

Employee Handbook



DÜMMEN ORANGE™

Version 1.0

March 1, 2016

for you

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Message from the Commercial Director

Dear Colleague,

Welcome to Dümme Orange, our company of beautiful collections in China!

You are reading the Employee Handbook of Dümme Orange in China. This Employee Handbook is intended for everyone working in our organization in China on contract base, part-time or fulltime, and for any location in China.

The Handbook is developed to help you, as an employee of Dümme Orange in China, getting familiar with our company, our regulations and procedures in an easy and clear way. All is done with the aim to establish a working environment in which your work, the cooperation with your colleagues and the working atmosphere are as good and enjoyable as possible.

By providing you with information about relevant matters, such as employment, working conditions, salary, safety, benefits, etc., we believe to answer most of the questions you can have about our organization. The handbook also contains information on what you can expect from Dümme Orange and also what we expect from you as employee.

This Employee Handbook is written in accordance with relevant laws, regulations and the Articles of Association. You should read and understand this Employee Handbook, and comply with all provisions.

If you have any questions, please don't hesitate to contact your manager. He/she will be happy to answer them for you.

I wish you lots of luck and good spirit with your role within our beautiful Dümme Orange organization. Your contribution is very much appreciated!

Best regards,

Perry Dekkers
Commercial Director Dümme Orange

1 Dümmen Orange Introduction

Dümmen Orange China is the Chinese branch company of Dümmen Orange. In 2013 after the merger between the Agribio Group and German breeding company Dümmen the holding company DNA Green Group was founded and is one of the leading floricultural breeding companies in the horticultural sector in terms of cut flowers, pot and bedding plants. In April 2015 the DNA Green Group and all of its companies were rebranded into Dümmen Orange.

1.1 Short History

Agribio, in its first form, was founded in 1993 when Japanese multinational Kirin Breweries purchased, among others, the Dutch Chrysanthemum and potted plant breeding company Fides, Spanish Carnation breeder Barberet & Blanc and founded the Kirin Agribio Group. Both Barberet & Blanc (1947) and Fides (1967) were already well-established companies with a long history by that time.

In 2010, the Dutch investment company H2 acquired the Agribio Group from Kirin with the determination to develop Agribio into one of the leading floricultural breeding companies. After 2010, Agribio Group has expanded rapidly, with the acquisition of big-scale production farm Oro Farms in Guatemala, the Dutch rose breeder Lex+ Roses and Dutch perennial breeder Bartels. In June 2012 also well-known American poinsettia breeder Ecke was acquired.

Agribio Group maintained a fast development pace. After the merger in April 2013 with world class German bedding plant and poinsettias company Dümmen, who is known for its famous Redfox series, Agribio became part of the DNA Green Group and officially one of the three biggest floricultural breeding companies in the horticultural sector.

DNA Green Group was rebranded into Dümmen Orange in April 2015 and now holds eight most professional breeding companies, offering a wide range of crops, including Chrysanthemum, Carnation, Rose, Kalanchoe, Poinsettia, Begonia, Anthurium, bedding plants as Pelargonium, Dahlia and many other Pot plants.

The company's headquarter is located in De Lier, the Netherlands. Breeding takes place close to main markets in The Netherlands, Germany, USA, Spain, United Kingdom and Denmark. Additional sales offices are located in the USA, Japan, Germany, China, Kenya, Colombia, France and Italy. Next to this, there are production facilities in Kenya, Uganda, Tanzania, El Salvador, Guatemala, Costa Rica, Ethiopia and Italy.

1.2 Dümmen Orange China

Within Dümmen Orange the China division is a sales and production organisation and responsible for the licensing and all the sales of Dümmen Orange products, as well as local production of Anthurium in the major market China.

In 2004 Kirin Agribio established Kirin Agribio Shanghai (KAS), with as core task to support the activities of Barberet & Blanc in China, who has been active in China since 1996. At that time KAS mainly had a supportive role since B&B was taking the end responsibility of the sales in China themselves.

In 2009 Fides also entered the Chinese market, where KAS assisted Fides as well in market research and development. Slowly the first relations with Chinese customer were established. After in 2010 H2 took over the Agribio Group the name of KAS was changed into Fides Agribio (Shanghai) Co., Ltd. (FAS).

It was in the second half of 2011 that the Agribio Board decided to further expand activities in China, and to convert FAS from a service company into a sales and support organization - Agribio China. That is why we are now on the market in China to pursue a strategy based on rapid development and enormous potential. This

strategy is mainly based on developing a strong sales and technical support department in order to offer our customers all the attention and support they need and by doing so optimizing the sales and turnover of the company.

In April 2015, Dümmen Orange acquired Rijnplant, which also had a subsidiary in China - Rijnplant China. Agribio China merged with RijnPlant China immediately after the acquisition. Rijnplant China started its Anthurium business in China in 2002, and opened its young plant production and research facility in 2009 located in Shanghai Flowerport.

In Dümmen Orange we believe that our success is based on that of our customers, and therefore we offer the best quality cuttings available.

Our products are sourced both locally as well as imported. Production for Anthurium is done in-house at our production facility at Shanghai Flowerport. Also, from December 2012 we cooperate extensively with the Kunming based company Yingmao Flower for cutting production in China for Kalanchoe, Chrysanthemum and Pot Carnation. This enables us to have direct supply of locally propagated cuttings in China and be of better service to our clients. Besides that we also import cuttings from our worldwide production bases.

We cooperate directly with our customers and work hard to provide superior service and (technical) support to our customers for their cultivation process, invest in their future and ensure that our crops become more suitable for the Chinese market. That is why we are currently invested in a Research & Development program and a local technical support department especially for the Chinese market. To keep in touch with our customers, create long-term relationships and provide permanent support for the cultivation process, we are now based in Shanghai and Beijing, with account managers to visit clients across the entire country.

For more information about our company, vision and brand values, please visit our company website www.dummenorange.com.

2 Employment

2.1 Appointment

New employees get to know Dümme Orange in different ways. This can be via a job advertisement, the Internet, as temporary employee, intern, via family and friends, etc. When you first join our company, a fixed-term contract will be offered in the first place.

Temporary employees placed by an employment agencies first work via the employment agencies, after which they can join Dümme Orange depending on various criteria.

The fixed-term contract is offered in order for the employee and employer to get mutually acquainted and to see whether a long-term cooperation is desired. After the probation period, an evaluation meeting is held to reflect on the initial period and decide on how to move forward. One month before the end of the initial contract period, another evaluation meeting is held to discuss the options for contract renewal.

In special cases, the above policy can be waived. This will always be done after discussion with the management.

