

Information for co-workers on how to stay employable  
and what is expected during absenc.



# Healthy working at IKEA

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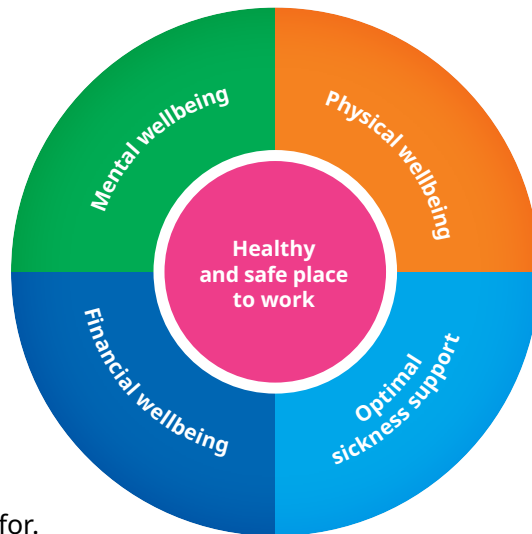
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# You make the difference

IKEA relies on you as a co-worker and we are happy to have you here. Together with you, we can make our mission to achieve “a better everyday life for as many people as possible” a reality. That’s why It is extremely important that you work in a healthy and safe manner and that you enjoy doing so, so that you can continue working with us and have energy for other important things outside of work. In this brochure, you can read about the support that IKEA offers to help you be and stay as healthy as possible at work and about what other aspects are involved that are your own responsibility. More information about the various topics is available on Now P&C. If you are absent from work, you can read about how you and your manager can work together to get you back to work as quickly as possible and what IKEA expects from you in the meantime. The laws and regulations surrounding healthy working and absenteeism are extensive and complex. This brochure contains the most important information. Information on certain topics is available on Now P&C or via the P&C team in your unit. We take healthy working and absenteeism very seriously at IKEA. That’s why this brochure, via Article 45 of the IKEA Collective Labour Agreement, forms part of your employment contract with IKEA. We expect every co-worker to act in accordance with this brochure.

The various topics in this brochure are colour-coded by category to make it easier for you to find the information you are looking for.



# Ensuring work is carried out in a safe and healthy way

Safe and healthy working is something that we ensure together: IKEA provides the healthiest and safest possible working environment and expects its co-workers to work in the healthiest and safest way possible.

## Safe and healthy working: what can you expect from IKEA?

IKEA keeps a close eye on health risks at work and what needs to be done to prevent, eliminate or minimise these risks. Examples include physical strain, the safety of the building and the equipment you work with, customer behaviour and sitting at a computer for long periods of time.

IKEA does this through a process known as ‘Risk Inventory and Evaluation’, or RI&E or RIE for short. Once every four to five years, an IKEA unit conducts an RI&E, during which we identify any potential issues and health risks and devise measures to resolve them. Together, these measures form the “RI&E Action Plan”. If you would like to know what the RI&E for your unit has found and what the Action Plan is, ask the Prevention Officer (usually the People & Culture manager and the Safety & Security specialist; you can ask your manager who these people are in your unit) or the Health & Safety members of the Local Participation Council (LMZ) in your unit. We carry out the RI&E in the units themselves and also for each cluster/ department. You may be asked to help with the implementation. External experts in the field of working conditions and health are of course available to help us, if necessary. Our definitive Action Plan is also reviewed by a core expert from the occupational health and safety service.

## Prevention co-workers

Every IKEA unit has at least two Prevention co-workers: the People & Culture manager and the Safety & Security specialist. The task of the Prevention co-workers is to support the unit is management team (MT) in carrying out the RI&E (Risk Inventory & Evaluation). As a co-worker, you can also contact the Health and Safety Officer directly if you notice an unhealthy or risky situation at work.

## Safety

In order to minimise safety risks, each unit carries out regular checks. Machines such as forklifts and stackers are regularly inspected and maintained. For acute situations in which the safety of co-workers and customers may be at risk, emergency response officers (first-aiders) are present in every unit. All units also have an emergency and evacuation plan in place. We conduct evacuation drills at least twice a year in every unit.

