



BICYCLE PLAN FOR COMMUTING

At Dümmen Orange, employees can, under certain conditions, participate in the bicycle plan. The bicycle plan is intended to encourage the use of the bicycle for commuting.

The employee buys a bicycle himself and, if the conditions are met, is eligible for a tax-free reimbursement for the amount that the bicycle has cost (maximum € 749,-). The price of the bicycle may exceed € 749,-, but the excess is not reimbursed. The tax-free allowance is based on the principle: gross = net.

If the employee wishes to participate in the bicycle plan, the employee first checks whether he/she meets the conditions below. The employee then follows the procedure for participating in the bicycle plan.

Conditions for participation in the cycling plan:

- The employee is employed by Dümmen Orange The Netherlands B.V., Dümmen Orange Holding B.V., Quick Plug B.V. or G. Geerlings & Zonen B.V.
- The employee uses the bicycle for commuting for more than half of the number of days that the employee works based on the employment contract and for at least 2 days a week. One way may not exceed 15 kilometers, calculated with the 'ANWB fietsrouteplanner'.
- Cycling to/from a stop or station in the residence or at the workplace is also sufficient. Also here, one way may not exceed 15 kilometers, calculated with the 'ANWB fietsrouteplanner', excluding public transport.
- The employee has not participated in the bicycle plan in the current and the previous two calendar years.
- Participation is only possible for employees without a leave car.
- The employee can not participate if wage garnishment is applicable on his or her salary.
- The employee can not participate if he reaches retirement age within 1 year.
- At least 20 holidays (statutory vacation days) must be used as vacation days per calendar year (for part-time employment this is calculated pro rata). The number of open holiday hours above this number (non-statutory holidays) can be used for the benefit of the bicycle plan.
- Any temporary reduction of the salary cannot lead to a salary that is lower than the wage mentioned in the Minimum Wage Act.
- The employee pays the full amount of the bicycle himself to the supplier.
- A copy of the paid invoice must be submitted to HR.



Points of attention

- The employee can choose between a one-off reduction of the salary, so the settlement will take place in the next month, and/or for a one-off reduction of holiday hours.
- If a one-off reduction of holiday hours is chosen in exchange for participation in the bicycle plan, the net salary of the employee will be lower that month. A high tax rate applies to the payment of holiday hours. If you would like to know in advance what the impact will be on your salary, please send an email to HR.NL@dummenorange.com. You will then receive a proforma calculation
- The fixed monthly travel allowance will not be adjusted.
- The one-off reduction in gross wage leads to a lower annual salary. This may, among other things, have consequences for any social security insurances or benefits.
- There is a free choice of supplier when purchasing a bicycle. The supplier must be registered with the 'Kamer van Koophandel'.
- Costs for repairs to the bicycle are paid by the employee himself at any moment.

Procedure for participating in the bicycle plan

1. The employee checks whether he meets the conditions and then asks HR for approval to participate in the bicycle plan. The employee can purchase the bicycle after approval.
2. The employee signs the application form (see next page) and sends it together with a completed declaration form (available on the [HR NL intranet](#)) and a copy of the invoice of the bicycle to HR. Preferably digitally to HR.NL@dummenorange.com and otherwise by post to Dummen Orange, attn HR department, PO Box 26, 2678 PS De Lier.
3. HR checks the documents, will sign the application and send the invoice to Finance.
4. HR stores the documents in the personnel file and will inform the payroll administration that the employee makes use of the bicycle plan and how much salary and/or the number of holiday hours need to be deducted.
5. The employee receives the amount of the invoice of the bicycle on his/her bank account.
6. If a salary reduction has been chosen, the salary administration will settle this with the employee's salary in the relevant month. If holiday hours have been chosen to use, the holiday hours will be deducted in Exact Synergy and the salary administration will pay out the holiday hours with your salary.



BICYCLE STATEMENT

Name employee :

Personnel number :

Hereby I declare:

- That I meet the conditions for participating in the bicycle plan as described in this document;
- Have taken note of the attention points regarding participation in the bicycle plan as described in this document;
- That no application for reimbursement has been or will be submitted elsewhere for this bicycle;
- That I attached the personalized copy of the invoice.

Write down the purchase amount of the bicycle here: €.....

Choose one of the options below:

- ☐ The undersigned declares to renounce gross wages in the next month for the amount indicated above (up to a maximum of € 749,-).
- ☐ The undersigned declares to renounce non-statutory holiday hours for the amount indicated above (up to a maximum of € 749,-).
- ☐ The undersigned declares to renounce €..... (enter the amount up to a maximum of € 749,-) gross wages in the next month and renounce non-statutory holiday hours for the remainder.

For agreement:

For agreement HR:

Name:

Name:

Date:

Date: