NW Portugal

- Policies & Forms
- Benefits
- FAQs

- Regional Policies & Forms
- Lisboa
- Acidentes de Trabalho/Work Accidents

- **Benefit Plans & Programs**
- **Descrição de Beneficiários** *(Preencher e enviar para hr.ptes@syensqo.com)*
- **Health Insurance Booklet**
- **Health Insurance inclusion and exclusion requests**
- **Hybrid Working Policy**
- **Instructions - Change Beneficiaries**
- **Instruções – Dados Pessoais Seguros Vida - RGPD**
- **Mobility Policy concerning Company cars & mobility budget in Portugal companies**
- **Syensqo Portugal Company Agreements**

- **Lisbon Site Essential Information**
- **Lisbon Site Induction Program**
    - **Crisis Management & Business Continuity**
    - **HSE**
    - **Digital Technology**
    - **Payroll & Time management rules**

- **Time Management - Absence Types**
- **FAQs for Managers - Contract Management (Portugal only)**

- **Report a Work Accident/Reportar um Acidente de trabalho**
- **Manual de procedimentos AT - Tranquilidade 2024-2025**

In case of an accident, it is mandatory to go to a provider within the Accredited Network

Lisbon:

- Hospital da Luz Torres de Lisboa (Former British Hospital - Rua Tomás da Fonseca Torre E - 2nd floor) between 9:00 AM and 5:00 PM
- Hospital da Luz - Av. Lusíada, 100 (CC Colombo) - after 5:00 PM (emergency service)

Lisbon

Legal Entity	Benefit category	Benefit type	Benefit description

Syensqo Portugal	Mobility / commuter benefits	Company Car	Leasing contract with costs fully supported by the company. For S19 and gradings above.
Syensqo Portugal	Traditional benefits	Medical Insurance	Health insurance is valid for a year from July 1st to June 30th. For 2025/ 2026 the provider is Multicare - Fidelidade. For more information read the booklets **here**. Important Notes: **Adding Family members**: • Over 26 years old: 643.79 €/year (53.65 € per month) • - 25 years old or younger: 450.65 €/year (37.55 € per month) • For family member inclusions the grace period of 3 months will apply. • For newborn babies, no grace period is applied when included on the 30 firsts days. • Family members that can be included: Spouses and children.
Syensqo Portugal	Traditional benefits	Life Insurance	Life Insurance under Syensqo cares agreement. The current provider is Allianz. Life Insurance Flyer: **EN version** / **PT version**
Syensqo Portugal	Traditional benefits	Jubilee / Service Awards	Employees who reach 25 and 40 years of service receive a monetary prize and a commemorative medal at 25 and a watch at 40.
Syensqo Portugal	Perquisites	Loans	The company provides loans in case of emergency situations. The amount needs to be returned until the end of the year.
Syensqo Portugal	Perquisites	Syensqo Shares Program	**This program** offers you the chance to become a shareholder and actively participate in the company's growth. It is exclusively available to permanent or fixed-term SYENSQO employees up to the S22 level, in the following participating countries: Belgium, Brazil, Canada, China, France, Germany, India, Italy, Japan, Mexico, Netherlands, Portugal, Singapore, South Korea, Thailand, UK, and USA. Please note that on the share purchase date, employees must be employed by SYENSQO and receiving a salary from the company.
Syensqo Portugal	Perquisites	Day off on Birthday	At Syensqo Portugal employees can have the day off on their birthday. If the birthday is during the weekend or a national holiday, they can choose another day to have off in the 5 following days.
Syensqo Portugal	Perquisites	Lunch/food allowance	Meal allowance is paid in a card which can be used in restaurants and supermarkets. Currently is 10.20€ per working day.
Syensqo Portugal	Perquisites	Extralegal (additional) paid vacation days	According to the Portuguese law: In the 1st year of contract, employees are entitled to 2 days per complete month of contract, in a maximum of 20; Following years: 22 days/year. At Syensqo Lisbon: Non-term contracts (after 1st year): 25 days/year- meaning 3 extra days, compared to the Portuguese legislation.
Syensqo Portugal	Perquisites	Flextime	The worked hours above 8 hrs/ day, are accumulated to be taken after as free time. Employees cannot accumulate more than 16h per month. Non-cadre employees.
Syensqo Portugal	Perquisites	Family assistance	10 days for paid family assistance per year
Syensqo Portugal	Perquisites	Sickness Allowance	When the employee is on sick leave the company compensates with a Sickness allowance the salary % not covered by the Social Security + paid sick days until 3 days in a row + all other legally justified and/or paid absences.
Syensqo Portugal	Perquisites	Remote working monthly allowance	45€ paid with the salary (gross amount).
Syensqo Portugal	Traditional benefits	Workplace Accidents Insurance	Provided by Syensqo as required by the Portuguese Law for any personal accidents that occur during working hours.
Syensqo Portugal	Traditional benefits	Personal Accidents Insurance	For Cadre employees. For more information on the Lisbon insurance **read the policy here.** Personal Accidents Insurance Flyer: **EN version / PT version**