## Confidential advisors

At IKEA, everyone should feel safe. Inappropriate behavior is not tolerated. If you experience inappropriate behavior or witness it happening to someone else, it's important to take action to stop it as soon as possible.

What can you do?

If, for any reason, it's not possible to address the person directly, it's important to speak with your manager or someone from the People & Culture team. You can also contact a confidential advisor directly. Their contact details and more information can be found on [Now P&C](#).

## Ingka Group trustline

At IKEA, we promote an open culture where trust and honest communication are key. We believe it's important that everyone feels safe to speak up, and we do not tolerate any form of misconduct. Have you ever found yourself in a situation that felt off or didn't sit right with you? Have you seen or suspected a violation of the IKEA Code of Conduct? Are you concerned about potentially unethical behavior?

If you answered "yes" to any of these questions, don't hesitate to share your concerns via the Ingka Group Trustline. See link for information on [Now P&C](#).

## Support from IKEA in maintaining your employability

In addition to providing a safe and healthy working environment, IKEA also offers opportunities to work on your employability.

## Health check

Every two or three years, IKEA offers all co-workers a health check. The health check is voluntary. The health check provides you with an insight into your own health in relation to the work that you do. The combined anonymised results of the health check provide IKEA with an insight into how its health policy can be improved. The health check consists of an online questionnaire and a physical appointment.

- The online questionnaire covers questions about your workload, lifestyle and general health.
- During the physical appointment, your basic biometric data (i.e. your blood pressure, cholesterol, BMI, etc.) will be recorded. Depending on the type of work you do, you will undergo additional tests to assess your physical capacity (if you do a lot of physical work) and your eyesight (if you frequently work at a computer).

You will receive a report based on both the questionnaire and the physical examinations, which you can use to work on your health and employability. If necessary, you can discuss the results with your general practitioner or the company doctor. IKEA does not carry out the health check itself; this is done by an external specialist to ensure that your privacy is fully protected. Your unit will provide you with information about when the health check will take place.

## Preventative consultation hours (working conditions consultation hours)

You may be concerned about your health in relation to your work/employability. If so, you can schedule an appointment for a preventative consultation with the company doctor or nurse at your IKEA unit. Go to [Now P&C](#) to see how you can request a consultation. The company doctor will not disclose any information about the content of this conversation to IKEA unless you give your consent. The aim of the preventative consultation hour is to provide you with tools to work on your health and employability at work.

## Anonymous consultation hours

If you prefer to be invited to a consultation at a location other than IKEA, you can take advantage of an anonymous consultation. To do this, please contact our occupational health and safety service, HumanCapitalCare (HCC), directly on 020-3057010. You must inform HCC that you work at IKEA and in which unit. You will then be given an appointment at a suitable HCC location. No report of the consultation will be sent to your manager/IKEA.

## Collective health insurance & supplementary health insurance (IKEA Inzetbaar Module)

IKEA also believes it is important for co-workers to be well insured for medical and paramedical care. That's why IKEA offers collective health insurance to all co-workers and their partners. Participation is not mandatory.

IKEA also offers you supplementary health insurance, the IKEA Inzetbaar Module, free of charge. This supplementary health insurance gives you access to free healthcare, including physiotherapy, informal care support, budget coaching, weight counselling and a menopause consultant. More information about the collective health insurance and the IKEA Inzetbaar Module can be found on the [My Rewards Portal](#), under the "My Benefits" heading, and then under the "Insurance & pensions" subheading.

## Support for your physical health

### Ergo coaches

Every unit has several Ergo Coaches. The Ergo Coach provides training and advice on physical strain. The Ergo Coach also circulates regularly, talking to people about potentially unhealthy postures, positions or ways of working. You can also visit the Ergo Coach if you need information and tips on how to do your physical work as safely as possible.

