

# NW - Belgium



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#### Country HR&Labor Relations & Site HR Benelux

- [Jelske Janssens](#)

#### Site HR Team

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

#### Interns & temporary workers

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

#### Psychological well-being contact

- [Rym Mimouna](#)

#### SIPP

- [Geert Vierendeels](#)

#### Retirement:

- [Barbara Sine](#)

#### Occupational doctor

- [Dr. Aline Hugé](#)

#### Occupational nurse

- [Cécile Ancion](#)

#### Social doctor

- [Dr. Jean Geurts](#)

#### Social nurse

- [Boris Kolewsko](#)

#### Persons of confidence

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

#### Tax Consultant

- [Nour Riyahi](#)
- 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
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- **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](mailto:boris.koleskow@syensqo.com))**
  - **Demographic Fund 2025-2028**
- **Syensqo Life Saving Rules**
  
- **Cadre Promotion**
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  - **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**
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## OFP Syensqo - Organigramme

- [FR](#)
- [EN](#)

### Extralegal retirement - Cadres:

- **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](#)**

### External retirement - Employees and workers

- **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](#)**

Benefit type	Benefit description
Pension / Savings plan (Cadre Employees only)	<p>Cadre Employees only - Defined Contribution pension plan</p> <p>Monthly employer contribution (12 times/year): (4%S1 + 17%S2 + 20%S3)</p> <ul style="list-style-type: none"> <li>S1= part of gross monthly fix salary up to the Salary Ceiling</li> <li>S2= part of gross monthly fix salary between the Salary Ceiling and 2,5 times the Salary Ceiling</li> <li>S3= part of gross monthly fix salary above 2,5 times the Salary Ceiling Salary ceiling : 4874,40 Eur/month (March 2024)</li> </ul> <p>Monthly employee contribution (12 times/year):</p> <ul style="list-style-type: none"> <li>(1%S1+ 5%S2) up to 40 years (1.4%S1 + 7%S2) from the month following the 40th birthday until the age of 50 years</li> <li>(1.6%S1 + 8%S2) from the month following the 50th birthday</li> </ul> <p>Where</p> <ul style="list-style-type: none"> <li>S1= part of gross monthly fix salary up to the Salary Ceiling</li> <li>S2= part of gross monthly fix salary above the Salary Ceiling</li> </ul> <p>At retirement, the employer and employee contributions, increased with the investment return of the fund are paid to the retiree. The retirement benefit may not be less than the contributions capitalized (accrued reserves) considering the legal minimum return guarantee. Accrued reserves payable in case of death.</p> <p>Contributions are prorated for part-time work.</p> <p>Individual choice between a set of investment profiles (platform)</p>
Pension / Savings plan (White Collar/Blue Collar Employees only)	<p>White Collar/Blue Collar Employees only - Defined Contribution pension plan</p> <p>Monthly employer contribution (12 times/year): (4%S1 + 17%S2 + 20%S3)</p> <ul style="list-style-type: none"> <li>S1= part of gross monthly fix salary up to Salary Ceiling 1</li> <li>S2= part of gross monthly fix salary between the Salary Ceiling 1 and Salary Ceiling 2</li> <li>S3= part of gross monthly fix salary above Salary Ceiling 2 Salary Ceiling 1 = 3958,43 Eur/month (March 2024) Salary Ceiling 2 = 4777,85 Eur/month (March 2024)</li> </ul> <p>At retirement, the employer contributions, increased with the investment return of the fund are paid to the retiree. The retirement benefit may not be less than the contributions capitalized (accrued reserves) considering the legal minimum return guarantee. Accrued reserves payable in case of death. Paid in a lump sum ; conversion possible to annuities via transfer to insurance "structure d'accueil".</p> <p>Contributions are prorated for part-time work.</p> <p>Individual choice between a set of investment profiles (platform).</p>
Wellness/ Fitness allowance or other similar arrangements	<p><b>XPlorer: unlimited access to all the Jims fitness rooms (32 gyms) and group lessons in Belgium with a subscription for a period of 12 months. Syensqo contributes up to €20 per month (regardless of the chosen formula). See more information here.</b></p>
Paid parking	<p>Cadre Employees S17 and above - Car Wash / parking indemnity</p> <p>For employees with a company car, a fixed amount is paid by the company = 123,95€ per year (paid in April). This amount is prorated if the hiring took place during the year.</p> <p>Scaled Employees and Cadre S15 and S16 (CCT2023-2024)</p> <p>Employer contribution: 100% of the monthly cost of the station car park pass, linked to the use of a train pass to get to work, with a ceiling of 40€ per month on an annual basis.</p>
Extralegal (additional) paid vacation / time-off / parental leave	<p>For a standard year (without proration), the employee is entitled to 18 days of special leave and 20 days of statutory leave. The acquisition of statutory leave is based on the work performed the previous year under a Belgian employment contract.</p> <p>The acquisition of special leave is based to the work performed the ongoing year under a Syensqo contract.</p>
Medical (including dental/optical/ hospitalization/critical illnesses/ etc)	<ul style="list-style-type: none"> <li>Hospitalization &amp; serious illnesses, paid by employer for employee and family.</li> <li>Basic outpatient coverage for employee, paid by employer, with the option for employees to take - at their own expenses- upgrades to increase basic coverage reimbursement ceiling, to extend dental &amp; optical coverage, and to cover family members</li> </ul> <p>You can read more information on this in the presentation: <a href="#">EN</a></p>
Payment Calendar	<p>Payment calendar for the Annual Base Salary: 14,42 months = 12 months + 0,5 month extra in December + 1 month extra in February + 0,92 holiday allowance money in April.</p>

