

# Brussels - Employee Policies & Forms

## Brussels - Employee Policies & Forms



you will find the employee policies and forms for Brussels employees.

## BRUSSELS EMPLOYEE POLICIES & FORMS

- [Benefit Plans & Program - Belgium](#)
- [Scale Grid Brussels - April 2025](#)
- [Collective Labour Agreement](#)
  - [CCT 2021 - 2022: FR - NL](#)
  - [CCT 90 - 2021-2022: FR - NL](#)
  - [CCT 90 - 2022 Cadres: FR - NL](#)
  - [CCT 2021 Risk groups: FR - NL](#)
  - [CCT 2019-2020: FR - NL](#)
  - [CCT 2017-2018: FR - NL](#)
  - [Accord Cadres - Plan social 2022-2025: FR - NL](#)
  - [Accord Cadres - Plan social 2025-2027: FR - NL](#)
  - [CCT - Plan social 2022-2025: FR - NL](#)
  - [CCT Plan social 2025-2027 - FR](#)
- [Declaration of accident in missions](#)
- [Demography Fund 2025 - 2028](#)
- [Fonds Hannon FR - EN](#)
- [Leaves](#)
  - [Moves \(case not provided for by the Chemistry Agreement\)](#)
  - [Maternity Leave FR - EN](#)
  - [Tableau des congés 2026/Vacation Schedule 2026 FR - EN](#)
  - [Working Time Reduction - Possible Mesures de réduction de travail - FR - EN](#)
- [Individual risk exposure sheet](#)
- [Organization chart](#)
- [Regulations](#)
  - [Bike Policy](#)
  - [Company cars & Mobility Policy/Budget](#)
  - [Mobility Budget](#)
  - [Syensqo Driver Guide](#)
  - [Working Regulations - FR](#)
- [Mobility](#)
  - [UBike](#)
  - [What to do in case of a bike accident? / Que faire après un accident de vélo? - FR - EN](#)
- [Representation Bodies](#)
  - [Health and Safety Committee \(CPPT\)](#)
  - [Trade Union Delegation \(DS\)](#)
  - [Works Council \(CE\)](#)
- [Seniority rewards - Festivity instruction](#)
- [Various Insurances - Europ Assistance](#)
  - [Summary of the contract - FR - EN - NL](#)
  - [QR Code Immediate EA Assistance](#)
- [Learnings](#)
  - [Co-Valent website](#)
  - [Co-Valent Brochures FR - NL](#)
  - [Co-Valent registration form](#)
- [Attentia screen Flyer: FR - NL](#)
- [Home Office Brochure: FR - NL](#)
- [Request Form for remote working](#)
- [Structural home office - Insurance information](#)
- [Work-life balance for manager / team and individual: FR - EN](#)

by HR&Labor Relations & Site HR Benelux

- [Jelske Janssens](#)

## R Team

- [Jelske Janssens](#)
- [Liesbeth Van Erp](#)
- [Lauranne Tancré](#)
- [Laurence Debourse](#)

## ↳ & temporary workers

- [Ece Esen](#)
- [Alessio Brancato](#)

## Biological well-being contact

- [Rym Mimouna](#)

- [Geert Vierendeels](#)
- [Océane Laine](#)

## Management:

- [Barbara Sine](#)

## Occupational doctor

- [Dr. Aline Hugé](#)

## Occupational nurse

- [Cécile Ancion](#)

## Occupational doctor

- [Dr. Jean Geurts](#)

## Occupational nurse

- [Boris Kolewsko](#)

## Persons of confidence

- [Coraline Vandewattyne](#)
- [Barbara Berckmoes](#)
- [Michel Caro](#)

## Consultant

- [Nour Riyahi](#)

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## Complementary Health insurance

