HR Spain

- HR Spain scope

- Formalizing labour contracts with staff (start and termination of contracts).
- Registration of working hours of each worker (this is for the payroll payment, payment which is done by our own HR department, including payment of social securities).
- Registration of hours by each worker in each area for the calculation of costs.
- Taking care of the sick leave/recovery process and everything else related to Health & Safety.
- Consultation point for staff in regard to any question on her/his situation in the company.

- Reimbursement of costs - process description

Rules for travel costs:
Never travel business class, always use reasonable priced hotels and meals, use low cost rental cars.

How to get reimbursement of travel costs
Step 1: Save your receipts/invoices
Step 2: Hand over your invoices to you manager
Step 3: The invoices will be handled by the accounting department in Spain

In some occasions the employee pays with her/his own money or credit card (this is an exception to the rule and in this case the employee will be reimbursed afterwards). Travelling staff usually receives a corporate card (VISA or Mastercard) for payment of travel costs and, when needed, also receives cash from the accounting department. After travelling, the employee will return the remaining cash.

- Sick leave/recovery - process description

This process description applies to regular illnesses, not for severe illnesses or injuries.

Step 1: On the first day of sickness the employee informs HR and the Head of the greenhouses
Step 2: The employee makes a doctors appointment
Step 3: If applicable, the doctor arranges the sick leave of the employee and sends copy of the leave documents to Dümmen Orange.