



The power
of Human
Resources

CROP

HR advice & support



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Why choose HR advice & support of CROP HR services



1 **The power of a Human Resources policy**

We are convinced that satisfied employees make a difference for your organisation. Being an attractive employer with a good personnel policy is the best way to establish this. We can help discover what will make your employership distinctive.



2 **Up-to-date about the latest legislation and regulations**

When it concerns personnel, there are continuous changes in legislation and regulations. It's nearly impossible for employers to keep up. We can provide you with the latest information regarding these developments.



3 **Customised**

Every organisation and employee is different. As an employer, you will encounter various issues related to your employees. That's why our services is tailored to your needs. This ensures a personalised solution that's most suitable for your organisation and your employees.

Have your employees' needs properly taken care of.

HR advice

Is your management facing challenges related to HR?

Do you have questions about developments in legislation, absenteeism, dismissal or the New Way Of Working? We are a sparring partner for entrepreneurs, employers, managers and HR departments. We advise you and help you acquire exciting and innovative insights.

Do your employees have questions related to HR? Refer them to us!

If an employee has an question related to your HR policy, you can always refer this employee to us. We can act as a direct HR point of contact for your organisation.

Do you have a sick or pregnant employee and you don't know what type of arrangements you should make?

Every now and then employers are faced with employees that are (frequent) ill or have pregnancy-related complications. It is important to manage these carefully. In case of a pregnant employee, for example, you risk missing out on the safety net or you are liable to a wage-related sanctions from the UWV (Dutch employee insurance agency) for inadequate handling of the absenteeism file.

How do you compose an attractive employment conditions package?

Why does an employee choose to work for your organisation? And how satisfied are your current employees with the working conditions? Appreciating and rewarding your employees is very important in order for you to remain an attractive employer. We can inform you about the most important terms of employment and we provide you with tailor-made advice.





How do you monitor the performance of your employees and what role does an performance review have in employment law?

It is important to regularly monitor and discuss the performance of your employees and to coordinate the expectations. Are your employees sufficiently aware of what you expect and to what extent you – as the employer – are aware of their performance? Why is it important to document a performance interview? We will be pleased to advise you in these matters.

Hybrid working is the new norm in the Netherlands. What's your approach as an employer and what sort of arrangements have you made for your employees?

By now, the combination of working from home and working in the office is more the norm than the exception in many organisations. Have you already implemented hybrid working? Do you have a thorough policy for working from home and are you informed about the remunerations related to working from home? Employers and employees have mutual responsibilities and we will be pleased to outline these for you.

We also provide HR support in addition to HR advice

HR support

How does your company become or remain an attractive employer?

An attractive employment conditions package, a safe corporate culture, hybrid working, a healthy balance between work and private life. We can help you become a more attractive employer for your current and future employees. How can you commit, captivate and retain your employees? We will be pleased to discuss these topics with you.

Do you need permanent or temporary HR support?

We can help you with customised HR support. We can help - for example - with setting up and digitalising the HR processes, the recruitment processes or managing sick-leave files. We can also assist you with temporary HR support in case of an absent colleague due to illness, pregnancy or sabbatical. We are here to support you, on location or remotely.





Does your Occupational Health & Safety service meet your vision on health? Are you well-informed about the current Dutch Occupational Health & Safety laws and regulations?

Employees are the most important asset within your company. Therefore, their health is very important. Is your contract with your Occupational Health & Safety service aligned with your vision on the health of your employees?

Are you looking for a sparring partner for HR related matters?

HR cases are often complex. Do you want to share your thoughts with us in order to understand the best way to assess a case? Or what is the best way to act if you don't entirely know what is prescribed in the regulations regarding a case?

Do you have overview of your company's safety and health risks and risks involved in permanently working from home? Have you established these risks by means of a legal RI&E?

In addition to mapping all the safety and health risks, have you also drafted a Plan of Action? Not having a up-to-date RI&E (Risk Survey and evaluation) can result in penalties during an inspection. We can support and advise you in drafting an RI&E, including a Plan of Action. If you employ up to 25 workers, then we can implement the complete RI&E for you. If you have more than 25 employees, we can help you with the implementation, but it will also have to be examined by an external expert.