2.2 Orientation and introduction

The management decides with the department head who will be responsible for orientation and introduction to the job and company. A relevant programme will be formulated where the employee becomes acquainted with all departments and employees with whom he or she will cooperate closely. During the orientation period, the supervisor is responsible for the new employee.

The employee responsible for orientation, instructs the new employee about the responsibilities and working instructions. If necessary and / or possible, the new employee will be introduced to other locations as well. It is also possible for some positions to follow an external orientation, such as training or courses.

2.3 Employment Contract

Prior to starting your job, you will receive two employment contracts. Both contracts should be signed and one should be returned before the first working day. The other contract is for your own administration.

After the initial contract, you will receive a new contract, or the contract will be renewed. Depending on several factors, this can be another fixed-term contract or an open-ended contract. The employment contract can be renewed two times, and when concluded for the third time, the contract must be of open-ended nature¹.

Depending on the length of your initial contract, and on mutual agreement, the probation period will vary.

Contract	Maximum Probation Period
3 - 12 months	1 months
12 - 36 months	2 months
36+ months	3 months

2.4 Side-lines

You are obligated to inform the management about work you conduct for others, which are equal or somewhat equal to the work you perform for Dümme Orange, or business you conduct for your own. Depending on the nature of the business, Dümme Orange will decide whether or not to grant permission.

¹ <http://www.12333sh.gov.cn/200912333/2009english/laws/200911/P020091105359417211156.pdf>

2.5 Working on different locations

Some employees are expected to be flexible. This can be when moving to other locations or when moving offices. We expect cooperation from everyone who is involved. If issues with transportation arise, this can be discussed with your supervisor.

2.6 Identification and personal information

Every employee is obligated to identify themselves and provide personal information. This means you have to show valid identification before starting your employment. A copy of your identification will be kept at administration, together with your employment contract. When required for your position, relevant degrees and certificates also have to be shown and a copy will be kept in administration.

Non-Chinese residents also have to provide a valid residence permit or visa. Dümmer Orange will take care of the application of working permit before you start working.

When your personal information changes (eg. address, phone number, marital status, etc.), you have to notify administration in writing.

3 Working Conditions

3.1 Working Hours

3.1.1 Working hours and breaks

Standard working hours for a full-time employee is 40 hours per week. Regular office hours are from Monday until Friday as per below. In special circumstances it can be discussed to work and take your break on different times. Always ask your supervisor or the General Manager first for approval.

Beijing Office

Working time: 08.30 - 17.00
Lunch break: 12.30 - 13.00

Shanghai Office

Working time: 08.00 - 17.00
Lunch break: 12.00 - 13.00

Every employee is expected to be at work 10 minutes before working time and not leave before the end of the working day, unless otherwise agreed with the manager or supervisor.

Working hours during business trips may differ from regular office hours and are dependent on the situation. Arriving early or finishing later than regular office hours is not considered as overtime.

Lunch breaks are not paid and are a right and should always be taken. For some positions, different break times will apply. All employees are also entitled to two 10-minute coffee and tea break, one in the morning and one in the afternoon. The breaks are suggested to be held at 10.00 and 15.00 but may also be held at your own desirable time.

3.1.2 Part-time

Some employees might want to start working part-time. In general, this is negotiable. Together with your leader, you can discuss the times you find more suitable to work, if this is possible within your position, department, and company working times. When an agreement is made on the new working times, your contract will be changed and a new schedule can be made.

3.1.3 Absenteeism

When an employee is late, leaves early or does not show up for work, this has certain consequences.

Late arrival:

- Arriving at the office up to 10 minutes after the start of working hours will lead to a verbal warning. After five verbal warnings in one month, a half-day will be deducted from your salary.
- Arriving at the company more than 10 minutes after the start of working hours 3 times in one month, will lead to half-day deduction from your salary.
- Arriving at the company more than 1 hour late without any adequate or reasonable justification, will lead to a half-day deduction from your salary.

Leave early:

- Leaving the company 10 minutes or more before closing time 3 times, half a day will be deducted from your salary.
- Leaving the company more than 1 hour before closing half a day will be deducted from your salary.

Absenteeism:

- If the employee is absent without sufficient reason or valid excuse and failed to notify the manager in a timely manner, a full day will be deducted from the salary.
- If the employee is 3 times absent without sufficient reason or valid excuse and failed to notify the manager in a timely manner, this will entitle the company to fire employee if desirable.

When late arrival, leaving early and / or absenteeism become serious, the contract with the employee can be terminated.

3.2 Overtime

Although working overtime is not desirable within our organisation, there will inevitably be times when this happens. In case an employee has to work overtime, the following rules will be applied:

3.2.1 Base

An employee is working overtime when he or she is working more than 40 hours in a particular week, or more than the hours on the working schedule, unless otherwise agreed. Furthermore, overtime can only be claimed when the employee has received an approval or request from the direct supervisor or management. The extra work time is otherwise not regarded as overtime. If the company does not require employees to work overtime, the volunteered overtime will not count towards the corresponding compensation.

3.2.2 Overtime compensation

For overtime, the employee can choose between salary compensation or receive the amount of overtime in hours off. The compensation scheme² is as follows:

Monday - Friday	Salary x 1.5 / hours x 1
Saturday, Sunday	Salary x 2 / hours x 1
National Holidays	Salary x 3 / hours x 2

When an employee has worked overtime, a form should be completed with the details of the overtime, approval of the supervisor, and should be submitted to the General Manager.

The basic hourly salary is calculated by taking the basic monthly pay of the employee and dividing it by 174 (average number of working hours in the month).

3.3 Dress Code

Employees should wear professional clothing, in accordance with the position and industry standard. For men this is jeans or pants and a shirt, and for women this is pants or skirt and shirt. Clothing should be appropriate and clean. When meeting clients, professional clothing should be worn at any time.

3.4 Procedures for Sickness and Recovery Notice

3.4.1 Sickness regulations

We attempt to prevent sickness and try to minimise absenteeism by good guidance. It is beneficial for both employee and employer to prevent becoming sick. The following rules are therefore important to follow, and you can also expect interest in you and your health from management and colleagues.

² In compliance with the Labour Law of the People's Republic of China, Article 44.

3.4.2 Sick leave

You are entitled to 9 days in a year as paid Sick Leave. With your supervisor's approval, you may use sick leave for:

- Illness or injury preventing you from doing your job;
- Medical appointments for you or your immediate family;
- Illness of one of your immediate family members;
- Death of an immediate family member;

When you cannot come to work because of illness or injury, keep in touch with your supervisor to report your progress. You need to submit a doctor's certificate or other evidence to verify the reason for taking sick leave.

