

## AGREEMENTS BICYCLE ALLOWANCE DAIKIN EUROPE N.V.

### Bicycle allowance

From 01 January 2008, the bicycle allowance applies in our company.

A bicycle allowance is a **mileage allowance** that the employer gives to his employees who make all or part of their home-work trips by bicycle. The bicycle allowance is intended to cover the costs of the cyclist, but above all should encourage more employees to use their bicycle.

The bicycle allowance is **€ 0,25- per kilometre** of the home-work distance (there and back). The bicycle allowance is not granted for professional trips with your own bicycle. The amount of the bicycle allowance is tax-free and free of social security contributions.

### Bicycle

By the term “bicycle” we mean three types:

The **Bicycle**:

Any vehicle with 2 or more wheels:

- That is powered with muscle power via pedals or handles
- Which is equipped with an electric auxiliary motor up to 250 W and no longer provides assistance from 25 km per hour (or earlier, if the cyclist stops pedalling)

The following types are included: classic bicycles, racing bicycles, mountain bicycles, city bicycles, cargo bicycles, adapted bicycles for disabled (3 wheels, drive via handles, ...), folding bicycles, hybrid bicycles, with or without electric drive.

Not intended include : steps, hoverboards, roller skates, skateboards, monowheels, (electric) Segway's. These are motorized or non-motorized locomotives.

The **motorized bicycle**:

Any two, three or four wheel vehicle :

- Equipped with an electric auxiliary drive whose main purpose is pedal assistance, the driving force of which is interrupted at a vehicle speed of maximum 25 km per hour, excluding the above-mentioned bicycles.

The rated continuous maximum power of the electric motor does not exceed 1 kW.

The **speed pedelec**:

Any two-wheeled vehicle with pedals (excluding the motorized bicycles):

- With an electric auxiliary drive whose main purpose is pedal assistance, the driving force of which is interrupted at a vehicle speed of maximum 45 km per hour.

The rated continuous maximum power of the electric motor does not exceed 4 kW.

## When can one claim a bicycle allowance

In the cases below Daikin employees can claim this compensation

1. Daikin employees who travel the home-work distance by bicycle for at least 50% of the days actually worked, receive 50% of the bicycle allowance and 50% of the normal transport allowance for that month.
2. Daikin employees who travel the home-work distance by bicycle during a minimum of 80% of the actual working days per month, are entitled to the bicycle allowance for the full month.

### 1. Example 1:

**50% of the actually worked days cycled** = 50% bicycle allowance + 50 % normal transport allowance

An employee lives 25 km from Daikin and declares that he comes to work by bicycle for at least 50% of the time actually worked. Number of working days: 20

	50% Normal transport allowance	50% Bicycle allowance
Amount / day	3,68€ / day	12,50€ / day (0,25*25*2)
Calculation allowance	(20*3,68€) * 50%	(20*12,50€) * 50%
total	36,80€	125€
	161,80-€	
Amount subject to tax	4,30€	0€
Amount free from tax	32.5€	125€
	157,50€	

## 2. Example 2:

**80% of the actually worked days cycled** = bicycle allowance for the total month (100%)  
The same employee states that 80% of the time actually worked he comes to work by bicycle.

	Normal transport allowance	100% Bicycle allowance
Amount / day	3,68€ / day	12,50€ / day (0,24*25*2)
Calculation allowance	20*3,68€	20*12,50€
total	73,6€	250€
Amount subject to tax	41,1€	0€
Amount free from tax	32,5€	250€

## Registration

Daikin employees who wish to claim a bicycle allowance must register themselves via the [registration document](#) and **declare to agree with the nota regarding bicycle allowance**. The right to bicycle allowance starts from the first day of the month following the registration.

## AGREEMENTS BRUSSELS OFFICE & GENT OFFICE

If the Daikin employee is registered and wishes to claim the bicycle allowance, he must complete and sign a **“declaration on honour – request for bicycle allowance commuting”** form at the end of each month.

By means of this document, the Daikin employee declares that he has come by bicycle for at least 50% of the actual working days during the relevant month and indicates which days of the month he came by bicycle. Employees are only entitled to the bicycle allowance for the month in which they have commuted by bicycle for at least 50% of the days actually worked during the month in question.

Cycling between 50% and 79% entitles you to a 50% bicycle allowance and 50% normal transport allowance; cycling at least 80% entitles you to 100% cycling allowance.