- Benefícios
- Dados Pessoais
- Gestão de Horas/Tempo
- Payroll & Impostos

- Educação
- Seguro de Saúde
- Subsídios

Se não encontrou a resposta para a sua pergunta, por favor contacte os serviços de RH

- **What is required to obtain student worker status?**

A student worker is considered to be a worker who attends a school education level, postgraduate course, master's or doctoral degree in an educational institution or professional training course for six months or more.
The maintenance of student worker status depends on academic performance in the previous academic year. Proof of enrollment and school hours must be provided. The company will assess the % of student workers in a given process and its feasibility.
Se não encontrou a resposta para a sua pergunta, por favor contacte os serviços de RH

- **Do I have to fill out a form to apply for health insurance?**

Yes. Upon admission of the employee with an open-ended contract, he/she will be given an Adhesion form, which will be sent to the Insurer through the Human Resources department.

- **What is an annual cycle for the health insurance and what period does it correspond to?**

Annuity is the period (year) in which the health insurance is valid and corresponds to the period from 01/07 of one year to 30/06 of the following year.

- **I changed my address and my bank account. Do I need to inform the insurer about the health insurance?**

Any change in personal data (Bank account, address, etc.) must be communicated directly by the workers to the Insurer (not forgetting that personal data with tax relevance must also always be communicated to the Company, upon presentation of the IRS model with the changes), as well as requests for clarification and/or complaints.

- **Can I enroll my household in Health Insurance?**

Yes. A family member is considered to be the spouse or person who lives in a de facto relationship with the employee and their minor and single descendants (or not minors, up to the age limit of 24 years, provided they are students, including adopted children).), that cohabit with the collaborator. The household can be included at any time of the year. The amount of the premium payable will be calculated based on the date of inclusion.

To include a household member in the insurace, please fill in this form.

- **How will my medical expenses be reimbursed?**

The reimbursement of medical expenses will be deposited in the bank account of the insured, previously sent to the Insurer.
Se não encontrou a resposta para a sua pergunta, por favor contacte os serviços de RH

- **Am I entitled to a Company complementary allowance on my Extended Parental leave period?**

There are no complementary allowances on maternity Leave or Extended parental leave period.

- Alteração de Informações Pessoais
- Membros da Família

Se não encontrou a resposta para a sua pergunta, por favor contacte os serviços de RH

- **I got married. Do I need to submit any documentation to the HR?**

Yes, for tax reasons you need to submit your marriage certificate to HR Regional Office and fill in the IRS responsability term.
Se não encontrou a resposta para a sua pergunta, por favor contacte os serviços de RH

- **On the birth of a child, what documents do I have to submit?**

You should submit the baby's birth certificate, a copy of the request for parental leave, and send to hr the IRS form.

Se não encontrou a resposta para a sua pergunta, por favor contacte os serviços de RH

- **I am part of the polling stations staff (elections for the representative bodies of the State, Municipalitiesm etc.), which documents should I provide?**

You should send to your Human Resources department a document that testifies your call to the polling station and an additional document that proves your presence there.

- **By joining the polling stations during elections, should I inform Solvay with some time in advance?**

Yes, you should notify your manager/superiors right after you receive the call to become a member of the polling stations.

- **In the event that a relative passes away, how should I justify my absence?**

It is expected that you inform your manager when the death of the relative takes place. Upon returning to the workplace, we ask that you send the death certificate by **opening request** to the HR support.

- **In case a relative passes away, how many days of work can I miss?**

In the event that the employee's spouse, parent or others passes away, the employee can take justified absences from work by the time of the death:
a) up to five consecutive days: due to the death of spouses not separated from persons and assets or a person who is in a de facto union or common economy with the employee, as well as their parents, children, stepchildren, in-laws, sons-in-law or daughters-in-law, stepfathers and stepmothers
b) up to two consecutive days: death of grandparents, great-grandparents, grandchildren, great-grandchildren, brothers and brothers-in-law of the employee or their spouse

- **How can I justify my absences due to family assistance?**

You should inform your superiors by phone and send to your HR department the "Certificate of Temporary Disability for Work due to Illness" . This certificate should be attested by the family doctor or by the hospital in case of hospitalization, or deliver the medical certificate by **opening request** to the HR support.

- **How many days of work can I miss due to family assistance?**

Absences due to family assistance are justified under the following terms: - Absence due to assisting a chid: to assist on the illness or accident of children under 12 years old, or without age limit, in a situation wherre the child is disabled or suffers from a chronic disease, the employee is entitled to miss work 30 days per civil years, followed or interpolated, throughout the entire period of the expected hospitalization. To assist on the illness or accident of children above 12 years old, the employee is entitled to a maximum period of 15 days of absence, followed or interpolated, in each civil year. Observation: in regards to the periods of said absences, 1 day is added per child besides the first. The justificated absences for child assistance should be taken together by the mother and father. Absences taken due to child assistance are entitled to an allowance provided by Social Security, according to the current legislation. - Absence due to assisting a family member: in order to assist a spouse, father, mother and grandchildren, the employee has the right to now show up for work up to 15 days a year, in case it is imperative for the employee to assist on the family member's illness or accident. Note: in case the spouse is disabled or suffers from a chronic disease, the employee can miss more 15 days of work per year. The absences taken due to spousal, parental or grandchildren assistance are justified but not entitled to allowance from Social Security.