### Eating in the co-worker restaurant

Healthy and varied food is extremely important for everyone's health, including yours. That's why IKEA offers free fruit and a varied menu with plenty of affordable, healthy options in its co-worker restaurants. This means that vegetables are always available and there is always a vegetarian option. Of course, you can also bring in your own food.

### Aids and personal protective equipment

IKEA provides both aids and personal protective equipment. Examples of aids include lifting aids, aids for moving items, sit-stand stools or anti-fatigue mats.

You will receive instruction and, if necessary, training from IKEA on how to use the aids. All co-workers also have access to a [Working Smart Together](#) Sharepoint platform containing information on healthy and

safe working practices. The use of the aids offered by IKEA prevents health complaints and reduces physical strain. The use of these aids is therefore not optional but mandatory. Make sure that you have followed the instructions and/or training courses for their correct use. Also make sure that you help your colleagues to use their personal protective equipment safely, too. If you are unable to use certain aids for medical reasons, please discuss this with your manager or the company doctor.

Personal protective equipment includes earplugs or headphones, high-visibility vests, protective clothing and gloves. Follow the instructions you receive on how to use these. If protective equipment is not available, report this immediately to your manager or Ergo Coach. As we are all responsible for ensuring a safe and healthy working environment, failure to follow the instructions could have consequences.

### Personal equipment: computer glasses and safety shoes

If you work in one of the stores, you must wear safety shoes. IKEA will therefore provide you with one or two pairs of safety shoes, depending on the scope of your contract. Safety shoes must also be replaced regularly, for example, when the soles are very worn or when they no longer provide adequate support for your feet. Go to [Now P&C](#) for more information about how safety shoes are fitted and what you can do to maintain your feet and shoes properly. If you have a contract for 32 hours per week or more, you can request two pairs of safety shoes per year.

### Screen work

If you work at a computer for more than two hours in total on a working day, this is considered "screen work". Working with display screens has a number of health risks, including deteriorating eyesight. We therefore advise new employees who will be working on screens to have their eyes checked by an optician. If the optician's examination clearly shows that you need computer glasses, IKEA will reimburse the cost of the glasses. You can find out how this works and the maximum reimbursement amount on [Now P&C](#). It is important to have your vision checked regularly. An eye test is part of the Health Check for people who work with screens.

### Safe and healthy working: what do we expect from you?

You also have a very important role to play in ensuring that you and your colleagues are able to do your work safely and in a healthy manner. At IKEA, we have various training courses and instructions to ensure that we limit risks together and create a safe and healthy working environment, every day. It is therefore very important to follow and apply the content of the training and instructions in your daily work and to regularly refresh your knowledge. This ensures that you are aware of the risks you face at work and can make the right choices for your safety and health and that of others. The use of the correct aids and personal protective equipment is mandatory for every employee.

### Identifying health and safety risks

We expect you to report any potential health or safety risks to your manager and the Health, Safety & Wellbeing committee in your unit. You can communicate this verbally to your manager.

To notify the Health, Safety & Wellbeing committee, you can fill in a health and safety report card and place it in the designated postbox. On an occupational health and safety report card, you can report the risk you have observed – anonymously if necessary. We also expect you to cooperate in implementing measures to reduce health and safety risks. For example, by cooperating in the implementation of the RI&E. You can download the occupational health and safety report card digitally via [Now P&C](#).

### Mental health support

At times, we may need help with our mental health. You may be experiencing a lot of pressure at work, or you may be finding it difficult to combine your work with other things such as caring for children or sick parents, your studies or a second job. Perhaps you are suffering from depression or anxiety, or you have experienced a traumatic event. Staff welfare work is provided via GIMD within the IKEA Employable module. Each unit has a company social worker or job coach who regularly visits the unit. Go to [Now P&C](#) to see how you can schedule an appointment. This help is available free of charge. If you need to talk to someone at very short notice, you can call GIMD's 24/7 telephone helpline on 088 800 5522. If you schedule an appointment and do not attend without cancelling, IKEA may charge you for the costs incurred.

