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| **WELCOME TO** |
| **LBC-NVK**  **NAME OF THE COMPANY** |

Welcome to (name of the company). We hope that you will like your work environment.

No doubt you will have to get used to your new job. Maybe we can help you. “We” are the trade union representatives of LBC-NVK, the trade union for clerical workers and executives of ACV. You can call on us with any question concerning your rights (and duties) as an employee and – in particular – about any specific regulations which apply to your company. Let us be your guide.

This introduction brochure will tell you more about the purpose of a trade union. It will explain what LBC-NVK can mean for you, what makes membership attractive.

Inquiries for more information and/or specific questions are always welcome.

Good luck with your new job! We look forward to working together with you in the future.

The trade union representatives of (name of the company)

(name of the union representative)  
(name of the union representative)  
(and so on)

LBC-NVK promotes theinterests of employees. Apart from the important issue of wages we also deal with improving the quality of the employee work environment. More and more employees are becoming trapped in a downward spiral of work overload and stress. A human labor organization, an interesting and decent job as well as a good work-life balance are top priorities for many workers. And we are convinced that these priorities are of benefit to everyone.

**LBC-NVK FOR EACH AND EVERY EMPLOYEE**

LBC-NVK (Landelijke Bedienden Centrale - Nationaal Verbond voor Kaderpersoneel) was established almost 100 years ago. With its 320.000 members LBC-NVK is the biggest federation of the confederation ACV (Algemeen Christelijk Vakverbond).

LBC-NVK unites all clerical workers and executives from the private sector (except for hotel & catering industries and security services).Within the non-profit sector blue collars can join us as well.

LBC-NVK divides its members into five main sectors: services, distribution, finances, industry and non-profit.   
Whether you work in the industry or finance sector, the distribution or non-profit sector, whether you work as a nurse, salesman, accountant, engineer, clerical worker or executive, you will always be able to feel in a safe place with LBC-NVK

## ****OUR NETWORK Helps you make your way****

Building up one’s career is a process that needs constant attention. It is not always plain sailing. You have to make the right decisions when an opportunity presents itself. Undoubtedly, many career matters can be solved by the employee him/herself. But by being well informed you are one step ahead. Our learning network offers personal meetings with others, learning occasions and a clear understanding of legal and social matters. This will pay off throughout your career.

There is a growing awareness amongst executives and highly skilled people that trade unions are indeed useful. Management staff can find something in line with our executive network NVK. NVK will advise you on your situation as an executive. Furthermore you can build up your network through workshops and during lunch-ins about coaching and leadership, personnel management, intellectual rights, gender equality…

By means of its own magazine, e-zine, website and seminars, NVK focuses on the ambitions of executives. The executive network surpasses company boundaries but most likely you can find a contact person with (name of the company)

You will learn more about this action on [**www.nvk.be**](http://www.nvk.be).

**ALSO FOR TEMPORARY EMPLOYEES AS WELL**

Temporary employees can also appeal to our trade union. They are entitled to the same rights and treatment as permanent employees. We have been able to substantiate this basic principle on several grounds :

* Being entitled to the same wages and equal premiums as permanent employees;
* An end-of-year and a trade union bonus;
* Guaranteed wages in case of illness during the contract of employment;
* An allowance in case of illness after the contract of employment has ended;
* An allowance in case of prolonged illness or in case of force majeure or in case of economic or technical unemployment of the employee
* Equal working hours and labor protection as permanent workers;
* To be entitled to dispose of work cloths and personal protective clothing (helmet, working shoes if necessary)
* A decent reception for the user at both temp-agency and the company;
* Workplace description and safety regulations.

Temporary workers just like their permanent colleagues can call the trade Union representatives who are active in their company in order to discuss their questions and problems.

You will find more details on **www.acv-interim.be**.

## ****Individual and collective rIGHTS****

## Promoting one’s interests has many aspects. Both the terms of employment and job content are at stake. We have an eye for wages as well as for job quality and the balance between one’s life at home and at the office.

## We are at your service wherever we can be of help.

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## This means that, for instance, we defend your personal and professional interests. LBC-NVK advises you on all specific questions concerning your personal situation. LBC-NVK provides you with guidance, information, assistance and legal assistance.

But we also protect employees’ collective interests. On all levels we try to bring to a close collective labor agreements (CLA’- s or collective labor agreements) with employers. We do so within the company, at the sectorial level or (inter)national level.

We use our influence to improve employment legislation. As LBC-NVK (or indirectly via the covering organization ACV) we are the spokesperson in both sectorial social consultations (such as joint committees), and in national consultative bodies (such as the National Labor Council and the Central Council for the Economy). This being said, we have a good say in social consultations.