The declaration of honour must be handed over **before the 10th of the following month** to Employee Services ([es@daikineurope.com](mailto:es@daikineurope.com)) (employees with Daikin contract). To the interim partners (co-workers with interim contract).

Example: The employee who has registered and has travelled the commuting distance by bicycle for at least 50% of the days actually worked during the month of May, must complete and sign a

declaration of honour. The declaration of honour must then be submitted to Employee Services / interim partners before June 10<sup>th</sup>. The bicycle allowance is processed with the payroll of June. A correction payslip for the month of May will follow.

- [Business trip, Work from home, work outdoors in combination with bicycle allowance](#)

When an employee is on a business trip on behalf Daikin Europe NV, the travel days are [indicated on the certificate as worked and also cycled](#). Same for the employee who works from home or works outdoors. The percentage of the days cycled is not affected in this way compared to the days worked.

- [Processing in payroll](#)

The declaration of honour, showing that the bicycle was used for the home-work journey during a minimum of 50% of the actually worked days during a relevant reference month, must be submitted before the 10<sup>th</sup> of the following month.

The bicycle allowance will be processed in the payroll of the month following the reference period. A correction wage slip follows.

- [Obligation of the employee](#)

If the employer establishes that the [agreements are not being complied with](#), the employee will be [excluded from the bicycle indemnity](#). Serious cases of abuse can always be sanctioned with a sanction provided for in the labour agreements.

After all, enjoying the tax advantages while not actually cycling equals [fraud](#).

## [AGREEMENTS DAIKIN EUROPE - OSTEND](#)

There is a bicycle registration terminal in the bicycle shed. Every day if you come to work by bicycle, you have to [register by logging into this terminal with your badge](#). You indicate whether you came to work by bicycle or I-bike by pressing the correct button. This information is [registered directly in SAP](#) from which the payment of your bicycle allowance for the relevant month will result.

Employees are only entitled to the bicycle allowance for the month in which the employees have done the commuting by bicycle for at least 50% of the days actually worked during the month in question.

Cycling between 50% and 79% entitles you to a 50% bicycle allowance and 50% normal transport allowance; cycling at least 80% entitles you to 100% cycling allowance.

It is therefore very important to **bring your badge to work every day**.

**No bicycle registration** means that those days are **not included in the calculation of the bicycle allowance percentage** (50% - 100%)!

**PLEASE NOTE:** Registering at the bicycle registration terminal **does not count as time registration!**

- [Business trip, work from home, work outdoors in combination with bicycle allowance](#)

When an employee is on a business trip on behalf of Daikin Europe NV, these travel days are [indicated as worked and also as cycled on the basis of the codes registered in SAP](#). Similarly, if the employee works from home, works outdoor, if correctly registered in SAP, are referred to as worked and cycled. The percentage of days cycled is not affected in this way compared to the days worked.

It is therefore very important to **register your attendance and absences in ESS correctly and on time!**

- [Processing in payroll](#)

The bicycle allowance will then be processed in the payroll of the month following the reference period.

- [Obligation of the employee](#)

The employee is **obliged to register via the bicycle registration terminal** in the bicycle shed. Registration is intended as a means of checking the bicycle allowance.

**No bicycle registration** means that those days are **not included in the calculation of the bicycle allowance percentage** (50% - 100%)!

It is **prohibited to register in the place of another employee**.

If the employer establishes that the agreements are not being complied with, the employee will be **excluded from the bicycle indemnity**. Serious cases of abuse can always be sanctioned with a sanction provided for in the labour agreements.

After all, enjoying the tax advantages while not actually cycling equals **fraud**.

## **GENERAL**

### Applicable for Brussels Office, Ghent Office en Ostend

- Cumulative benefits

One can only receive one reimbursement for commuting. The bicycle allowance obtained for commuting by bicycle can therefore not be combined with an allowance for public transport or carpooling.

For employees who come to Brussels/Ghent/Ostend by public transport and then come to Daikin by bicycle, the contribution in the public transport subscription can be combined with the bicycle allowance for the distance from the train station to the office/factory.

This is the only combination possible. All other combinations (bicycle + bus + train) are not possible. Even if one has a combination ticket (train + bus), no additional bicycle allowance can be obtained.

**Employees who wish to make use of the bicycle allowance declare that they have read, understand and agree with the bicycle agreements drawn up by Daikin Europe n.v.**