3.4.3 Medical treatment days and payment³

Work-related Sickness

With respect to work-related sickness or injury, the employee may be entitled to up to 12 months' sick leave with full pay, subject to provision of appropriate supporting medical certificate.

Non Work-related Sickness

For non-work-related sickness or injury, the duration of the medical treatment period ranges from 3 to 24 months depending on the length of the employee's service years with previous and current employers and the current employer.

Medical treatment period

Your medical treatment period depends on the length of your service years with previous and current employers and Dümmer Orange, see table below.

Service years with previous and current employers	Service years with current employer	Medical treatment period
< 10 years	< 5 years	3 months
	≥ 5 years	6 months
≥ 10 years	< 5 years	6 months
	≥ 5 years and < 10 years	9 months
	≥ 10 years and < 15 years	12 months
	≥ 15 years and < 20 years	18 months
	≥ 20 years	24 months

The medical treatment period starts from the first day of the sick leave and is calculated cumulatively within a prescribed time period. For example, if an employee is entitled to a medical treatment period of 3 months, then his/her sick leave days can be counted accumulatively over a period of 6 months.

Sick leave entitlement for medical treatment period	Period within which sick leave counting towards medical treatment period may be taken
3 months	6 months
6 months	12 months
9 months	15 months
12 months	18 months
18 months	24 months
24 months	30 months

³ <http://www.mayerbrown.com/PRC-Labour-Law---Bitesize-05-29-2013/>

Under national law, the minimum amount of sick leave wages is 80% of the minimum wages required by local regulation. In Shanghai, the minimum amount of the sick leave wages in Shanghai is not fixed.

*Calculation of sick leave wage in Shanghai: [wage base] * [coefficient]*

The range of minimum amount: $80\% * \text{Local minimum wage} \leq \text{Minimum amount of sick leave wage} \leq \text{Average wage of last year}$. When the sick leave wage calculated by the above formula is higher than the average wage of last year, the average wage as sick leave wage will be used.

Where the wage is stated in the labour contract, the wage is wage base. Where the wage is not stipulated in labour contract, the wage base is equal to 70% of the normal monthly income. The coefficient depends on the years of working and the length of the sick leave has been taken, as can be found in below overview.

	Years of consecutive service	Coefficient
If the employee consecutively takes leave of less than 6 months	< 2 years	60%
	2–4 years	70%
	4–6 years	80%
	6–8 years	90%
	> 8 years	100%
If the employee consecutively takes leave of more than 6 months	< 1 year	40%
	1–3 years	50%
	> 3 years	60%

3.4.4 Notification of Sickness

When you become sick and are not able to perform your regular work duties, you are required to notify your manager before working time or at the latest 08.30 with the Office Manager. In case you become sick during the weekend or holiday, you should notify your manager at the next working day.

When you become sick more than once per month, your supervisor or management will schedule a meeting to discuss your problems and find ways to prevent sickness. This might involve, but not limited to, seeing a doctor or expert for advice or treatment.

3.4.5 Stay at home

You are required to stay at home from the moment you have reported sick. You should always be reachable during the day. If you have valid reason for exemption, you can request this with your manager.

3.4.6 Residence address

If you are staying at another address during your sick leave, you should notify your manager within 24 hours. For example, you are dismissed from the hospital or moved to another hospital or nursing address.

3.4.7 Holiday during sick leave

If you are on a holiday for one or more days during your sick leave, you are required to ask for permission with your manager. In case you are able to enjoy a vacation, this time will be deducted from your holidays.

3.4.8 *Notification of Sickness during holiday*

If you become sick during your holiday, you should report this with your manager the next working day before 8.30. You are required to obtain a medical certificate from an official authority regarding the nature and duration of your sickness. You must forward this notification by fax or email to your manager. Upon return, you are required to provide the original certificate to your manager as well. In case you cannot comply with above, Dümnen Orange has the right to deduct your holidays.

3.4.9 *Pregnancy*

A pregnant employee is required to provide a certificate with the expected date of birth to the manager during the “pregnancy discussion”. During this discussion, matters such as procedures for pregnancy, child-birth, and parental leave, as well as plans for the employee to return to work afterwards are discussed.

3.5 **Dentist, General Practitioner and Expert Visit**

Visiting the dentist, general practitioner or expert will in principle be outside working hours. If this is not possible, the appointment should take place at the earliest available time in the morning or the latest in the afternoon. Dentist or expert appointments should be reported to your manager. Part-time employees will visit dentist, general practitioner or expert outside of working hours.

To prevent misuse for time allotted to visit the dentist, general practitioner or expert, you are only allowed the required time of the visit. Hours before and after the appointment, of which you will not return to work, will be deducted from your working hours.

Accompanying a partner, child or parent to a medical authority will also be deducted from your working hours. Should you require visiting the dentist, general practitioner or expert regularly for medical treatment, then you are required to discuss this with your manager to agree on what times and duration you can leave.

3.6 **Resignation**

Since employment with the company is based on mutual consent, both the employee and Dümnen Orange can terminate employment. The following are examples of some of the most common circumstances under which employment is terminated:

3.6.1 *Employment termination circumstances*

Resignation (Voluntary Quit) - employment termination initiated by the employee who chooses to leave their employment voluntarily. The company requires this notification to be submitted in writing indicating the intended last day worked at least 30 days before the intended last working day. Management would appreciate, but does not require, a reason of resignation from the employee whenever possible. No severance payment is applicable when resigning.

Discharge - employment termination initiated by management of the company with the support of human resources. The employee might be entitled to severance payment, and should be notified at least 30 days in advance. Severance payment will not be paid when;

- Employee is proven unable to satisfy the conditions of employment during the probation period;
- Employee has materially breached the employer's specified rules and regulations;
- Employee has caused substantial damage to the employer through serious negligence of duty;
- Employee is unable to complete conflicting tasks given by two different employers.

Layoff - involuntary employment termination initiated by management for business reasons, as a result of reorganization, economics, customer contract completion, and/or position elimination. The employee is entitled to severance payment, and should be notified at least 30 days in advance.

Retirement - voluntary retirement from active employment status initiated by the employee. When reaching the statutory retirement age, the employment contract will automatically be terminated. The employee might be entitled to severance payment.

3.6.2 Severance Payment

The general position under the Laws is that the amount of severance payment should be calculated based on the number of years an employee has worked for an employer, subject to the prescribed circumstances where there may be a cap on the amount and the years of service for the purpose of calculating the severance payment. In a summary, one month's salary is payable for each year (including any period of more than 6 months) of service whereas half a month's salary is payable for a period of less than 6 months. The average of twelve month's salary prior to termination is taken for calculation as one month's salary.

