



**The strength  
of effective  
HR policy**

**CROP**

**HR consultancy & support**

## Journey employer & employee

Our HR specialists are glad to help you on the journey that employer and employee go through, from selection to the moment of leaving the company. For example, we can support you with translating the (current) legislation and regulations into HR policy, automation of HR processes, digitization of personnel files and payroll administration.



### Start of employment

- ✓ (Visual) employment contract
- ✓ Employee handbook
- ✓ Salary & job description
- ✓ Organizational structure



### Onboarding

The onboarding process focuses on the start of a new colleague, which revolves around getting acquainted with the function and organization.



### Special events

HR teams manage mergers, reorganizations and calamities, integrating staff and ensuring security.



### Development / HR cycle

Recognition and development are central to the HR cycle. How are your employees doing and what are their needs in career development and training.



### (Special) leave & absence

HR leave and absence management handles leave of absence, including special leave such as marriage or illness, for fair compensation and operational continuity.



### End of employment

During the winding down of an employment relationship, you conduct exit interviews to see if things can be improved. You also arrange final administrative affairs and any subsequent steps.







# Focus on the entrepreneur, moving ahead **together**

## HR Consultancy supporting your employee journey

An HR consultancy question can start small. This could involve an employee who has been ill for almost two years, a conflict in the workplace, or an employee exit: When you're in need, you would want a

knowledgeable partner who can act quickly. Our team of HR consultants has extensive experience with similar HR challenges and is ready to provide you with advice and action.

### Good employment practices

Being a good and attractive employer is becoming increasingly more important and you want the people you work with to have a safe and healthy work experience. A good working atmosphere in the workplace is very important.

If you are looking for an advisor who is proactive and attentive, CROP is your sparring partner in the HR field. With our knowledge and experience, gained at numerous other companies, we will gladly advise you and can help you with further developments.

We are eager to help you. With an HR quick scan, we review the benefits you offer to your employees and provide advice on a futureproof, optimized benefits package.

We check if laws and regulations are properly applied and whether you are at risk. We will inform you on quick wins in your benefits package.

Request the HR quick scan via [hradvies@crop.nl](mailto:hradvies@crop.nl)



### This is what we can do for you:

- Advice on new or updated laws and regulations
- Review HR documentation
- HR policy and attractive employment practices
- Consultation on (visual) employment contracts
- Digitalization of HR processes
- Onboarding employees
- Professionalization of internal HR services
- Sparring partner on HR cases from onboarding to departure



## HR support

structurally possible from 2 hours per week

Are you dealing with a sudden employee dropout? Or do you need short-term support during busy periods? Do you need labour force in your HR department for an indefinite time?

CROP has expertise in all areas of HR. We match a HR support professional with your needs. We can provide a HR support colleague to work at your location in the Netherlands or remote, starting from 2 hours a week.

### All expertise combined

CROP accountants & consultants has many specialties combined. Within CROP, our HR support colleagues can easily establish contact with other disciplines and are therefore able to answer questions concerning for instance (wage) taxes or legal issues more easily.

You are guaranteed of high-quality support, as CROP provides internal knowledge transfer and training.

Do you want to exchange ideas without obligation?  
Please contact us via [hradvies@crop.nl](mailto:hradvies@crop.nl)



### This is what we can support you with:

- Daily HR (administrative) work
- Support with HR questions employees
- Drafting employment contracts
- Drafting employee handbook
- Professionalization of HR department
- Recruitment process
- Development or update of HR policies
- Case management absenteeism



### HR-team

View our team via the QR code

“

*“The cooperation with CROP HR support ensured that we gained a lot of energy in the organization when we needed it.” - Erwin Klip, Treetop.*





## External confidential advisor policy on undesirable behaviour

Undesirable behaviour in the workplace cannot always be prevented and can cause stress or psychological complaints. Examples include bullying, aggression and violence, intimidation, discrimination or sexual harassment.

As an employer would like a healthy and safe working atmosphere for employees. The appointment of a confidential advisor is an important part of this. The field of work of a confidential advisor is legally complex and a case regarding undesirable behaviour could become complicated. CROP regularly offers workshops for internal confidential advisors.