### Support for your financial health

You may be concerned about your financial situation, for example because you are struggling to make ends meet, you have debts that you are unable to repay or your wages have been garnished. You may have sought help from your local council, but if this is not the case, or if there is a waiting list, you can request help from GRIP, part of GIMD's corporate social services, via IKEA. Support will be provided in line with your situation. The support aims to help you get a grip of your financial situation, for example by giving you more insight into how you can save money (budget coaching) or by making agreements with any creditors (debt counselling).

### Budget coaching

You can request budget coaching through the [IKEA inzetbaar Module](#).

### Debt counselling

If you have debts, debt counselling is an option. Have a look on [Now P&C](#) for more information about help with debt. Use of GRIP is funded by IKEA. To make an appointment, please call 088 800 8500. Your privacy is fully guaranteed. GRIP never shares information with IKEA unless you give your consent.





# Absence

We all do our best to be and remain sustainably employable. It may happen that you are temporarily unable to work or that you consult with your manager about taking time off. At IKEA, we take absence from work very seriously, and we expect you to do the same.

## Absenteeism protocol

You should contact your manager, the day manager of your cluster or their substitute (on duty) by telephone before 09:00. This also applies if you are scheduled to work later in the day. If your start time is between 05:00 and 08:00, please call at least 15 minutes before the start of your shift.

The conversation will take place verbally, by telephone, and not via written message or digital channel (e.g. WhatsApp).

You should contact your manager or their replacement to discuss your absence. During this conversation, you will discuss the following:

## Which absence option would you like to discuss?

- Are any adjustments necessary to avoid your absence and enable you to carry on working? If so, what are they?
- Are there any tasks you feel you could still do?
- Are there any tasks that need to be taken over by someone else, and if so, who?
- When do you expect to be back?
- What do you need from your manager/IKEA in order for you to return then?
- Is your absence related to an accident at work or a traffic accident?
- When will you contact your manager again?

If your manager is unavailable, you will be called back later that day by your manager, their replacement or someone from the People & Culture team.

## Contactability, working on your employability and sharing information

During your absence, we expect the following from you:

1. You do everything you can in order to be able to return to work as soon as possible.
2. You proactively inform your manager during absences. You will do this by telephone.
3. You are proactive in coming up with adjustments to your work and discuss these with your manager.
4. During your absence, you will remain contactable to IKEA by telephone. You make specific telephone arrangements with your manager so that IKEA is kept informed of your recovery. You will therefore ensure that you keep those telephone appointments.
5. If you are not at home during your absence, but are staying elsewhere, please provide the relevant address to your manager.

## What can you expect from IKEA?

1. Your manager will be available at the agreed times (by telephone).
2. Your manager will be available to discuss the possibilities for you to return to work, either full time or part time.
3. During your absence, you will continue to receive your pay (after deduction of one waiting day).
4. Your manager will support you in finding suitable work.
5. Your manager will ensure that your absence is recorded in our absence registration system so that, should it be necessary, you will receive the right support upon your return to work.

## Reporting special circumstances

In some cases of absence, additional action may be required from IKEA, the occupational health and safety service or yourself. If any of the following situations apply, you are required to report this to your manager immediately or as soon as possible thereafter:

1. Absence due to an accident at work or occupational illness
2. Absence caused by someone else ("a third party"), for example, as a result of a traffic accident.
3. Absence with a safety net provision. This includes organ donation, pregnancy or if you have a no-risk status. You are not required to specify which safety net provision applies.
4. Absence at the end of a (temporary) employment contract

Of course, you are not obliged to provide any further medical information to IKEA. However, you must provide this information to the company doctor or company nurse.

Assessment of the situation: absence due to illness or (another) type of leave? Sometimes you may be unable to work due to an unexpected situation. For example, because your child is ill, you have a leak in your home or one of your parents has been suddenly admitted to hospital. There are other arrangements for such circumstances. This includes emergency leave or short-term care leave. Be honest with your manager about the situation and see what type of leave is applicable. You can find more information about this on [Now P&C](#).

