

HAYS

Hays *Deal*

A contract
for the future



Introduction



Our employees are Hays' most important resource.

With this document, Hays wishes to express its commitment to providing the tools, knowledge and support necessary to help all employees succeed and develop their careers.

We want to celebrate our successes and important moments together, ensuring that our working environment is welcoming, full of positive energy and mutual respect.

Hays Deal describes the agreement between us and the company: what the company offers us and what it expects from us.

In this guide, you will discover what Hays offers its employees (from salaries to benefits, welfare programmes to career opportunities) and what our Valued Behaviors are.

Elise Denecker

*People & Culture Director
Hays Belgium*

Why *Hays*

Hays invests in the future. We build long-lasting relationships with our employees, clients and partners, enabling people and companies to successfully achieve their goals.

Our promise

Working for your tomorrow.

Our Valued Behaviors

Our Valued Behaviors underpin all roles and activities at Hays and are a key component in achieving your career goals.

Our valued behaviors



Be bold and curious

We are ambitious, push outside our comfort zone and experiment.



Champion the customer

We proactively partner with our customers to build better, profitable solutions.



Better together

We support, celebrate and share with each other to create stronger outcomes for all.



Own the outcomes

We strive for performance, see things through, and always act with integrity.

Hays Deal consists of three elements:



Pay Deal

Our proposal on remuneration and benefits.



Career Deal

Our proposal on career plans and personal growth.



Respect Deal

Our proposal on working together, respecting and valuing diversity, and how to achieve work-life balance.

Pay Deal



Your salary

From the first day of work, the company clearly states the components of each employee's remuneration package, which will be:

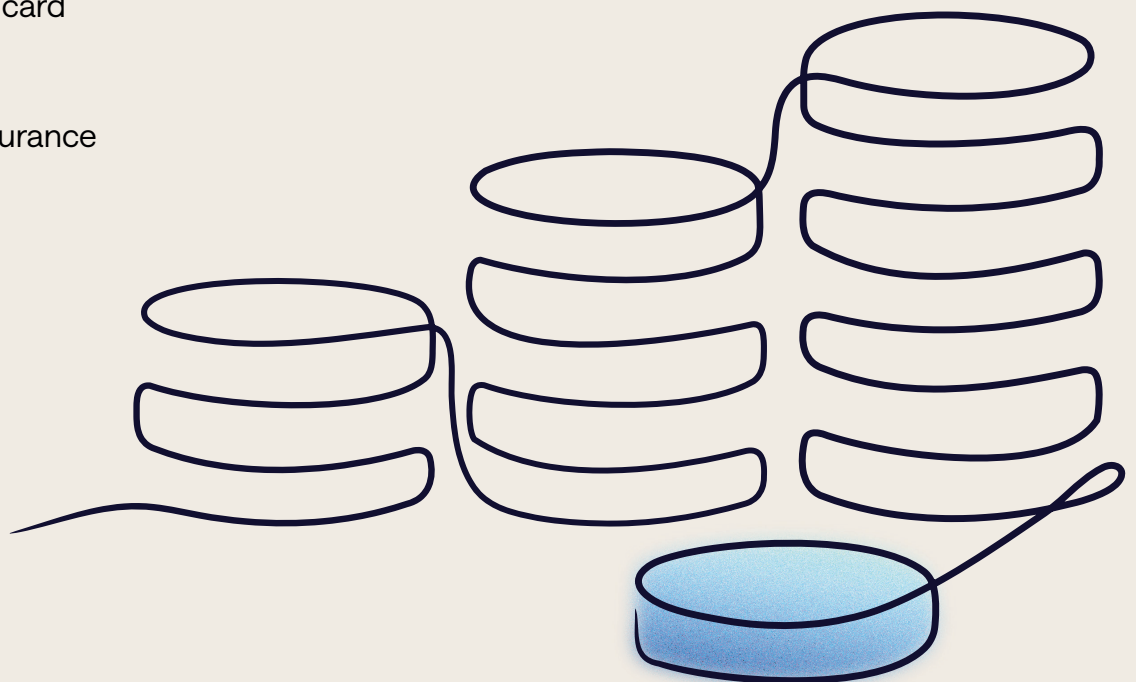
- Public
- Fair
- Transparent
- Meritocratic

For all fee earning positions, remuneration consists of a fixed base salary, variable compensation paid upon achievement of monthly or quarterly results, and various benefits.

Central Services employees benefit from a fix salary and an annual bonus paid twice a year.

Various benefits

- Company car, including fuel pass
- Net daily allowance
- Smartphone budget and phone subscription
- Eco vouchers
- Edenred Discount card
- Bike lease
- Hospitalisation insurance



Career *Deal*



Career path

At Hays, we believe in growth – for everyone. That’s why we’ve designed a clear and structured career path for consultants, as well as colleagues in Enterprise Solutions and Central Services. Here’s what you can expect:

- **Transparency and equal opportunities:** your development is based on merit and achievements, not chance.
- **Clear goal setting:** each career path includes concrete objectives to help you take the next step.
- **Room to choose your direction:** you can grow vertically or horizontally, with two tracks available – an expert track and a leadership track.
- **Mobility options:** looking for a new challenge? You can move to another business line, department, or even explore international opportunities.