Severance payments are not required if the employee does not agree to renew their contract despite being offered renewal with the same or better conditions than those stipulated in the current contract.

3.6.3 Exit Interview

Your supervisor and/or manager will schedule an exit interview for terminating employees. The exit interview offers an opportunity to discuss issues as employee benefits, conversion privileges, repayment of outstanding debts to the company, or return of employer owned property. Suggestions, complaints, and questions can also be discussed. At this time, employees will receive their final pay in accordance with applicable state law. Upon termination, accrued benefits that are due and payable at termination will be paid.

4 Employee Benefits

Working within Dümme Orange provides various benefits for you as an employee. Not only will you share the success of an ambitious organisation together with talented colleagues, you can also enjoy paid holidays, training, bonuses and more.

4.1 Performance Evaluations

Performance evaluations are an important part of the company's human resources practices. Dümme Orange has established a performance evaluation process in an effort to provide our employees with an objective, consistent and fair way to gauge the employee's on-the-job effectiveness.

The evaluation should inform the employees of their standing in the company and communicate expected standards of performance. It is also used to discuss work standard, areas where improvement is needed, and possible opportunities. Furthermore, the employee is encouraged to provide feedback on the performance of the company, the working standards and provide suggestions how to potentially improve its operations.

The company makes every effort to perform written performance evaluation on all employees annually, usually after completion of each anniversary year. During the performance evaluation, expectations and goals are also set for the next period for both employee and supervisor. An evaluation of these expectations and goals is important. Make sure the goals are ambitious, yet realizable.

Merit-based pay adjustments are awarded in an effort to recognize an employee's performance. The decision to award such an adjustment is at the sole discretion of management, dependent on factors that include company profitability and the information documented at the time of the evaluation. Increases are never guaranteed.

Employees on approved, unpaid leaves of absence are not eligible for performance evaluations until they are back on an active work status for a reasonable length of time.

Evaluation reports will be written by the General Manager and reviewed in a private meeting between the employee and his/her immediate supervisor. Employees are encouraged to provide comments and give input on their evaluation report. Each employee is entitled to review the evaluation, sign the completed report, and receive a copy.

4.2 Holidays

4.2.1 Annual leave construction

The holiday year for paid annual leave is from January until December. All paid leaves will be registered in (half) days. Employees in the company for the first year are entitled to pro-rated paid Annual Leave, where only full months count towards the total.

You are entitled to the following Statutory Annual Leave Days:

Working Period	≥1 years- < 10 years	≥10 years- < 20 years	≥20 years
	Annual Leave Days	Annual Leave Days	Annual Leave Days
	5 days	10 days	15 days

For every year of service you will receive one (1) extra day on top of the above Statutory Annual Leave Days, with a cap on 25 days total Annual Leave Days. Your total Annual Leave Days are calculated by the Statutory Annual Leave Days plus the extra Annual Leave Days granted for your years serving Dümme Orange. The

maximum Annual Leave Days you can receive is thus 25 days. Granting the extra paid leave days will take place in the beginning of the new year (1 January).

When working part-time, you are entitled the same amount of hours, in proportion to your working hours. You can calculate your paid leave days by multiplying your weekly days by 1, 2 or 3 depending on your working period.

To request Annual Leave, you should have saved sufficient Annual Leave Days. You can find an overview on your payslip. You are not allowed to have a negative balance. Only in special circumstances are you allowed to have a negative balance. This should always be discussed with your manager in advance.

4.2.2 Taking your (Annual) Leave

To take a period of (Annual) leave, you should always discuss with your manager. After discussion, you should complete the Take Leave Form (Appendix 10.6) and submit it to the General Manager for approval. Taking leave without approval is regarded as absence. The minimum paid leave is half a day.

We encourage all employees to take their Annual Leave within the given calendar year. The policy allows taking a maximum of 10 days annual leave into the next year. However, these days do not count towards compensation of untaken Annual Leave (see 3.2.3.). When leaving the company, your positive or negative paid leave days of the current year will be settled with your last salary payment, according to the local regulations. This is calculated with the following formula:

$$((\text{Annual Leave Days} / 365) * \text{days worked in current year}) - \text{Annual Leave days taken.}$$

In case you become sick during a paid leave, you are required to notify your manager within 24 hours to change the paid leave hours to sick leave. A notification of a doctor should be handed to your manager upon return (see Procedures for Sickness and Recovery Notice).

4.2.3 Clearing of Annual Leave

All employees are obliged to clear their paid leave at the end of the calendar year (31 December). An employee is also obliged to clear annual leave before statutory leave, including but not limited to visitation leave, marriage leave, or late marriage leave. If you desire a change or postponement of your Annual Leave, you can submit a written request with the General Manager with your intentions.

If the employee has not submitted an application and has not used up the leave by the end of each calendar year, situations such as minimum statutory annual leave entitlement and agreed discretionary leave designated under current company policy will be forfeited and is not subject to any compensation.

4.2.4 Statutory and short paid leave

Upon request you can obtain a paid leave for the following cases:

Chinese regulation

- Paternity leave: three calendar days.
- Bereavement leave (In the unfortunate event of the passing of your parent, parent-in-law spouse, or child dies): three calendar days.
- Marriage leave: three calendar days.
- Late marriage leave (male 25+ years old, female 23+ years old): seven calendar days extra.

- Birth-giving women workers shall be entitled to maternity leave no shorter than 98 days.⁴ In case of Dystocia, maternity leave increases with 15 calendar days. In case of birth of multiple children, maternity leave increases for each additional child 15 calendar days.
- Late pregnancy (24+ years old), maternity leave increases by 30 calendar days.

Additional leave

- Adoption of children (two days)
- At your registration of wedding (one day);
- At the wedding of your own children or foster children, your brother or sisters or those of your spouse, parents or parents in law in so far as the wedding will be attended (one day);
- At the 25-, 40-, 50-, and 60 year anniversary of your wedding, or that of your parents, grandparents or parents in law (one day);
- At the unfortunate event of the death of your child or foster child who doesn't live at your home, children by marriage, parents, parents in law or grandparents (one day);
- At the funeral or cremation of your child or foster child who doesn't live at your home, grand children, children by marriage, parents in law, brothers or sisters, grandparents, brother or sister in law provided that the funeral or cremation will be attended by you (one day);
- Moving house related to your position (one day).

4.2.5 *National Holidays*

All employees are entitled to paid leave on national holidays. The schedule distributed yearly shows the dates of all official national holidays. Dates are subject to change according to government's "Circular on the Arrangement of Certain Holidays". You will be provided with a complete list of the national holidays at the beginning of each calendar year. You are required to work on the official working days, unless otherwise notified by the General Manager.

