

# BQ BRIEFING CLIENT ROYAL FLORAHOLLAND

## LOCATION AALSMEER

In this briefing, the conditions of the assignment concerning the client are specified:

### Royal FloraHolland, Aalsmeer location

This briefing is part of the BQ information package as specified in the employment contract. For more information about this client and/or other questions about working at BQ, we refer you to the comprehensive BQ information package, which can be easily found on our website [www.bq-uitzendbureau.nl](http://www.bq-uitzendbureau.nl). Click on "BQ information package" in the menu and then log in with your personal login code: **BQFLEX**.

The BQ information package, together with this briefing, forms an integral part of the employment contract. In case of changes, a notification will be issued that the BQ information package has been updated and a new briefing will be provided.

- **Address Details Royal FloraHolland Aalsmeer:** Legmeerdijk 313, 1431 GB Aalsmeer
    - Reporting Instructions: Arriving by car? At the main entrance, follow the signs for 'Visitors' and 'Floradôme' and drive up to the parking deck. Park near the 'blue' entrance and then follow the video sent to you via WhatsApp.
    - Arriving by public transport or bicycle? The bus stop is near the large roundabout at the main entrance of Royal FloraHolland. It is also possible to park your bicycle and/or scooter. Then follow the video sent to you via WhatsApp.
  - **Job Title:** Distributor at Royal FloraHolland
  - **Duties:** At Royal FloraHolland, your task is to ensure that the flowers reach the correct location within the auction. You will do this by driving an electric cart. The headset you wear will direct you to where you need to go.
  - **Dress Code/Personal Grooming:**
    - Safety is paramount when working at Royal FloraHolland. The flower auction can be a busy environment, so it is important to always protect yourself. There are no specific requirements for personal grooming, but it is recommended to tie back long hair. It is also advisable to wear clothing that allows for easy movement.
    - Clothing that allows you to move comfortably
    - Purchase your own safety shoes (S3) or buy them from us for €37
    - Safety vests are provided by Royal FloraHolland
    - Wear clothing that keeps you warm throughout your shift
  - **CAO and Job Scale:** Compensation according to Royal FloraHolland
    - As a distributor, you earn a good starting salary of €14.83 gross per hour, excluding a 20% reservation. You will advance in scale based on promotions, which may vary by department.
  - **Gross Hourly Wage:** Your actual gross wage during the assignment will be provided in a separate app.
  - **Working Hours:** You always start at 6:00 AM, and the end time depends on the shift.
  - **Schedule:** Your schedule with working hours will be provided in a separate app.
  - **ADV Percentage:** Not applicable.
  - **ORT Surcharge:**
    - 25% for a scheduled shift between 6:00 PM and 10:00 PM from Monday to Friday
    - 35% for a scheduled shift between 12:00 AM and 6:00 AM and between 10:00 PM and 12:00 AM from Monday to Friday
    - 50% for overtime until 10:00 PM from Monday to Friday
    - 75% for overtime between 10:00 PM and 6:00 AM from Monday to Friday
  - **Periodic Policy:** Employee performance is evaluated annually. Based on the evaluation, the salary is adjusted until the maximum is reached. For all salary groups, good performance determines further growth through the scale. Salary revision takes place once a year on April 1. If the employee has not worked for more than six months in the previous calendar year due to disability or unpaid leave, no increase is granted. See '**RFH CAO**'.
  - **Travel Allowance:** A one-way distance of 5 to 40 km is reimbursed at 21 cents per kilometer for the round trip. The maximum reimbursement is calculated with 80 km per workday. If you travel by public transport, your travel costs are 100% reimbursed. Submit your public transport costs to BQ payroll administration no later than three days (on Tuesday before 12:00 PM) prior to the applicable payroll on Friday.
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- **Absence Policy:** In case of illness, you must report your sickness by phone to the absence number **0297-392293** before 6:00 AM. Then immediately send a WhatsApp message stating the reason to **06-30438033**.
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- **ARBO Document:** Can be found on our website [www.bq-uitzendbureau.nl](http://www.bq-uitzendbureau.nl). Click on "BQ information package" in the menu and then log in with your personal login code: **BQFLEX**.
  - **Special Notes:** In the ABU CAO for temporary workers, you will find agreements about your legal position regarding wages, allowances, working hours, overtime, holidays, and pensions. BQ is obligated to adhere to this CAO: <https://www.abu.nl/kennisbank/cao-voor-uitzendkrachten/de-belangrijkste-wijzigingen-in-2024-voor-uitzendondernemers/>.

If you have any questions, we would love to hear from you! Please contact your planner: call **06-30438033** or email [info@bq-uitzendbureau.nl](mailto:info@bq-uitzendbureau.nl).

Kind regards,

BQ Uitzendbureau  
Stommeerweg 72-C, 1431EX Aalsmeer  
[www.bq-uitzendbureau.nl](http://www.bq-uitzendbureau.nl)