In short: your career at Hays isn’t left to chance, it’s a path you help shape with our support every step of the way.

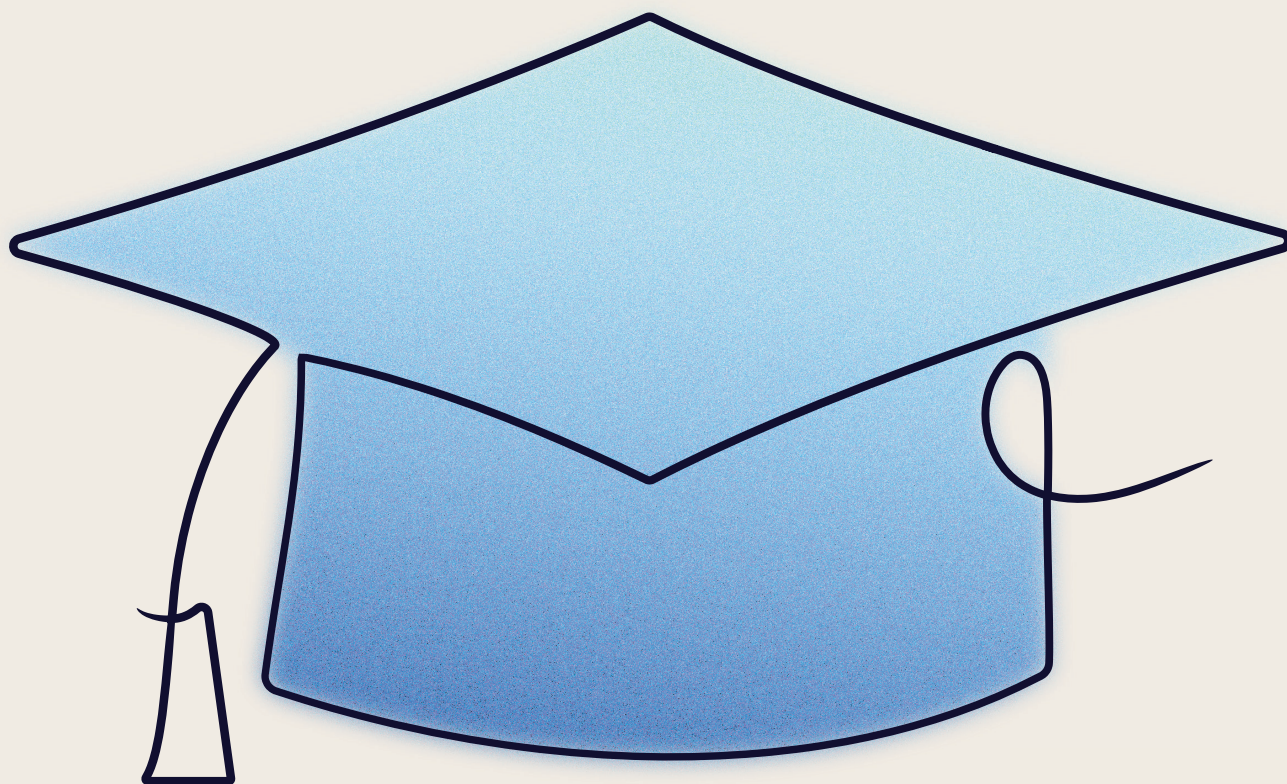


Training & development

For new consultants, we offer a comprehensive **Induction Program** that guides you step by step through the role of a consultant.

Beyond that, we provide an extensive training program for all colleagues – from consultants within **Hays Specialist Recruitment (HSR)** to team members in **Enterprise Solutions (ES)**. For our **Central Services (CS)** teams, there are dedicated Central Office sessions and ad hoc trainings tailored to their needs.

Want to explore the full range of opportunities? You'll find our complete offering in the Training Guide, packed with resources to help you grow and succeed.



Respect *Deal*



Working hours *and flexibility*

Our flexible hours are designed to help you balance work and personal life. You can start your day anytime between **7:30 and 9:30 AM** and finish between **3:30 and 7:00 PM**, with a standard one-hour lunch break.

From Senior level onwards, you no longer need to use the clocking system.