4.3 Salary

4.3.1 *Salary system*

Salary is determined based on salary scales. Dependent on your position, location and performance, your manager will place you in the relevant scale to determine your base salary.

You will receive your payslip on the first working day of the subsequent month, and you can receive your payslip digitally. Salary is always paid on or before the 5th of the subsequent month to your personal bank account. In case of holidays salary will be paid on the last working day before the holiday if the 5th is during the holiday.

Your salary is calculated based on you base salary. Unpaid leave days will be deducted and overtime will be added to your monthly salary. In accordance with the Chinese Labour Law, personal income tax and personal social insurance and housing fund will be deducted.

Every year you will receive an overview of the tax office with the tax paid for that period. You will also receive an annual statement of your payslip from Dümmer Orange. Make sure you store both documents well.

⁴ Article 62, Labour Law of the People's Republic of China

4.4 Professional Development

4.4.1 Training and courses

Management is committed to providing as many opportunities for continuing education as possible. During your regular course of employment, your supervisor or manager will attempt to give you as much assistance as possible in training you to do your job. Some employees may need to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of the company or the individual employees' job responsibilities.

Attendance at such activities, whether required by the Company or requested by individual employees, requires the written approval of the General Manager. If you wish to take advantage of this type of training or education, submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose and justification for attendance. Also include the potential benefits and result for both you and Dümme Orange. For this use the Training Approval Form (Appendix 10.7).

Attendance at any such event is subject to the following policies on reimbursement and compensation: For attendance at events required or authorized by the management of Dümme Orange customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation and parking. Reimbursement policies regarding these expenses should be discussed with management in advance of incurring the expense. Once you have received approval, you may schedule your training.

The company reserves the rights to request reimbursement for your school, training, or certification costs should you voluntarily resign within two (2) years from the time you complete your training.

4.4.2 Educational categories

1. **Mandatory training;** Training or courses that are required by law or by Dümme Orange.
2. **Desired training;** Training or courses that are required in order to execute current tasks well or are required for a possible future position.
3. **Voluntary training;** Training or courses that are not included in 1 or 2, yet the employee wants to pursue in preparation for a position within Dümme Orange and it is within the scope of a regular career.

4.4.3 Compensation

Training in categories 1 and 2 are compensated 100%. Training in category 3 will be compensated 50%. The compensation includes:

- Training fee
- Exam fee
- Travel expenses

4.4.4 Refund

Expenses for training in category 1 are in full for Dümme Orange, and will never be eligible for refund by the employee. Dümme Orange can request refund for the expenses made for training in categories 2 and 3 in the following cases:

1. When the training is ended before completing the training, 100% will be refunded by the employee.
2. When the allotted expense amount is not used in full for the training, 100% will be refunded by the employee.
3. When the employee leaves the company during the training, or within the agreed period.

4.4.5 Re-sits

When the employee has followed the training with good efforts, the expenses for the period until and including the first re-sit will be reimbursed. After the first re-sit, no expenses will be covered.

4.4.6 Termination of the contribution

When the employee shows insufficient interest and / or does not participate in the exam within reasonable time, the contribution will be terminated.

4.4.7 Degree / certificate

After successfully completing the training, the employee will provide a copy of the degree or certificate to the direct supervisor or manager. This will be kept in the employee's file.

4.4.8 Final Provisions

Exceptions to these rules, or cases not included in these rules, can be discussed with direct supervisor or manager. Cases will be discussed and decided individually.

4.5 Social Insurance and Housing Fund

According to government regulation, each employee is entitled to social insurance and housing fund. Part of the social insurance will be deducted from the employee's salary, and the company will pay part. The percentages are calculated over the employee's base salary.

	Shanghai		Beijing	
	Employee	Employer	Employee	Employer
Pension	8 %	22 %	8 %	20 %
Housing Fund	7 %	7 %	12 %	12 %
Medical Insurance	2 %	12 %	2 % + 3 RMB	10 %
Unemployment	1 %	1.7 %	0.2 %	1 %
Work-related Injury	0 %	0.5 %	0 %	0.5 %
Maternity Insurance	0 %	0.8 %	0 %	0.8 %

4.6 Employee Recreational Activities

Dümmen Orange and relevant departments will organise regular activities for its employees and / or teams to improve the team working spirit. Furthermore, annual dinner and company outings shall be organised.

4.7 Other subsidies

Subsidy		Amount
Mobile phone allowance	<i>Phone allowance is only available when you don't have a company SIM and are using your personal SIM for company activities.</i>	150 RMB
Commuting allowance	<i>In case you need to commute a long distance to the office, you can request a higher allowance with the General Manager to cover your commuting costs.</i>	200 RMB

For both mobile phone and commuting allowance you are required to submit fapiao to the Financial Manager in order to receive your allowance. Your actual subsidy depends on the amount of fapiao submitted, capped by above amount.

5 Performance and Discipline

It is our philosophy that we can best meet our goal to provide quality products and services to our customers by creating an environment where employees are motivated by a desire to contribute to our business goals. We believe this can best be achieved in an atmosphere of mutual trust and respect between management and employees. We believe that employees with healthy morale benefit our customers, and that creates a pleasant and comfortable work environment for employees and management.

5.1 Basic Principles of Employee Management Philosophy

The following are the basic principles of our employee management philosophy. Managers, Supervisors as well as Employees are expected to conduct themselves accordingly:

1. Management should maintain objectivity towards all employees at all times. Allow no personal biases of any kind to influence employee evaluations and/or discipline. Employees should accept and respond to corrective action given by their managers in a positive manner.
2. Management should explain reasons for assignments, rules or procedures in an effort to teach and motivate improved performance.
3. Management should listen to employees' suggestions for improved efficiency or concerns over working conditions or safety and, if necessary, take appropriate action including bringing the matter to the attention of the General Manager. Employees should feel free, and are encouraged, to bring their suggestions and ideas and concerns to management without fear of reprisal.
4. Management should not take disciplinary action without clear evidence of wrongdoing. Employees should be open to input and direction from management on how they are expected to perform or behave.
5. Management should impose discipline on employees using civil discussion. Maintain calm control at all times. Allow employees the opportunity to explain. Attempt to counsel and teach the employee. Do not threaten, act confrontational, yell or swear. Employees should also listen to the counseling and ask questions applying control. Employees should also not threaten, act confrontational, yell or swear.