### Return-to-work notification

As soon as you are available for work again, please notify your manager by telephone, even if you are not scheduled to work on that day. This way, your manager and colleagues can take your availability into account. Not yet fully fit for full-time work, but able to perform limited tasks? Discuss this with your manager and make a proposal.

### Frequent absence

On average, people are absent from work no more than once a year. If you are absent more often, two or more times per twelve months, we refer to this as “frequent absence”, which is something we take seriously at IKEA. IKEA believes it is important that co-workers are and remain employable. If you are absent frequently, your manager will therefore discuss this with you. Together, you will make agreements and look for solutions that focus on you being and remaining employable in the future. You have an important role to play in this process by thinking about possible solutions, but also by indicating where your manager can support you.

After each consultation, you will receive a letter detailing the agreements you have made with IKEA to reduce frequent absenteeism. We assume that you will comply with these agreed terms and conditions. You will continue to discuss your employability with your manager. If you fail to comply with the agreements made without good reason, there may be consequences.

### Your pay during a (short-term) absence

If you are absent several times within a calendar year, one waiting day will apply. This means that for the first, second and third absence reports, the first working day of the absence report is counted as a holiday. IKEA will deduct this from your holiday days that exceed the statutory minimum.

During absence, IKEA will continue to pay your salary in full, except for the first day of absence, which will be deducted from your holiday

allocation. This concerns your basic salary, excluding additional allowances. You can find more information about your salary during absence in our collective labour agreement.

In some cases, you may not be entitled to *any* salary:

If you have become incapacitated for work through your own fault or if you hinder or delay your return to work

- If you fail to comply with the agreements, interventions and other actions required by the Dutch Eligibility for Permanent Incapacity Benefit (Restrictions) Act [Wet Verbetering Poortwachter] in order to be able to reintegrate
- If you do not comply with IKEA regulations regarding contactability and availability

## If you are absent for more than two weeks

As with frequent absenteeism, we take long-term absence seriously and expect you to take a proactive approach and ensure that you can return to work as soon as possible. Your manager will then ask you to draw up an employability proposal, in which you indicate when you think you will be able to return to work, what you need to do to achieve this and how your manager or IKEA can support you. Together with your manager, you will discuss whether a meeting with the company nurse is necessary. They can advise you on your employability proposal.

If your absence from work lasts a little longer, the following topics will also be covered as part of your return to work (known as “reintegration”):

- Appointment with the *company nurse* or *company doctor*: if you are invited to an appointment with the company nurse or the company doctor, you are obligated to attend your appointment. If this is not possible, you must notify one of the People & Culture generalists in your unit at least 24 hours in advance, stating the reason for your absence. If you do not attend your appointment with the company doctor or company nurse, the cost of the appointment will be charged to you.
- The company nurse or doctor may deem it necessary to request information from the doctor who is treating you. You will be asked



for your consent to this first.

- An assessment by the company doctor of your medical situation in relation to your ability to return to work, known as a *problem analysis*, this will be scheduled within six weeks of the first day of illness.
- Together with your manager, you will draw up an *Action Plan* for your reintegration. This will also use input from the company doctor's problem analysis and your employability proposal. This will take place within eight weeks of the first day of absence.
- Working on an *occupational therapy basis*: the company doctor or company nurse sees that you are already able to cope with a little more and that you can start "practising" working again. Working on an occupational therapy basis can extend to a maximum of four weeks.
- Performing *adapted or replacement work or partial return to your own work* are different ways of building up to resuming your regular work that you performed prior to your absence (tasks, work pace, working hours and schedule).
- Completing an *employability scan*: an occupational consultant, along with you and your manager, will look at your current options and what you are capable of doing – this will be scheduled within three to four weeks of the first day of absence. We expect your cooperation in this process.
- Conducting a number of *employability meetings with a coach*. During these meetings, you and the coach will discuss the results of the employability scan, your employability plan and the progress of your reintegration to date. Together with the coach, you will come up with a number of actions that you can take to get back to work as quickly as possible. We expect your cooperation in this process.
- An *intervention* to help you return to work (more quickly). For example, psychological assistance, waiting list mediation, burnout counselling, lifestyle coaching or a further medical examination. Sometimes the company doctor will recommend an intervention and sometimes IKEA will proactively suggest an intervention. We expect your cooperation in this process.
- You will be offered a *perspective meeting* within 42 weeks of your first becoming ill. During this meeting, you will be informed about the financial and practical consequences of your being absent for a year or more.