- **Former medical fund (only concerns employees who chose, before 07/01/2020, to remain in the old medical coverage system)**
  - [Intervention ceilings - former medical fund](#)
- **Allianz Coverage - hospitalization, critical illness and outpatient coverage**
  - [2025 Tarification - Syensqo-Coverage for hospitalization, severe illness and outpatient treatment](#)
- **Allianz/Van Breda Health Coverage Summary**
  - [FR - Caisse médicale \(ancienne\) Hospitalisation et ambulatoire](#)
  - [NL - Medische kas \(oud\)](#)
  - [FR - Assurance hospitalisation](#)
  - [NL - Gezondheidsverzekering](#)
  - [FR - Assurance soins de santé ambulatoires](#)
  - [NL - Verzekering Ambulante Zorgen](#)
  - [FR - Plan ambulatoire Upgrade 1](#)
  - [NL - Verzekering Ambulante Zorgen Upgrade 1](#)
  - [FR - Plan ambulatoire Upgrade 2](#)
  - [NL - Verzekering Ambulante Zorgen Upgrade 2](#)
  - [FR - Plan ambulatoire Upgrade 3](#)
  - [NL - Verzekering Ambulante Zorgen Upgrade 3](#)

## Health, Safety & Environment

- [A problem at work...Where to find help? - FR - EN](#)
- [Brochure: What to do in case of illness?/Que faire en cas de maladie?/Wat te doen bij ziekte? : FR - EN - NL](#)
- [Employee well-being program - FR - NL - EN](#)
- [Safety Induction - Brussels Site](#)
- [Formulaire de demande de lunettes écran et/ou sécurité - Request form for screen and/or safety glasses](#)
- [Social medicine](#)
  - [A social nurse, Boris Koleskow \(boris.koleskow@syensqo.com\)](#)
  - [Demographic Fund 2025-2028](#)
- [Syensqo Life Saving Rules](#)

## notions

- [Cadre Promotion](#)
  - [Promotion Policy](#)
- [Employee Remuneration](#)
  - [Scale Grid Brussels - April 2025](#)
- [Employee Promotion](#)
  - [Application Form to become a Cadre - FR | EN](#)
  - [Calendar des comités EFEB / Calender of EFEB Committees 2026](#)
- [Function and competences](#)
  - [CCT EFEB \(FR\)](#)
  - [CCT EFEB \(NL\)](#)
  - [EFEB Recommendations](#)
- [Formulaire EFEB - Demande de passage au niveau ECE / EFEB Form - Request for Transition to ECE Level](#)
- [Formulaire EFEB - Demande de passage au niveau GVE / EFEB Form - Request for Transition to GVE Level](#)
- [Formulaire EFEB - Demande de passage au niveau R&I / EFEB Form - Request for Transition to R&I Level](#)
- [Formulaire EFEB - Demande de passage au niveau Sup Admin / EFEB Form - Request for Transition to Admin Sup Level](#)
- [Formulaire EFEB - Demande de passage au niveau Soutien opérationnel / EFEB Form - Request for Transition to Operational Support Level](#)
- [Formulaire EFEB - Demande de passage au niveau Assistance spécialisée / EFEB Form - Request for Transition to Specialized Support Level](#)

## ension Fund

### ▸ Syensqo - Organigramme

- [FR](#)
- [EN](#)
- [OFP Syensqo - Organigramme](#)
  - [FR](#)
  - [EN](#)
- [Current regulations](#)
  - [Fund 2007: FR - NL](#)
  - [Death scheme: FR - NL](#)
  - [Disability scheme: FR - NL](#)
  - [Appendix Expatriate executives: FR - NL](#)
- [Regulations of definite services for cadres appointed before 31.12.2006 \(Fund n°1\): FR](#)
- [Regulations of definite contributions for cadres appointed before 31.12.2006 \(Fund n°2\): FR](#)
  - [Amendment which organises the closing of the plan: FR](#)
- [Retirement regulations of pay scale employees and workers - definite services \(Fund n° 1\)](#)
- [Retirement regulations of pay scale employees and workers - definite contributions \(Fund n° 2005\)](#)
- [Death scheme: FR - NL](#)
- [Disability scheme: FR - NL](#)

See the HR Wiki for topics on Recruitment, Onboarding, Performance, Development, Remuneration, Promotions and much more.

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[Benefit Plans & Program - Belgium](#)