5.2 Confidentiality

Employees shall, in any circumstances, not reveal any company trade secrets or other sensitive information to anyone who is not an employee of Dümme Orange. In addition to the Anti-Unfair Competition Law of the People's Republic of China, company sensitive information can be, but not limited to the following:

- Any kind of customer information;
- Any company, group company or affiliate employee's salary or other personal information;
- Work related training and exposure to other information, including industry specific information and seminar information;
- Business strategies and operations, product technical specifications, computer programmes, company structures and processes,
- Workflow, customer lists, partner lists or prices, costs, discounts, bookkeeping and accounting methods.
- Any group company and any associated company's business, affairs, customers, suppliers and other information;
- Information supplied to business competitors or the public disclosure of which would harm the interests of the company, group, or affiliated companies.

Employees are expected to organise and keep their documents in safe locations, both paper and digital documents. Employees who breach confidentiality may have their contract terminated with immediate effect and the employee may be held legally responsible for any losses.

5.3 Problem Solving Process

Employees who have any questions or problems are encouraged to bring them to the attention of their immediate supervisor/manager. If an employee is unable to resolve these questions or problems after this discussion, he/she may contact the General Manager and/or the Human Resources consultant to discuss the questions or problems further. The General Manager will arrange to investigate the employee's concerns and provide the employee with a response as soon as reasonably possible. Every effort will be made to provide employees an opportunity to raise their questions or problems in confidence and without fear of reprisal or discrimination. The company will make every effort to investigate and settle an employee's problem on a fair and equitable basis.

5.4 Standards of Conduct

Like all other organizations, at Dümme Orange requires order and discipline to succeed and to promote efficiency, productivity, and cooperation among employees. For this reason, it may be helpful to identify some examples of types of conduct that are impermissible and that may lead to disciplinary action, possibly including immediate discharge from employment. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some examples:

1. Rude, discourteous, abusive or inconsiderate treatment of a customer, employee of customer, supplier, any member of management, co-worker or visitor to Dümme Orange.
2. Obtaining employment based on false or misleading information, or falsifying information or making material omissions in any company document or record.
3. Malicious or willful destruction or damage to the company's property or supplies, or the property of another employee, customer, supplier or a visitor.
4. Theft or unauthorized removal or possession of property from the company, fellow employees, customers or anyone in the work place.
5. Bringing dangerous or unauthorized materials, such as explosives, firearms, perceived weapons, or other similar items into the work place.
6. Unsatisfactory performance or conduct.
7. Insubordination, including improper conduct toward a supervisor or refusal to do assigned work in the appropriate manner.
8. Noncompliance or disregard for safety rules or safe work practices.
9. Excessive lateness or absenteeism from work without acceptable justification.
10. Leaving work premises or your job during working hours without notification or without proper authorization.
11. Actual or threatened violence or any other action that endangers others, property, or disrupts work.
12. Sleeping or appearing to be asleep on the job.
13. Smoking in unauthorized areas within or outside our work sites.
14. Harassment, threats, intimidation or coercing any other employee, or otherwise violating the company policy against harassment.
15. The employee shall maintain proper personal hygiene, ensure a clean work area, and keep items tidy on a clean desktop.
16. Everyone should carefully and patiently listen to customer suggestions and complaints.
17. Eating, snacking, loud noises during working time.
18. Repair damaged or failure office equipment.
19. Visit online stores such as Taobao, play games, etc.

5.5 Housekeeping

All employees are expected to keep their work areas clean and organized. Eating in your work area is allowed, for as long as you clean your work area properly afterwards. However, we encourage you to take a break from your work area and have a rest and meal in the designated lunchroom or outside. Please clean up after meals and dispose of trash properly. Your co-workers appreciate it.

5.6 Telephone usage

In order to be available to our clients, everyone should aim to answer the telephone within 5 seconds (3 ringtones). Conversations with clients or partners should always remain in a polite and positive manner. Usage of telephone for personal matters should be kept to a minimum.

5.7 Computer, software and e-mail

Facilities within the company for email and Internet are for business purposes only. It is not allowed to visit websites, or send emails, that are not relevant for work. Multiple violations can result in serious consequences.

Emails should be written in professional and clear language. Standard Dümme Orange email signature should be used in every email.

A company computer or laptop will be provided by Dümme Orange, depending on your requirements for your position. It is also possible to bring your own device to work, granted your device meets the company standards and you can guarantee that it will perform stable. Always get approval from the General Manager if you would like to use your own device at work.

6 Safety

6.1 Responsibility

Safety is very important within Dümme Orange. Everyone is responsible for his or her own safety, as well as the safety of your colleagues. This requires a proactive approach from everyone. In case an accident occurs, you should report this immediately to the supervisor or General Manager.

6.2 First Aid

First Aid kits can be found in every office. Everyone should be aware of its location. The office manager is responsible for maintenance of the First Aid kit. If you used a First Aid kit for an emergency or anything else, you should report this to the office manager immediately. He or she will make sure the kit is complete again.

6.3 Fire extinguishers

Fire extinguishers are located within the office, in the hallway or nearby any exits. Make sure you know where they are located within your office. In the event of an emergency or fire, it is important to follow the instructions of the office manager or responsible employee.

6.4 Use of Machines

In case you need to use a machine, you should first obtain permission from your supervisor. Always follow the instructions on the machine.

The national emergency number is 110.

7 Employee Relations

7.1 Smoking, alcohol and drugs

Dümmen Orange is a smoke-free company. It is therefore only allowed to smoke in the designated areas and not in the office. Consuming alcoholic beverages during working hours is not allowed, unless it is a special occasion such as a reception. Keep in mind that after this, you will still participate in traffic or public transportation and have to comply with laws and regulation. Usage or possession of drugs within the company is not allowed, unless these are medicines on prescription. When seen with usage or possession, you can be fired on standing grounds.

7.2 Private usage of company property

Private usage of products, materials, tools, equipment, plant materials, etc. that are property of the company is not allowed without approval from your direct supervisor or manager.

7.3 Availability

Since we aim to be a customer friendly company, we expect everyone in the company to be well available via telephone. The Office Manager should therefore be kept updated about the absence of you and your colleagues. Indicate early when you are temporarily not available to the Office Manager.

7.4 Working Atmosphere

We aim to make everyone feel comfortable within Dümmen Orange. This cannot only be done by the Management or Supervisors, every employee is responsible for creating a pleasant working environment. Within Dümmen Orange discrimination and sexual harassment are therefore not tolerated, and any related issues will be dealt with seriously.

We aim for an open and honest culture, with lots of room for ideas, feedback and questions that lead to a better cooperation. We do not like complaining and gossiping, this will only cost a lot of energy and will not lead to any solutions. There are different ways to provide feedback and criticism. To find a constructive solution, you can choose one of the options below.