### Subscription

In addition, you can choose to appoint an external confidential advisor for your organization. Employees often experience an external confidential advisor as safer, because he or she is located outside the organisation and has no conflict of interests. Our certified external confidential advisors are independent, objective and have extensive practical experience.

For more information, please send us an email to [hradvies@crop.nl](mailto:hradvies@crop.nl)



## Visual employment contract an overview of your working conditions

The first HR document your (future) employee sees is usually' the employment contract. The traditional employment contract is extensive and full of legal jargon, so there's a risk that the employees read over the benefits of working for you.

### Celebrate signing the employment contract!

Offering or renewing an employment contract should be a festive moment.

That's why we developed the visual employment contract. On two pages you will find all the necessary information.

We use images instead of text, Ensuring the content is clear, attractive and compliant.

Request a free trial version at [hradvies@crop.nl](mailto:hradvies@crop.nl)

## Related Services

van CROP

### Payroll Administration

Payroll is a significant expense for SMEs. You probably have your pay slips taken care of by a bookkeeper or administrator. Are you unsure if the payroll is running flawlessly? Let us find out. We can take care of any or all of your payroll.

### Labor Law

Entrepreneurs are often confident that - in the event of a dispute with an employee - they can work things out by mutual agreement. Unfortunately, sometimes things turn out differently.

When you want to terminate an employment contract, it is essential that you have proper personnel files. Labor law issues are often underestimated. We would like to help you avoid potential problems.

### Payroll Tax

The laws and regulations surrounding wage tax and social security contributions are very changeable. If you are not up to date, you run financial risks and miss out on savings opportunities.

Are you wondering how the tax authorities would assess your payroll administration? Our tax advisors review your payroll management, employment conditions and wage tax compliance.



### Pension Advice

For you or your employees, retirement may still seem far away, but thinking about retirement early pays off.

Our pension specialist will be pleased to advise you on a retirement plan or help you increase pension awareness within your company, so that you are well prepared for the future.

## Frequently asked questions and our answers



### My employee is on long-term sick leave, what should I do?

As soon as your employee has been for more than 6 weeks due to illness, the Gatekeeper Act (Wet verbetering Poortwachter) comes into play. Is your employee sick for 104 weeks? Then you officially reached the end of the waiting period. At that moment, the obligation to continue to pay wages stops, but the employment must still be officially settled. We can provide support with long-term absenteeism cases, settlement of employment after the waiting period has ended, or advice on the sick leave safety net.



### What is an RI&E and why do I need this?

A Risk Assessment & Evaluation (RI&E in Dutch) is a legally required tool for employers to describe and promote health and safety risks. It consists of an overview of risks and a plan of action to address them.

The Labor Inspectorate conducts preventive company inspections and checks whether an up-to-date RI&E is present. We can support you with preparing an R&IE.



### How do I prevent work stress preventively?

Work pressure becomes work stress when prolonged high demands are imposed on employees. Examples include a high workload, unrealistic deadlines, little control over the work, insufficient support or a disturbed work-life balance.

We can support by providing, among other things, work pressure interventions. This way, the psychosocial workload will be made transparent and we can jointly implement a plan against work pressure.



### How do I digitize my HR processes?

For your (HR) employees, it is nice that there is good software available for work processes and archiving. It is a joy to have good software available for work processes and archiving.

Before you start digitizing, an exploratory phase is key. What are the requirements, what do you need and what works for you?







With five locations  
we are **always nearby**



**CROP**

## Disclaimer

The texts have been compiled with the greatest reliability and care. Our organization cannot be held liable for any inaccuracies and their consequences.

## Marcel van Bakel

Coordinator HR services

☎ +31 (0) 88 - 42 631 24

✉ [hradvies@crop.nl](mailto:hradvies@crop.nl)

## Chantal Bakkes

HR consultant/Team lead

External confidential advisor

☎ +31 (0)88 4263112

✉ [hradvies@crop.nl](mailto:hradvies@crop.nl)

## Offices locations:

Amersfoort

Arnhem

Ede

Hoofddorp

Utrecht