- **How can I request a leave to breastfeed or nurse my child?**

In order to have a waiver/leave to breastfeed, you should inform the company at least 10 days ahead of your intention. You must provide a medical certificate by **opening request** to the HR support in case the leave carries on after the child's first year. In regards to nursing the baby, the parent should: - Inform the company of this need, at least 10 days ahead; - Provide document that expresses mutual decision of the parents and which one will be nursing the newborn; - Prove that the other parent is working and has informed their respective employer of this mutual decision.

- **How much time can I take to have my breastfeeding or nursing waiver?**

The daily waiver for breastfeeding/nursing is taken in two different periods of the day with the maximum duration of 1 hour, unless there is a different system agreed by the company. If there were multiple births, 30 minutes will be added per twin besides the first child. The mother who breastfeeds is entitled to take time off during the breastfeeding period, although, in case said period exceeds 1 year, a medical certificate should be provided. In regards to nursing, the mother or the father have the right to have this waiver until the child turns 1 year old.

- **What is the deadline for submitting documents justifying absence due to illness?**

The "Certificate of Temporary Incapacity for Work by State of Illness" must be delivered to the Company as well as to Social Security, within five days.

- **What documents shoud I provide to the company in case of absence due to illness??**

You should call your manager and send the "Certificate of Temporary Disability for Work due to Illness", signed by the family doctor or the hospital in case of hospitalization, or you could provide the medical certificate by **opening request** to the HR support.

- **Until what time of the year am I allowed to have last year's vacations?**

Employees with a non-term contract are allowed to have vacations until April 30th of the following civil year, as per agreement between the company the employee.

- **How many consecutive days of vacation am I expected to have?**

Employees with a non-term contract must take, minimum, a period of 10 consecutive working days.

- **Can I take next year's vacations in advance?**

Next year's vacations cannot be taken in advance.

- **Can I take vacations without them being approved beforehand?**

Vacations can only be taken after they are approved by your manager/superiors.

- **When a child is born, how many days am I entitled to have?**

Initial parental leave: both mother and father have the right, upon birth of the child, to take an initial parental leave of 120 or 150 consecutive days, which can be shared after the labor. In the event of multiple births it is expected that 30 days are added per child (besides the first child) for that period. Parental leave for the mother: the mother should take up to 30 days of initial parental leave before the birth and take a mandatory leave of 6 weeks after the birth. Parental leave for the father: it is mandatory for the father to take 20 working days, followed or interpolated, during the 30 days followed by the birth of the child. 5 of those days should be followed right after the labor. Additionally, the father has the right to have 5 working days of leave, followed or interpolated, as long as they are taken simultaneously with the mother's initial parental leave. In case of multiple births, 2 days are added per twin besides the first. Information will be provided by the Human Resources department.

- Impostos
- Pagamentos

Se não encontrou a resposta para a sua pergunta, por favor contacte os serviços de RH

- **I have a family member associated to my Health Insurance, will I receive a declaration on their expenses in my IRS?**

The Employee will receive a statement from Insurance regarding the amounts paid for the family members associated to the insurance and from Advancedcare.
The statement of non-reimbursable expenses is available on the portal (individualized).Each person, if not a minor, must register on the Insurance company website.

- **Is the health insurance reimbursement taken into account for "IRS"?**

Every year the health insurance company will deliver you a declaration regarding you and your family members health expenses (if applicable). For IRS purposes, you should only declare the amounts that the health insurance company did not cover.

- **I received overtime for the previous month. Is there any adjustment of the value of tax rate?**

If you received overtime for previous month your tax rate will be recalculated based on the total income from previous month. The delta will be retained on your current month payslip and the reference month is identified in the payslip.
Se não encontrou a resposta para a sua pergunta, por favor contacte os serviços de RH

- **What are the codes on my payslip?**

/403 is the Wage Type that corresponds to the taxes that are retained from the vacation allowance. The vacation allowance is taxed separately from the remuneration.

/401 is the Wage Type that corresponds to the taxes (IRS) that are retained from the remuneration.

/405 relates to tax deductions linked to IRS.

/350 is the Wage Type that corresponds to your contributions to Social Security.

/632 is the Wage Type that corresponds to the adjustments of your vacation allowance. It can happen when your vacations are increased and/or when you have salary adjustments.

0140 I.H.T. is the Wage Type for employees with work schedule exemption (Isenção de Horário de Trabalho).

5222 is the Wage Type that corresponds to Sunday or Bank Holiday overtime. This overtime is paid 200%.

5412 is the Wage Type that corresponds to the second and following hours of overtime in a normal working day. This overtime is paid 175%.

5411 is the Wage Type that corresponds to the 1st hours of overtime, payed 150%.

5290 is the Wage Type that corresponds to the 25% paid on worked Night Hours. Night Hours are considered in the time period between 22:00 and 07:00.

VA10 is the Wage Type that corresponds to your holiday allowance that is paid annually in April.