7.5 Counsellor

We have appointed a counsellor who will guide you with possible problems in a confident and objective way. These problems can be professional as well as personal.

7.6 Work meeting

It is of great importance that you are up to date with new developments within Dümmen Orange and DNA Green Group. Furthermore, we believe it is also important to create an opportunity for everyone to exchange ideas about the company's affairs. Regular work meetings are therefore implemented, which is a meeting about work, the company, execution of work and working conditions.

Work meetings will be announced in advance, including an agenda of issues to discuss. If you would like to discuss particular matters, feel free to submit them to your supervisor for the upcoming work meeting. We expect a proactive contribution from both supervisors and employees for this meeting. Do not hesitate to ask any questions.

7.7 Intranet

Everyone within Dümme Orange will have access to the Group's intranet. Group companies' information is available, as well as product information, various news and facts. For less formal communication, DNA Green Group has a professional social network called Yammer. Colleagues from around the world will post their experience and developments here so you can stay up to date what happens in other companies in the group.

We encourage you to share interesting developments on Yammer as well. Do keep in mind this is a professional network, so only company related posts are allowed. If you do not have an account for Yammer yet, please contact the IT Manager.

8 Business Trips and Further Education

8.1 Approval

For business trips and further education, everyone is required to file an application and fill in the Business Trip Proposal form. All business trips and further education must be approved by the General Manager and should be reported to the Financial Manager for administration.

Going out without authorization can be regarded as absence from work and the expenses may not be reimbursed. In the case of emergent business trips, relevant formalities must be provided afterwards.

8.2 Allowances

Expenses to be reimbursed, within reasonable amount:

- Airfare
- Train fare
- Bus fare
- Airport shuttle bus or metro
- Taxi fares, when no less expensive (fast) alternative is available
- Hotel expenses, 3-4 star including Internet and breakfast
- Cost of meals
- Charges for telephone calls, fax, and similar services required for business purposes

8.2.1 Hotel and meal expenses

Allowance for business trips and further education include travel expenses, hotel expenses and meal allowance. Transportation with various modes should be according to the classes in below table. Hotel standard within China is 3 - 4 star, including Internet and breakfast. Reference prices for transportation tickets, hotels, car rentals, and meals.

8.2.2 Travel Expenses

Transportation mode	Class
Airplane	Economy class
Ship	Second class
Train	Soft bed, soft seat, second class
Urban transport	Taxi, bus

8.2.3 Hotel expense

Location	Price / night ⁵	Car Rental / day	Car with driver / day
First Tier City	¥500	¥250 - 300	¥600
Second Tier City	¥400	¥250 - 300	¥600
Third+ Tier City	¥300	¥250 - 300	¥600

Hotel prices including Internet and breakfast

In Taiwan, Hong Kong, Macao and foreign countries pay as per the actual full amount on the condition that the expense is less than 100 Euro per night.

⁵ These prices are references, actual prices may differ from the references.

8.2.4 Meal allowance

Depending on the location and the time you leave or return for the business trip, different meal allowance amounts are available. Meal allowance is based on actual expenses and will therefore only be reimbursed with relevant receipts and invoices, up until the maximum amount. For domestic business trips the RMB amount is used, and for abroad business trips the EUR amount is used.

The general meal allowance is:

- **Half day:** maximum 75 RMB or 20 EUR
- **Full day:** maximum 150 RMB or 40 EUR

	Leave before lunch	Leave after lunch
Return before lunch	-	-
Return before end of working day	75 RMB / 20 EUR	-
Return after end of working day	150 RMB / 40 EUR	75 RMB / 20 EUR

Amounts in RMB for domestic and EUR for abroad business trips, all amounts are in maximum.

8.2.5 Route

The route for business trips and further education should be the fastest route, and detour and travel routes should be avoided. The employee's travel expenses for business trips and further education, as well as other expenses irrelevant of business purposes, will not be compensated.

All expenses should be identified with official receipts and bills. Those who use Company's transportation cannot apply for reimbursement of travelling expenses.

8.3 Trip report

After every business trip or further education, a report should be written with relevant information about the trip. The report should be submitted with your supervisor or General Manager. In Appendix 10.5 you can find an example of a business trip report.

8.4 Reimbursement

8.4.1 Reimbursement submission and payment

Twice per month, you should submit your approved reimbursements with the Financial Manager. The submission should be received before the 15th of the month, and before the last working day of the month. Payments will be made on or before the 20th and are included with your salary, respectively 5 working days after submission.

8.4.2 Travel expenses

For reimbursement of approved travel and further education expenses, everyone should complete the Expenses Reimburse Form. All bills, invoices and tickets should be attached to the form, and submitted together with the Approval Form to the Financial Manager or your supervisor within 1 week of returning.

8.4.3 Entertainment expenses

Entertainment expenses not pre-approved should be submitted separately of the travel expenses, and firstly be approved by your Supervisor or General Manager. Meal allowance can be deducted from entertainment expenses if these reimbursements are used for meals.

8.4.4 Advance payment

If you need an advance payment for business trip or further education expenses, you should complete the Business Trip Proposal form and include the amount to be paid in advance. Your Supervisor or General Manager needs to approve this amount. After approval, you will sign that you have received the specified amount. When you return from the business trip or further education and submitted your Expenses Reimburse Form, the Financial Manager will calculate the amount you need to return or amount to be reimbursed.

9 Statement

I confirm that I have carefully read this Employee Handbook, and have discussed every specific term and any issues in this Employee Handbook. All terms have been explained in details to me. I completely understand the rights, obligations, and responsibility of the terms outlined in this Employee Handbook.

I hereby agree to be bound by the terms of this Employee Handbook and undertake any amendment or replacements thereof notified to me from time to time and agree that this undertaking shall be part of my labour contract.

Employee

Name:

General Manager

Eelco van Iperen

Signature:

Date: / /

Signature:

Date: / /

10 Appendix

10.1 Expenses Reimbursement Form

Name:		Supervisor:				
Function:		Period:				
Date	Expense	Units	Currency	Amount	FX Rate*	Total
						-
						-
						-
						-
						-
Total						-
Reasons for reimbursement						
Payment received		Supervisor Approval				
Signature		Signature				
Date		Date				

10.2 Overtime form

Note

Overtime can only be claimed when the employee has received approval or request from the direct supervisor or management. The extra work time is otherwise not regarded as overtime.