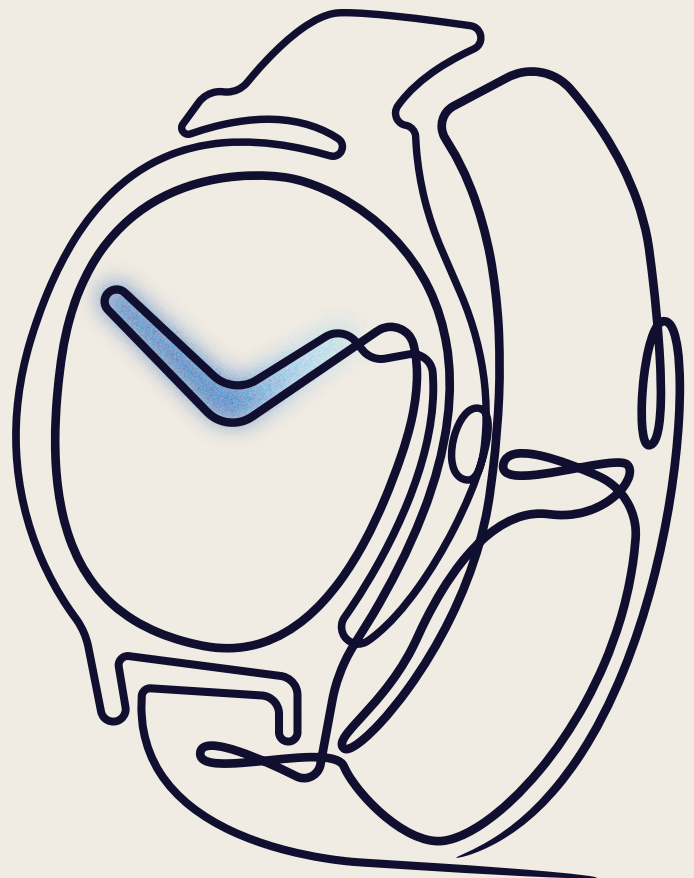
Flexibility isn't just a benefit – it's a way to make your day work better for you, while ensuring we deliver great results together.

Flexible working policy

Working together with the team in the office is important for learning, development and knowledge sharing, especially for new employees who need all the support they can get and the opportunity to observe the work of more experienced colleagues. This helps them learn about the organisational culture and service standards.

As a rule, after an initial onboarding period, Hays employees have the option to work from home:

- **After 3 months at Hays:**
1 day of homeworking per week.
- **After 6 months at Hays:**
2 days of homeworking per week.



We care about you *and* your well-being

At Hays, your well-being and engagement matter to us – both inside and outside of work. That's why we offer a range of initiatives designed to support you at every stage of your journey.



Your well-being first

Through our **EAP Pulso program**, you and any family member living with you can access up to six free sessions of psychological support. We also run an annual **Health & Well-being program**, focusing on both physical and mental health, and give you access to the **Humanoo** app for extra resources and tips.



Support when you need it

Starting a new role? Your **Buddy** will be your go-to person for questions and guidance. Our **HR Trust Person** will proactively schedule a check-in to see how you're doing and you can reach out to them anytime.

For parents-to-be, our Parenting Support includes a detailed **Maternity Guide** with practical information to help you prepare for what's ahead.

If you're planning a longer absence, or returning after one, we'll work closely with you to make the transition as smooth as possible through our **Reintegration Policy**.



Your voice matters

We believe in open and transparent communication, both top-down and bottom-up. That's why we regularly set up taskforces where employees can share input on key topics. Our annual **Your Voice survey**, combined with **HR Talks**, ensures that every employee truly has a say in shaping our workplace.



Diversity, inclusion & giving back

We're committed to **Equity, Diversity & Inclusion (ED&I)** and to making a positive impact beyond our business. Through **Hays Helping for your Tomorrow**, we dedicate time each year to support good causes together.



And let's not forget the fun!

Work should be enjoyable. From management-led **incentives** to spontaneous **team moments**, we encourage everyone to create a positive, energetic environment. So yes, sometimes that means popping a bottle on a Thursday evening! And, of course our annual National Conference where we celebrate your and our successes.

At Hays, we're here to support you – your well-being, your growth, and your voice. Every step of the way.

Meet our *Hays Campus & Internal Recruitment Team*

**Looking for an internship, your first job or your next career step?
Our Campus & Internal Recruitment Team is here for you.**

Campus Team

Do we look familiar? That's possible, because throughout the year, our Campus team is present at job fairs and networking events to get to know students better.

Throughout their academic career, Hays Campus is available to them to help them every step of the way. We review Cv's and put you in touch with the right people within our network.

Our internal recruitment team

Hays is the expert in recruiting professionals. We recruit professionals for Belgian clients in the public and private sector, for permanent or temporary jobs or contracting missions. But, we also recruit for ourselves. And that's where our internal recruitment team comes in. You'll meet them during your application process and they'll be there for you to help you with your first steps within our company.

Our career site

On our career site, you can not only find available jobs at Hays, but you can also get to know our company better. So check it out!



Our Campus Team

The Campus Team is committed to guiding students in their first steps on the labour market, at Hays or at our clients.

