

ANNEX TO THE WORK REGULATIONS



## 1. This annex applies to and an annex to the work regulations of the

<b>Name of the company</b>	<b>Circet Belgium</b>
<b>Nature of the activity</b>	PC149.01 - Electricians: installation and distribution PC200 – Employees
<b>Company number (VAT number)</b>	<b>CIRCET Belgium NV</b> 0874.125.297  <b>Circet Benelux NV</b> 0665.840.662  <b>Circet Infratechniek NV</b> 0885.415.307

The following amendments and annexes will be added to the existing work regulations from 01/07/2024 in accordance with the amendment procedure provided for in the Work Regulations Act and will apply to all employees of the company.

## 2. Electronic control card for temporary unemployment

**(Will be added to Article 6: Remuneration and allows the use of the electronic control card temporary unemployment "eC3.2" from 1 July 2024.)**

### Introduction of the electronic control card

From 01/07/2024, in the event of temporary unemployment, the employer will use the electronic control card eC3.2 to replace the paper C3.2.

The electronic control card provides information each month on: working days, sick days, holidays and other days for which the employee does not receive unemployment benefits.

The eC3.2 has the advantages that the benefits can be paid out more quickly, is available anytime and anywhere so that the employee can no longer lose his card and no longer has to be sent or brought in.

### Employee registration

The employee undertakes to register for the eC3.2 electronic control card via the Social Security portal ([www.socialsecurity.be](http://www.socialsecurity.be)) or via the eC3.2 app available in the Appstore or Google Play.

### Using the eC3.2

The electronic control card is easy to use:

- Employees log in online via itsme (or the eID).
- From the first effective day of unemployment, they indicate the days on which they have worked for their employer and other non-reimbursable days (e.g. illness or leave) on their control card. In the construction sector, this must be done from the first day of each month.
- At the end of the month, they submit the card electronically to their payment agency.

A handy manual "How does the electronic control card temporary unemployment eC3.2 work?" can be found on the website of the National Employment Office and on Youtube (<https://youtu.be/jTB7H07w49c>).

### **Submitting the eC3.2**

In order to receive benefits for days on which workers have been unable to work, workers must submit a control card (C3.2) to their payment agency (ACV, ABVV, ACLVB or the Auxiliary Fund for Unemployment Benefits) at the end of each month in which they were temporarily unemployed. Employees can do this online, via an app or via the social security portal.

### **Notification in case of problems**

In the event of technical problems, the employee must immediately inform the payment agency and the unemployment office (by telephone, e-mail, in person). The unemployment office will provide the employee with a receipt of this.

### **Revocation of the eC3.2**

The employee has the option of temporarily or permanently revoking the use of the eC3.2. The revocation takes effect from the first day of the month following receipt of the declaration by the unemployment office. When the electronic system is used via a collective labour agreement or the work regulations that apply to all employees, a definitive withdrawal by the employee is not possible.

The employee contacts his payment agency for this. The unemployment office decides whether to accept the application for withdrawal. Upon acceptance, the employee will receive a replacement paper control card for the period in question. The employee can reactivate the eC3.2 later. In the event of temporary withdrawal, the employer does not have to take any action.

### **Introduction at enterprise level**

The use of the eC3.2 is regulated at the employee level. If an employee changes employers, the application of the eC3.2 remains active.

The employee is obliged to inform his new employer of this and can only continue to use the electronic application if the new employer agrees. If this is not the case, the employee is obliged to inform his payment agency of this.