Of course, we are also active within (name of the company). Read more in chapter ‘LBC-NVK and your company”

## INDIVIDUAL Service

LBC-NVK offers you a personal approach. Our offer varies from information to specific advice or help on legal assistance.

Your first point of contact with LBC-NVK will be with our trade Union representatives within(name of the company). They are there to assist you

If needed, you can consult the trade Union secretary who is responsible for our company within LBC-NVK You can also address your questions to the LBC-NVK secretariats. They always dispose of a specialized Legal department..

## Legal assistance

LBC-NVK helps you in solving your problems. Problems are solved as often as possible in consultation with the employer. But if both parties cannot come to an agreement, we take further action, with your permission of course. If necessary our legal advisors will settle your dispute before the Labor Court or the Labor Court of Appeal. LBC-NVK will bear any legal costs.

This Legal assistance is a necessary right to all employees. Our members who recover millions of Euros by the year should serve as enough evidence to attest this. The most common issues we deal with concern wages, premiums, holiday pays and redundancy payments.   
Our Legal assistance is free of charge if you have been member of LBC-NVK for the last six months.

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| As a member of LBC-NVK |
| * You can call on our regional LBC-NVK and ACV offices for Legal advice. Some secretariats have consultations during working hours, but next to these consultations you can make an appointment |
| * You can find all sorts of information on your rights and duties on [www.lbc-nvk.be](http://www.lbc-nvk.be). But pay attention: members can best register in order to obtain as many bonuses as possible. |
| * Our digital newsletter keeps you posted on various themes concerning your job. Our digital newsletter keeps you informed on various themes which are related to your job and labor law. |
| * You can order a wide range of publications on credit-time, youth holidays, pregnancy, vocational training via local secretariats or |
| * You can subscribe to our monthly magazine Ons Recht (Our Right) ; |
| * We keep you up to date about your sector.; |
| * You can order a Taxpayer’s guide each year and you can calculate your taxes on our website; |
| * At LBC-NVK you can obtain career counseling free of charge |
| * LBC-NVK offers you free salary advice or information on your first salary. |

## COST

Only with the financial support of our members we can manage to do our job. Therefore our service is exclusively meant for members, but fees can be regained double by enjoying the many benefits mentioned above.

Fulltime workers pay €15,02 each month. Highly reduced tariffs are available for a number of categories, among which part-time workers, ill people, people enjoying career breaks. Ask your trade union representative for more information.

## TRADE UNION PREMIUM

Luckily you can obtain a trade union premium enabling you to compensate part of your membership every year at (Company’s name)..

At (name of the company) this premium amounts to (amount in euro) euro. It is paid on (approximate date).

Belgium disposes of strong consultative structures . Many countries envy our well organized socio-economic consultations. At all levels collective bargaining is constantly organized between employers, employees and the authorities.

We find it very important for employees to have a say in their own work situation. It is a leverage to obtain not only decent wages but also safer and healthier working conditions. Consultative bodies promote these possibilities of involvement.

At (name of the company) LBC-NVK is represented in the Works Council, the Safety and Health Committee and the Shop Stewards’ Committee.

## THE WORKS COUNCIL (WC)

There is a joint representation in the Works Council. This means that both employers and employees are equally represented in the council.

In the works council one bargains about matters as staff policy, works rules, economic and financial policy, training and education of personnel, implementation of social legislation, (such as holiday regulations and early retirement…).

At (name of the company) the representatives of LBC-NVK in de WC are:

* (name), (tel. nr.), (photograph)
* (name), (tel. nr.), (photograph)

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## THE SAFETY AND HEALTH COMMITTEE (SHE)

The Safety and Health Committee is equally composed by an equal number of employers’ and workers’ representatives.

It is the task of the Committee to make the workplace safer, healthier and more attractive.

The SHE Committee advises amongst other things on the prevention of industrial accidents and occupational diseases, the correct implementation of labor protection regulations or the improvement of the environment.

At (name of the company) the representatives of LBC-NVK in the SHE Committee are:

* (name), (tel. nr.), (photograph)
* (name), (tel. nr.), (photograph)

## THE SHOP STEWARDS’ COMMITTEE

The Shop Stewards’ Committee is composed of workers only. It takes care of a proper implementation of the social legislation and the concluded agreements and bargains with the employer about the terms of employment and wages.

Besides this the shop steward is a kind of ‘lawyer’ of the workers. In case of individual problems, the shop steward will defend the interests of workers against the employer.