How do you address difficult subjects or challenging conversations with employees?

As an employer, you sometimes need to have difficult conversations with employees. Are you looking for assistance in various conversations, like job applications, assessments, job performance, absenteeism and exit interviews? If so, we can certainly assist you.

Are your personnel files already digitalised and GDPR compliant?

As an employer, you process various personal data, which is often stored in a personnel file. It is important that only the data required for employment is stored and that the privacy of the employees is safeguarded. Digitalising this data provides insight. Do you know which data is permitted to be stored and which is not, and how long the data can be stored?



The journey of the employer & employee

What's the benefit of understanding your company's Employee Journey?

Satisfied employees ensure satisfied clients. That is why it is essential to provide the best possible guidance to employees during their employee journey (onboarding, options for developing, input for the organisation, learning culture). How is this organised in your organisation?

Do you need assistance when hiring employees?

Attracting new employees can be difficult in the current labour market. It is important to establish in advance which profile you are looking for, what is your budget and which platforms you will be using to promote your vacancies.

Do talented individuals know that they are the talents in your company?

The labour market is always looking for talented individuals. No doubt, you also employ talented individuals, who raise your company to higher levels and whom you cannot do without and certainly don't want to lose. What can you do to retain your talented people?

How do you sustain the long-term employability of your workers?

Are all your employees working the job that is suitable for them for the long term? That is important to get the best out of your company. If that's not the case, we can help you sort out which tasks/jobs are best suited for your employees. This ensures the long-term employability of your workers.





What do you offer your employees in the area of training and development?

Training and development are very important topics within an organisation. It is one of the main reasons that employees remain at a job for a longer period. For your company, it is the key to growth, because employing well-trained employees translates into a company that develops.

Do you want to develop a career model within your organisation that includes job profiles?

At least once per year during their career, you discuss with your employees their personal development and how they want to develop their career in the coming year. A career model provides guidance for employees with insights for possible development and career paths. Part of a career model are job profiles, including job competencies.

