

## JustBiz fees and expenses

Please find below an overview of the range of JustBiz services and related fees.

### Mediation of business and labour disputes

JustBiz charges an hourly fee of € 147,90 ex VAT for the mediation of business and labour disputes. The hourly fee includes the following activities of the mediator: all forms of discussions and correspondence with the clients and (after agreement) identified third parties or experts, including any interviews, the reading of documentation, preparation and written debriefings of discussions, drafting of agreements. Office costs are not separately charged.

JustBiz charges an reduced hourly fee of € 73,95, ex VAT, for related travel within the Netherlands, in case the location is > 30 km from Eindhoven. This amount is inclusive of travel expenses.

Costs and fees related to third parties, as well as possible rental costs of the location, if and when incurred by the mediator, will be charged at costs basis.

### External confidential counsellor

JustBiz offers the possibility of a subscription to the services of a confidential external counsellor for a fixed monthly fee of € 497,- (ex VAT) for organisations with up to and including 300 employees.

This subscription would cover the following activities:

- Advise (helpdesk function) and support of employees, management, as well as internal confidential counsellors, via telephone or email.
- an annual evaluation with the board of directors;
- an annual (renewed) acquaintance with the staff, e.g. in the form of an awareness session;
- an annual report in writing, with respect to the number and nature of reports, and an evaluation thereof in relation to the policies in place.

On site advise and support, as well as activities of a governance and policy nature, such as the creation and implementation of a whistle-blower program, will be charged based on the hourly fee for consultancy activities, as set out below.

Alternatively, services can also be delivered without a subscription. In that case, JustBiz will charge the regular fee for consultancy activities, as set out below. Tailor made alternatives are open for discussion.

### Consultant for ethics and compliance services

JustBiz offers the consultancy services as set out on the [website](#) for an hourly fee of € 147,90 (ex VAT).

JustBiz charges a reduced hourly fee of € 73,95, ex VAT, for related travel within the Netherlands, in case the location is > 30 km from Eindhoven. This amount is inclusive of travel expenses.

### In company workshops and training sessions

JustBiz offers a half-day rate of € 748,- for dilemma training sessions or ethics (management) training sessions for internal confidential counsellors, works councils, employees or management, or workshops for boards of directors. This half-day rate is inclusive of all preparation activities, and is exclusive of travel and subsistence costs. JustBiz training activities are exempted from VAT.

### Invoice specifications

All invoices will be accompanied by an overview of costs, specified per hour, activity and date.