<p>Mobility Budget: Company Car (may include fuel)</p>	<p>For Cadre Employees from grade S17 upwards and itinerant people (&gt;24.000km/y)</p> <p>The budget can be spent on a company car through leasing or on the replacement mobility budget by not opting for a car. Read the Policy <a href="#">here</a>.</p> <p>Company car - Leasing budget provided by company :</p> <ul style="list-style-type: none"> <li>• € 640 - S17</li> <li>• € 690 - S18</li> <li>• € 705 - S19</li> <li>• € 720 - S20</li> <li>• € 780 - S21</li> <li>• € 865 - S22</li> <li>• € 975 - S23</li> <li>• € 1165 - S24</li> <li>• € 1375 - S25/S26</li> <li>• € 1625 - S27</li> </ul> <p>A personal contribution is paid, on a monthly basis, by the employee and is calculated on a legal base (Benefit in kind + net personal contribution, if applicable).</p> <p>European fuel card is provided by the company, with capped number of liters, based on the type of vehicle.</p> <p>Reimbursement of charging costs for electric vehicles with Syensqo Home charging station and for public charging. Policy can be reviewed. S15/16 cadres get reimbursed for the professional kilometers or for public transports.</p>
<p>Mobility budget: sustainable transportation and services - tax exempted or cash</p>	<p>For Cadre Employees from grade S17 upwards</p> <p>In the event that the employee does not wish to have a company car, the employee can obtain a mobility budget and use it for: sustainable transportation and services via the Skipr platform, reimbursement for housing costs (rent and mortgage interest) if the domicile is established within a radius of 10 kilometers as the crow flies of the registered place of work., get the remaining amount in cash after deduction of a special contribution of 38,07% payable by the employee.</p>
<p>Bicycle and other alternatives</p>	<p>For all employees:</p> <p>Possibility to get a bike lease with Ubike via Syensqo if at least 20% (on average) home-work is traveled by bike. Leasing lasts 4 years and Syensqo contributes by 50€ net/month.</p> <p>The employee's monthly contribution is a net amount. There is a possibility to buy the bike at the end of the lease: one or two extra-months to be paid, depending on the bike model.</p>
<p>Public transport allowance</p>	<p>For scaled employees and cadres up to S16: unless the employee already benefits from the personal car allowance, the subscription for public transport will be fully covered by Syensqo.</p>
<p>Personal car allowance</p>	<p>For scaled employees and cadres up to S16:</p> <p>Unless they are already reimbursed for public transports, they will be reimbursed for travel (personal car) expenses up to 70% of the cost for a monthly SNCB subscription with a minimum intervention of 10km per ride.</p>
<p>Workplace Options (previously EAP)</p>	<p>Your Employee Wellbeing Support Program with Psychological counseling, Legal and fiscal advice.</p> <p>Workplace Options support is based on:</p> <ul style="list-style-type: none"> <li>• a confidential service</li> <li>• free access</li> <li>• a device offered 24 hours a day, 7 days a week, 365 days a year</li> <li>• up to 5 counseling sessions per issue, per year</li> </ul> <p>For all employees.</p>
<p>Lunch/food allowance /tickets/subsidised canteen/ etc</p>	<p>8 €/ for every worked day (with personal participation of 1.09€/meal voucher).</p>
<p>Lunch/food allowance /tickets/subsidised canteen/ etc</p>	<p>A company restaurant is available on site (preferential rates for employees), as well as a sandwich and salads shop.</p>
<p>Children related benefits (birth allowances /tuition/ vacation/entertainment /day-care benefits/ etc.)</p>	<p>A (public) nursery is available in Neder-over-Heembeek, with limited capacity, at reduced tarification. For all employees with kids under 3 years old.</p>
<p>Children related benefits (birth allowances /tuition/ vacation/entertainment /day-care benefits/ etc.)</p>	<p>Birth premium 250€ (netto).</p>