Overtime

Name: _____

Function: _____

Supervisor: _____

Date: _____

Estimated hours: _____

Purpose of overtime: _____

Desired method of compensation

Paid overtime

☐

Compensatory time off

Signature Supervisor: _____

Signature General Manager _____

Date: _____ / _____ / _____

10.3 Payslip

Employee Name	Department	Period	Local / Expat

	Begin	Taken	End
Leave days			

Note

Earnings	Deductions
Basic Salary Performance bonuses Allowance Overtime Commuting Allowance	Unpaid Leave Pension contribution Housing Fund contribution Medical Insurance contribution Unemployment contribution Additional deduction
Total Earning	Total Deductions ¥ -

Gross Income
Taxable Income
Individual Income Tax
Net Salary payable for

Total this period	Total Year To Date
Earnings Housing Fund Social Insurance Individual Income Tax Net Salary Leave Days Used	Earnings Housing Fund Social Insurance Individual Income Tax Net Salary Leave Days Used

Company Seal	Employee Signature
--------------	--------------------

10.4 Business trip proposal + approval form

Business Travel Itinerary			
Name: _____			
Function: _____			
Date: _____			
Purpose of travel / visits: _____			
Date	Destination	Schedule	Hotel
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Estimated costs			
	Transportation	RMB	Hotel
			RMB
[Destination 1]	_____	_____	_____
[Destination 2]	_____	_____	_____
[Destination 3]	_____	_____	_____
[Destination 4]	_____	_____	_____
[Destination 5]	_____	_____	_____
[Destination 6]	_____	_____	_____
Advance payment request			
Amount: _____			
Purpose: _____			
Acknowledgement of receipt: _____			
Signature Commercial Manager: _____			
Date: _____ / _____ / _____			

10.5 Example Trip Report

Visit report China – August 2015 – Focco Prins

Objective for this visit was to give technical support to mainly pot chrysanthemum growers. For this reason we invited existing and new customers to 2 locations in Shanghai and Kunming. Both seminars were well attended (21 and 25 growers; owners and technical managers). In both cases I presented 3 PPT-presentations containing the general process of growing pot chrysanthemums and emphasized on the subjects rooting and Alar treatment. All presentations were translated in Chinese beforehand and translation during the presentations was done by Alina Niu, Savio Ma and Jingjing Zhuo.



The day after both seminars I visited individual growers in Shanghai area, Kunming area and Guangzhou area. During the last 2 days after the greenhouse tour it was time for a “mini” seminar.

Overall the response was very good. Growers in Kunming participated actively in the discussion after the presentation and started to exchange information about the consistent quality of Alar and which supplier was better. Since the market for pot chrysanthemum is very young there is still a lot of discussion which potsize and plantsize is the best. Opinions were exchanged and after the seminars the conversation continued over a good lunch. The syrup waffles I imported from Holland were a big success!



This kind of technical support is first of all necessary to convince growers that pot chrysanthemum is different from the bedding plants and seed products they are used to grow. It is obvious that over time the facilities will improve and other issues with soil structure, rooting, delayed shoot formation, right moment of pinching and correct usage of Alar will improve. Seminar has also convinced the growers that Dummen Orange and their sales staff is knowledgeable and determined to give the growers the right advice to grow the best quality plants in the market.

Companies I visited had different facilities and growing skills. Basically the cutting quality they received was depending on the week and source differing in quality. A few remarks here:

1. Cuttings URC from Kenya and Uganda should be no older than 7 days!! (picking-shipping) Since the time from production location easily increase up to 7 days I found cuttings of 2-3 weeks old having difficulties in rooting (obvious)
2. Cuttings URC and RC from Yingmao are in general NOT good at this moment. Different lengths, some cuttings very thin, wooden, mixed cuttings (age of picking/storing). We need to clarify the story that

Yingmao in March asked for Elite material and eventually received the new Elite material last week (34). This consequently means that growers receive cuttings from 1 year old mother stock. Rooting the cuttings at Yingmao still needs improvement. At this moment the humidity stays around 10 days at 100% . This need gradually to decrease.



Other companies I visited:

1. Toyoshima (renamed in FOMDAS) Talked with Mr Gu and had good discussions about improving the soil in order to grow our varieties. Again he promised that this year with the Fides varieties Celebrate he is targeting 2M cuttings. We have budgeted 400k because we doubt this very much.
2. VDBerg Roses; talked with Josh about the potchrysanthemums. Fertilizer schedule provides seems to work. Still struggling with climate (almost no activity). The wet mattress is giving a bit better micro climate but roots can get damage. Still difficult to get optimal situation for potmum and Kalanchoe when you grow this together with spatyphyllum and anthurium. New greenhouses in the planning to build☺
3. Wanglin; Nice quality of potmum (have received strange enough good quality of Country and is growing these in a pot) Invited a journalist and next day I was on front of the regional newspaper☺
4. DGStar: old facilities, very hot and inactive climate. Plants where stretched. Spend some time on explaining about Alar here and improvement of climate.
5. Huali: good grower, know use of Alar (92%) very well. Explained a bit about whole process. Promising customer to grow more of our products.
6. Lubaoxuan; A bit disappointed by the fact that the potmums after good(!) rooting where placed in the greenhouse at 37C in an old greenhouse. Stretched, thrips, bad rootdevelopment. A new greenhouse was not available since only Kalanchoe and Anthurium where put here. Spend some time with the technical team on Alar usage. Still promising customer! To sell more

End report: for more info and pictures give me a call. I have much more details available!

10.6 Leave Application Form

Note:

To request Annual Leave, you should have saved enough Annual Leave days. You can find an overview on your payslip. You are not allowed to have a negative balance. Only in special circumstances are you allowed to have a negative balance. This should always be discussed with your manager in advance.

Staff Leave	
Name:	
Function:	
Supervisor:	
Date of request:	
Requested days:	
Requested period:	until
Purpose of leave, when applicable:	

Leave type			
Statutory Leave	☐	Annual Leave	
Sick Leave	☐	Casual Leave	☐

Signature Supervisor:	
Signature General Manager	
Date:	/ /

Management remarks:

10.7 Training Approval Form

Training
Name:
Function:
Supervisor:
Duration:
Estimated expenses: (Training, exam, travel, etc. fee)
Purpose training:
Degree / Certificate:
Exam time:
Study & Class hours:

Training Category
Mandatory training ⁶ ☐ Desired training ⁷ ☐ Voluntary training ⁸ ☐

Compensation
100% ☐ 50% ☐

Signature Supervisor:	_____
Signature General Manager	_____
Date:	____/____/____

⁶ Training or courses that are required by law or by Dümmer Orange China

⁷ Training or courses that are required in order to execute current tasks well or are required for a possible future position

⁸ Training or courses that are not included in 1 or 2, yet the employee wants to pursue in preparation for a position within Dümmer Orange China and it is within the scope of a regular career