At (name of the company) the representatives of LBC-NVK in de Shop Stewards’ Committee are :

* (name), (tel. nr.), (photograph)
* (name), (tel. nr.), (photograph)

Do not hesitate to ask questions.   
You can also make suggestions to improve our trade union activities. They are always welcome.

Within LBC-NVK the trade union activity at (name of the company) is followed up by:

(name trade union officer)  
(address secretariat)  
(phone number)  
(e-mail)

Trade unions try to agree on collective wage and working conditions with the employers.   
This happens at three different levels.

## GENERAL multi-industry CLA’s

At national level workers’ and employers’ representatives altogether settle agreements on wage and working conditions across the sector borders. These deals or collective labor agreements are binding for all the workers and employers in our country.

## Sector CLA’s

The Belgian labor market is divided into (industrial) sectors. In each of these different sectors (metal, non-profit, distribution, …) wage and working conditions have to be bargained about.   
These negotiations take place in joint industrial committees., where both employers and workers are equally represented. The joint committees are the most important pillars of industrial bargaining in Belgium.   
The discussions and negotiations in the joint committees lead to CLA’s that apply to all companies of a specific industrial sector.

(name of the company) falls within joint committee (number of the joint committee). You will also find that number on your pay slip and on the tax slip 281.10 that you get from your employer each year in order to fill out your tax declaration form.

## COMPANY AGREEMENTS

At company level employers and workers also make agreements about wage and working conditions.   
For more information about these company agreements you can contact your union representative

**WE KEEP YOU INFORMED!**

**At (name of the company) we keep you informed about any kind of trade union matters.**

**You can read about it in (company's magazine)   
or on (url company website)**

You will find more information about the social bargaining at industrial and national level on [www.lbc-nvk.be](http://www.lbc-nvk.be).

## YOUR LBC-NVK contact with (name of the company):

(name representative)  
(address/branch/...)  
(phone number)  
(e-mail)

(name representative)  
(address/branch/...)  
(phone number)  
(e-mail)

(name representative)  
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## WE welcome YOU as a member!

Obtaining membership is possible online via www.lbc-nvk.be.

You can also fill in the form below and deliver it to the LBC-NVK representative in your company or in your local LBC-NVK office.

I, the undersigned, join LBC-NVK (Landelijke Bedienden Centrale - Nationaal Verbond voor Kaderpersoneel), affiliated with ACV (Algemeen Christelijk Vakverbond).

Surname and first name:

Street and house number:

Postal code: City/town:

E-mail:

Date of birth: Civil status:

Gender: Nationality:

National register number:

Comes over from (possibly other union or union subsection)

Member since:

The monthly contribution will be paid from:

(The regional financial service of ACV will send a mandate that will have to be signed in order to collect the contributions automatically

Name and address of the company:

(Industrial) sector (e.g. metal industry, retail …):

Function and service:

Date: Signature:

Your personal specifications are kept in a database by LBC-NVK in order to register you as a member of our trade union organization, to represent you, to offer you our services and to inform you. According to the Act on the Protection of the Privacy with regard to the processing of personal data of 8/12/1992 you are entitled to perusal and correction of the information collected by LBC-NVK.

## ARE YOU A MEMBER?

## KEEP YOUR PERSONAL DATA UP-TO-DATE

You can check and adapt your personal data in our data bank via www.lbc-nvk.be (klick on 'lidmaatschap, wijziging coördinaten').

You can also fill in the form below and deliver it to the LBC-NVK representative in your company or to the LBC-NVK membership administration service, Sudermanstraat 5, 2000 Antwerpen.

Surname and first name:

Membership number:

Date of birth:

E-mail:

**Address change**

Complete old address:

Complete new address:

**Private data**

E-mail:  .................................................................................................................................................

Phone: ............................................. Mobile: .................................................. Fax: ..................................

**Professional data**

Name and address of your **current employer**:

…………………………………...............................

……………………………………………………..

RSZ number (= social security number of the company) or, if unknown, industrial sector: .......................................................................

You have worked there since ……./…..../.................   number of hours a week .......................................................

As white collar/blue collar/executive/temporary worker

Your personal specifications are kept in a database by LBC-NVK in order to register you as a member of our trade union organization, to represent you, to offer you our services and to inform you. According to the Act on the Protection of the Privacy with regard to the processing of personal data of 8/12/1992 you are entitled to perusal and correction of the information collected by LBC-NVK.

**To be cut out and sent back in a stamped envelope to:**

Landelijke Bedienden Centrale - Nationaal Verbond voor Kaderpersoneel

Ledenadministratie

Sudermanstraat 5

2000 Antwerpen

Or you can deliver this form to your LBC-NVK representative.