Children related benefits (birth allowances /tuition/ vacation/entertainment /day-care benefits/ etc.)	Youth camp allowance of max. € 300/year for employees' children ( from 3 to 18 years old). For all employees with children.
Children related benefits (birth allowances /tuition/ vacation/entertainment /day-care benefits/ etc.)	Study grant for children of employees: 120€ from the 5th year of secondary school - 160€ for higher education up to 27 years old max. With an exception for the 1st year of University/Higher studies: one time amount of €500. 5 years maximum of higher education reimbursement.
Children related benefits (birth allowances /tuition/ vacation/entertainment /day-care benefits/ etc.)	Back-to-school allowance : 80 €/year/child. For all employees with children.
Children related benefits (birth allowances /tuition/ vacation/entertainment /day-care benefits/ etc.)	Gift voucher: 40€ for each child benefiting from family allowances. For all employees with children.
Medical (including dental/optical/ hospitalization/critical illnesses/ etc)	Internal health check-up for 35 - 49 year old (every 5 years) : Upon invitation, each employee between the ages of 35 and 49 can, if he or she wishes, benefit from a check-up organised, which consists of a nursing and a medical consultation.+
Other benefits / perquisites	For cadres employees: allowance for employer's own costs, covering small expenses. <ul style="list-style-type: none"> <li>• S15 - S18 81,97 €</li> <li>• S19 - S22 123,95 €</li> <li>• S23 - S24 247,89 €</li> <li>• S25 - S26 297,47 €</li> <li>• &gt; S26 371,84 €</li> </ul>
Other benefits / perquisites	Home office allowance:  For scaled employees: contribution to internet at home expenses (20€/month) + lump sum for other home office expenses (30 €/month).  For cadres: contribution to internet at home expenses (20€/month). Other home office expenses are covered with the allowance for employer's own costs.
Other benefits / perquisites	Absence for "imperative reasons"  Guaranteed income: €75/day for non consecutive days, with a maximum of 10 days/year  If absence of 10 consecutive days, intervention of: <ul style="list-style-type: none"> <li>• 75€ gross/day for the first 3 days</li> <li>• Days 4 to 10: daily amount that provides the usual income for the day of the benefit.</li> </ul>
Other benefits / perquisites	Tax/fiscal advisory available via visio for 15 minutes meeting. Service is available for private related questions.
Payslip	My payslip:  The documents are available via the HR e-Services (around the 28th of each month). The payslip can be sent by post upon request.  The "individual account" which includes all your year's payslip elements will still be sent annually by internal post.
Mobile Phone	For cadres employees or when justified for specific positions:  Mobile phone provided by the company for private and professional use. Benefit in kind: 12,5€/month.
Other benefits / perquisites	For cadres employees:  Possibility to get your STI (Short Term Incentive) bonus via a cash payment or payment in the form options under a stock option plan ("warrants").  It is an individual and annual choice. Mechanism is framed by law, ruling fisca and social security agreement.

<p>Travel assistance program (road assistance etc.)</p>	<p>A Europ Assistance contract covers your private and professional trips. This policy also covers your family living under the same roof.</p> <p>For more information <b>read this <a href="#">Leaflet</a></b>.</p>
<p>Jubilee / Service Award</p>	<p>25 years seniority:</p> <ul style="list-style-type: none"> <li>• 5 extra days off, valid until 1 year after the anniversary + 1 additional gross salary + Flowers + Restaurant</li> </ul> <p>35 years seniority:</p> <ul style="list-style-type: none"> <li>• 2.5 extra days, valid for 1 year Different additional payments: 0,5 month salary + €600 + €2000 + €1750 + Restaurant.</li> </ul>