Professionalisation of your organisation

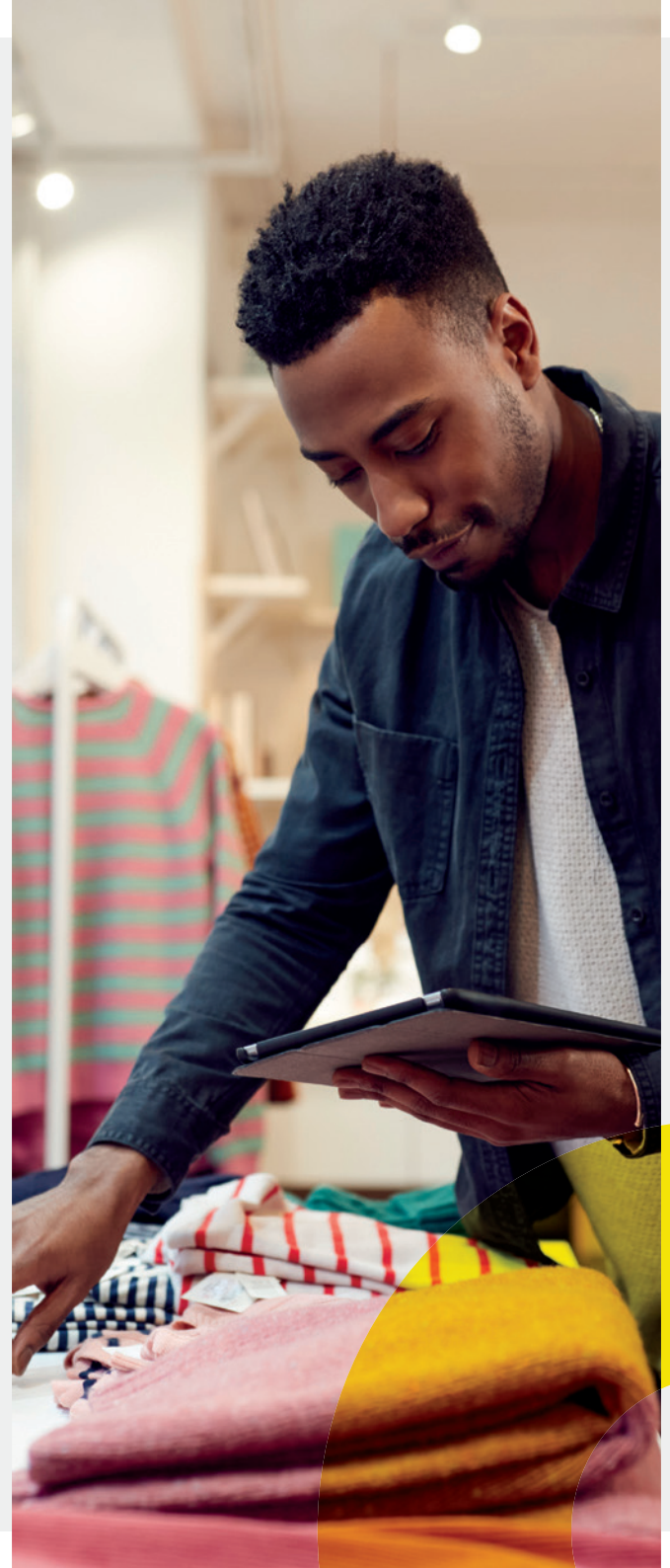
HR policy

Do your employees connect with the strategy of your organisation?

As an organisation, you define your mission, vision and strategy. When defining the strategic personnel planning, an employer establish the various steps that enable the employees to connect with the strategy of the organisation in the future together with HR. This ensures that you realise the desired occupancy, formation and automation of processes.

Are you ready to digitalise the HR processes?

CROP works with a user-friendly and all-encompassing software package. This package can be used for the salary administration as well as for the personnel system. All the personnel data can be stored in one central place. All the HR processes can be digitalised within this software package, for example digital personnel files, digital signatures and more.



Do you want to stay updated about all the recent developments in legislation and regulations in HR?

Legislation and regulations in HR are constantly under development. It is important to stay updated about these developments and to comply with the applicable legislation and regulations, especially when it concerns employees. Otherwise, you might be faced with unpleasant issues, which we will be pleased to explain.

Are your personnel regulations and employment contracts up-to-date according to applicable legislation and regulations?

Our advice is to annually update your personnel manual and regulations. For example: changes in legislation or new regulations as e.g., regarding the policy of working from home. If you have a CLA, then we also advise you to draft a employee handbook within your organisation and to integrate this within your employment contracts. We can provide a quick scan of all your HR documents and advise you about possible adjustments.

Note: *If you have a Works Council in your organisation, then the WC is obliged to vote on any changes/updates in the personnel regulations.*

Do you have a (external) confidential advisor in your organisation?

Undesirable intimidation within organisations do unfortunately occur. As an employer you are obliged to pursue a policy for preventing undesirable behaviour, based on the Working Conditions Act. If such behaviour occurs nevertheless, then a confidential advisor is the contact point for the employee who needs confidential support.

The advantages of an external confidential advisor:

- An external confidential advisor is independent and is therefore objective.
- An external confidential advisor has no internal interests, that makes it easier for an employee to turn to that person.
- An external confidential advisor has experience with undesirable forms of behaviour.
- As an employer you do not pay any annual costs for refresher courses for an external confidential advisor.

Many employers opt for both an internal and external confidential advisor. That enables all the employees to choose a confidential advisor with whom they feel most comfortable. CROP has certified confidential advisors who can be supplemented as external confidential advisors within your HR policy.

Questions?

Do you have additional questions after reading this brochure or can we assist you with something? Contact one of our HR consultants. In addition to HR advice & support, you can also turn to us for questions related to labour law, payroll tax, pensions and salary administration. Go to www.crop.nl/hr-services for more information.

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Disclaimer

In compiling this publication, we have aimed for the utmost reliability and diligence. Our organisation cannot be held liable for any incorrectness and its consequences. Date of issue: June 2022

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