorial increases (statutory): The base salary can also be increased based on sector agreements (no fixed dates for these increases).

Meal vouchers: Value of 8 € (employee contribution of 1,09 €)

Eco vouchers: Below employees will receive eco vouchers in the month of April (pro rata in case of part time employment) for the total amount of:

- Up to salary grade 10 (incl.) : 250 €
- As of salary grade 11 : 125 €

Sport & Culture vouchers: Employees up to grade 10 (incl.) and employed on December 1st. will receive Sport & Culture vouchers for the total amount of 100 € (pro rata in case of part time employment). These vouchers will be distributed in the month of December.

Company car: The employees with a salary grade 9 and higher, except technicians with a salary grade 9 or 10, are eligible to a company car. Sales employees in the following positions are eligible as well: field application engineers, field sales engineers, field application system engineers, sales account managers, global account managers, sales directors and VP sales. A list of cars is available per salary grade. A monthly taxable benefit according to the Belgian tax legislation is applicable.

Fuel Card: Below employees with a company car are entitled to an ESSO fuel card:

- Sales employees in the positions mentioned above (see company car);
- Employees in a salary grade 14 and above;
- Employees in salary grade 12 and 13 within the following functional categories: Business & Product Marketing, Customer Quality, System & Silicon Engineer, Application Engineer and Program Manager.

The ESSO fuel card can only be used in Belgium and the surrounding countries.

Transportation allowance: All employees without a company car and a gross base salary below 4.540,51 €/month (as from July 2017) are eligible to an increased transportation allowance equal to 50% above the legal compensation.

Seniority Premium (2018): All non-exempt employees who have 5 years of seniority receive a gross seniority premium (2018) every year in the month of July.

- 5 – 9 years of seniority: premium of 918,84 €
- 10 – 14 years of seniority: premium of 1.437,68 €
- 15 – 24 years of seniority: premium of 1.956,52 €
- 25 and more years of seniority: premium of 2.475,36 €

Flex work

- **Flex time:** All salaried employees (except for exempt salaried with salary grade \geq 14 and non-administrative sales employees and employees working in shift) have the flexibility to manage their own working time. All hours worked above the limit of 8h on a daily basis are diverted to a flex counter and/or overtime counter depending if the employee is exempt or non-exempt. The employee can use these extra hours to start or stop working at hours different from the normal working hours. The flex counter is automatically set to 0 at the end of each year. Employees working in two shifts also have a flex counter which starts counting at the end of their shift.
- **Telework:** Employees have the opportunity to occasionally work from home or outside the offices with the consent of the manager.

Onsite Cafeteria:

- Mechelen: Cafeteria, fresh made soup provided on a daily basis + Meeza on-site catering at subsidized prices.
- Oudenaarde: Sodexo onsite catering at subsidized prices.

Gift voucher “Saint Nicholas”: 15 € per child (age until 12 years) of the employee

Employee Assistance Programme (EAP): In 2018 an EAP 24-hours service will be provided. This service can be used by the employee and family members living in the same household. This service can be contacted for information and personal support related to family, work, stress, money matters and legal questions.