### If you are absent from work for over a year

If you are absent for a year or more, a number of changes will occur in terms of your income and possibly also in the type of reintegration activities or the reintegration location. In short, this means that you must undertake even more activities to ensure that you become fit for work again. This will be discussed at the year 1 evaluation with your manager and P&C.

### Pay after one year of absence

If you are absent for more than one year (12 months), your pay will change. From that date, you will receive 70% of your salary. You may be eligible for a supplement of up to 90% of your salary if you meet one of the following requirements:

- You are cooperating with the Occupational Health and Safety Investigation and, if necessary, an Expert Opinion from the UWV (Employee Insurance Agency), or
- You are working on an occupational therapy basis, or
- You are following a reintegration programme or training course as part of specific agreements between you and IKEA.

This means that if you are not working on an occupational therapy basis or working on your reintegration in any other way, you are not entitled to a salary supplement. Additionally, you will not be entitled to a supplement if you do not comply with agreements made with IKEA, if you delay or hinder your return to work or if you are not contactable.

### Pay after two years of absence

If you are absent for more than two years (24 months), IKEA is no longer obligated to continue paying your salary. You must then apply for benefits (or an advance on benefits) from the UWV. If you want to know what effect this will have on your income, please see the [brochure](#) on Now P&C. The UWV will provide you with timely information about applying for these benefits.

### Second-track reintegration

If the company doctor or occupational consultant indicates that there are not likely to be any opportunities for you to continue working at IKEA, you will need to look for work outside IKEA. We call this a second track programme. IKEA will help you with this and call on the expertise of an external reintegration company. Together with an advisor from this reintegration company, you will look for opportunities with other employers. Depending on the situation, this will be discussed between 8 and 52 weeks of your first day of absence.

### Personal budget

If you are absent for more than a year, you may be entitled to a personal budget that you can use for your return to work/employability and new job prospects. This budget is equal to 10% of your gross (basic) annual income. You can share a proposal for how to use this budget with one of the P&C generalists in your unit. They will then discuss your proposal with a specialist at our Service Office and, where necessary, with the company doctor. This budget will not be paid out to you, but will be used by IKEA to pay invoices.

## Other topics related to absence and work

### Absence due to an accident at work

IKEA works closely with all co-workers to ensure a safe and healthy working environment. However, you may be involved in an accident at work and suffer damages as a result of the accident. For example, due to being absent from work for an extended period of time or having to purchase certain care for which you are not insured. If an accident at work or during working hours should occur, IKEA will determine who is liable for the accident as quickly as possible. If IKEA is liable, IKEA will pay compensation for the damage. Until liability has been established, IKEA will not pay any compensation. We advise you to seek legal help if the accident occurred during working hours and/or in the workplace.

### Absence due to the actions of another person

Sometimes you may be unable to perform your work (in part or in full) due to the actions of another person. For example, if you are involved in a traffic accident for which someone else is liable. In this case, you must recover the damage incurred from that person yourself. IKEA also incurs damage in such cases. This is because IKEA continues to pay your salary and any interventions required by your reintegration process for the period of time that you are unavailable for or partially unable to work. IKEA will hold the person who caused this damage liable; this is called "recourse". You may be asked to provide information for this procedure.

### Absent due to absence and holiday

We will also consult with you if your holiday and absence coincide. In that instance, we also expect you to help in identifying options and solutions. Contact your manager and prepare for this telephone conversation by carefully considering when you think you will be able to resume work, what you will be able to take on, whether you need anything to do so, and when you will contact your manager again.

### Absence during your holiday

- You must contact your manager by telephone within 24 hours and provide your name and full address.
- You must make an appointment with a doctor and request a statement in Dutch or English stating the start date and duration of the absence and/or hospitalisation and the nature of your illness.
- If you are still unable to work after returning from holiday due to absence, you will be invited to an appointment with the company nurse or company doctor. They may ask you for statements from the medical practitioners at your holiday address.
- If you are still unable to work after returning home, the usual arrangements will apply (unless otherwise agreed).
- If you are unable to travel home due to your absence, your unit will schedule a telephone consultation with the company doctor. This may involve providing proof that you are not yet fit to travel.

### Long-term absence and holiday leave

If you are absent from work and would like to take holiday leave, you can simply take your holiday entitlement. However, you must first request permission for the leave period from your manager. If necessary, they will consult with the company doctor or nurse to determine whether there are any medical objections to the holiday, for example, because it will delay your treatment or return to work. Your manager will decide whether to grant you holiday leave based on that consultation. The number of holiday hours that you take during your period of absence will correspond to your contractual hours. If, for example, you take three weeks' leave, you take three times your weekly contractual hours as holiday leave hours.

### Absence notification in the run-up to your holiday leave

You have requested holiday leave in the usual manner, but you are absent from work in the run-up to your holiday leave. Holiday leave is intended to allow you to recover from work. Your manager will therefore determine whether you will be able to recover

during your holiday leave. If necessary, a company doctor may also advise on this. If your absence means that you are unable to recover during your holiday leave, you will be offered the option of rescheduling your holiday leave to a new date.

### **Absence reporting and a temporary contract: applying for sickness benefit**

If you have a temporary contract with IKEA and you are absent from work, your employment may be terminated. You can then apply for sickness benefits so that you will still have an income after your contract expires.

To enable you to apply for sickness benefits in time, you will be informed by IKEA at least one month before the end date of your contract whether your contract will be extended or not. If your contract is not extended, you will immediately receive the information you need to apply for sickness benefits. More information about this can be found on [Now P&C](#). If you are entitled to sickness benefits, you will receive 70% of your basic salary. During the period of incapacity for work, you will work towards returning to work as soon as possible. IKEA is the sole risk bearer for the Sickness Benefits Act. This means that your benefits are paid by IKEA, not the UWV. As IKEA is the risk bearer, it is also responsible for guiding your reintegration during the first two years of incapacity for work. IKEA will engage an external company for this purpose, both for the payment of your benefits and for your reintegration support.

### **Absence in the run-up to a period of unpaid leave**

It may happen that you have agreed to a period of unpaid leave or that you are already taking such leave and that you are unexpectedly absent due to illness/accident. In principle, the period of unpaid leave will continue as normal in this case, unless you make other suitable arrangements, in consultation with your manager. This will mainly occur in the event of (imminent) long-term absence.

### **Als je na twee jaar nog niet kan werken: aanvraag van een WIA-uitkering**

Although it fortunately does not happen often, in some cases it may not be possible to reintegrate in time, and you reach the point where you have to apply for benefits from the UWV. For more information about applying for WIA benefits, see [Now P&C](#), and, of course, the UWV website. IKEA is the sole risk bearer for the Return to Work

Scheme for People with Partial Incapacity for Work (WGA). IKEA remains responsible for your reintegration activities after you leave the company and receives help with this from an external company. This company will help you after you receive your WIA benefit. IKEA is financially responsible for its implementation. The WIA benefit is paid out via the UWV.



## **In conclusion**

It should be clear that it is very important for you and for IKEA that you are not absent frequently or for long periods of time due to absenteeism and that you work actively and preventively and continue to work on your employability. Absenteeism poses risks for IKEA regarding the continuity of its business operations and its mission to “create a better everyday life for as many people as possible”, and for you in terms of your income and your ability to remain employable until retirement age. That’s why attention to and agreements on prevention are of the utmost importance. The rules and actions relating to absenteeism are an important safety net for when prevention has proved insufficient. That’s why we take a healthy working environment very seriously at IKEA and why this brochure is part of your employment contract with IKEA, in accordance with Article 45 of the IKEA Collective Labour Agreement.

