



Congratulations on your job offer with Philips!

This FAQ document is designed to help answer any questions ahead of joining us. We hope this will be helpful and convenient for you.

Employment Contract

Where is my contract?

If it has been more than three working days since you have verbally agreed to the offer, please contact your TA Consultant. Please also check your junk mail folder. An automatic email from our Workday system has been sent to you requiring you to log in and e-sign the contract.

I cannot log in and/or open my documents. Is there someone I can contact to help?

Please contact Philips People Services on pps.europe@philips.com.

I need to change my start date; how can I do this?

Please contact your TA Consultant (and Hiring Manager) and provide them with your new suggested start date. If the change is possible, you will receive an addendum to your contract stating the new start date.

How can I receive a copy of the signed contract?

You will receive instructions on how to retrieve the signed document (see Annex 1 "Candidate Home Instructions" on page 4).

IT Equipment and Company Car

What is BYOD (bring your own device)?

If you are entitled to a BYOD, this will have been discussed with you during your verbal offer. You will receive a Philips sim card and a net allowance per month. This amount will be EUR 3,00 or EUR 12,50 depending on your role and what has been agreed in your offer.

Can I keep my own telephone number?

Yes, this is possible. You can request this transfer on our [Philips Mobile Portal](#) on your first day of employment. Please inform your Hiring/Line manager that you will not need a sim card from Philips, at least two weeks before your start date.

I'm getting a company car - what should I do now?

If you are entitled to a company car, this discussion will have occurred when you received your verbal offer. You will have also received an information leaflet. Your employment contract will include the car entitlement. Philips uses an external supplier, 'LeasePlan,' who will contact you shortly after we have received your signed contract.

Onboarding

When can I expect to hear more about my onboarding?

Your hiring manager will reach out to you before your start date. They will assign you a *buddy* who can support you in your first weeks at Philips. You will also receive a Welcome email from Philips with the necessary onboarding details. Once you have joined Philips, please visit your Onboarding Journey [here](#).

Is there a specific onboarding event for new joiners at my location?

On top of our virtual global onboarding (*Immersion Days*), you will receive an invitation to a local onboarding event for new joiners with primary work locations Eindhoven and Best.

What time do I start on my first day, and where do I need to be?

Your hiring manager can confirm this if your contract does not include these details. Please reach out to your TA Consultant for their email address.

Immigration process (not applicable for internships)

I'm relocating from abroad — what additional information can you provide?

You have received the International NL Hire Policy from your TA Consultant, and your verbal offer indicates the support you are receiving from Philips.

When will my visa- and/or 30% tax ruling application start?

Once we have received your signed contract, we will inform the International Mobility (IM) team, who will contact you within 1-2 weeks. IM will be your main point of contact from this moment onwards.

Philips Benefits

When can I log on to access my benefits?

You can access benefit choices (My Choices) from day two of your employment via the HR Portal. Your line manager or buddy can help direct you.

What is the fiscal optimization (tax benefit) for the work-home travel allowance, and am I eligible?

The reimbursement provided per kilometre is below the fiscal maximum of € 0.19 per kilometre. You can apply the difference between the two values by using the tax optimization option in My Choices (activate this on day two of your employment). You will not need to pay tax on the amount by which your gross income is reduced. For more information: [HR Portal](#) (access on day two).

Does Philips provide an NS (Business) Card?

If you regularly travel by train for *business purposes* within the Netherlands, you may request a personal NS Business Card. Please speak with your manager.

How can I take part in Philips' collective health insurance?

Contact AON health insurer to inform them you are a new Philips employee. You may change health insurers during the year when hired by a new employer (in the Netherlands, switching health insurance is usually only permitted at the end of the year). Find more info [here](#).

Other**What should I wear?**

We operate a 'Dress for your customer' policy. Typically, we encourage smart/casual attire with no trainers (but this also depends on your primary work location). A policy is available on the HR portal. Ask your line manager or buddy to direct you there.

Whom do I contact with any other questions?

Employment process, HR-related topics: Philips People Services - pps.europe@philips.com
Onboarding, questions related to the new team, scope of the role: your Hiring Manager

How can I refer someone who would also like to work at Philips?

Submit your Referral via our Philips Employee Referral Program. You can do this from day one through our [Workday](#) system. Please go to *Jobs@Philips/Refer-a-Friend* → *Find Careers at Philips/Refer-a-Friend*.

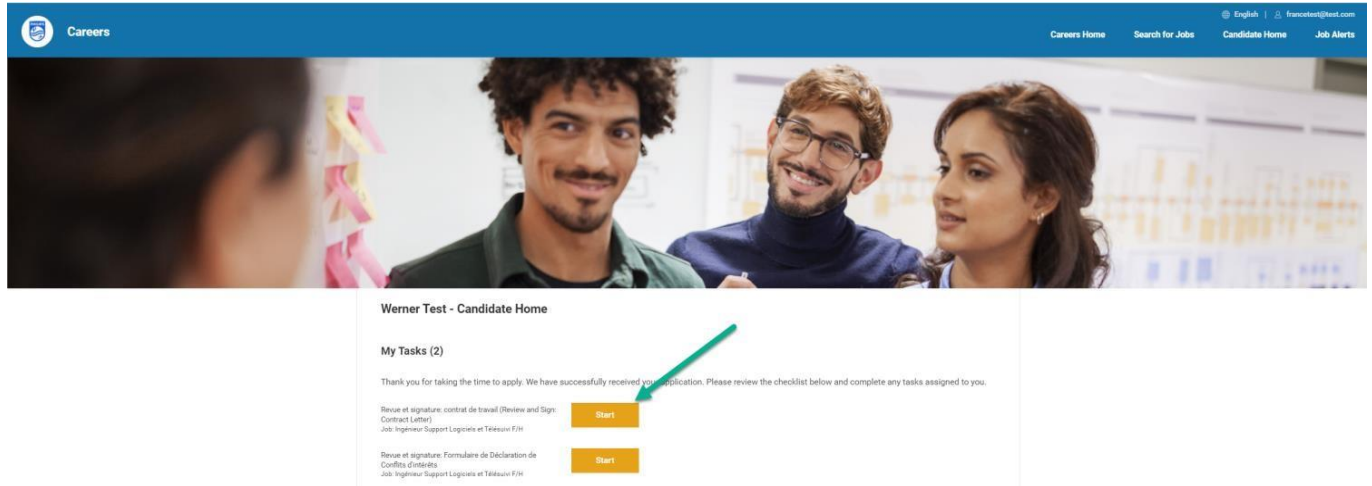
Our Employee Referral Program is the best source for hiring top talent. We would appreciate your support in referring us to your network!

Annex 1

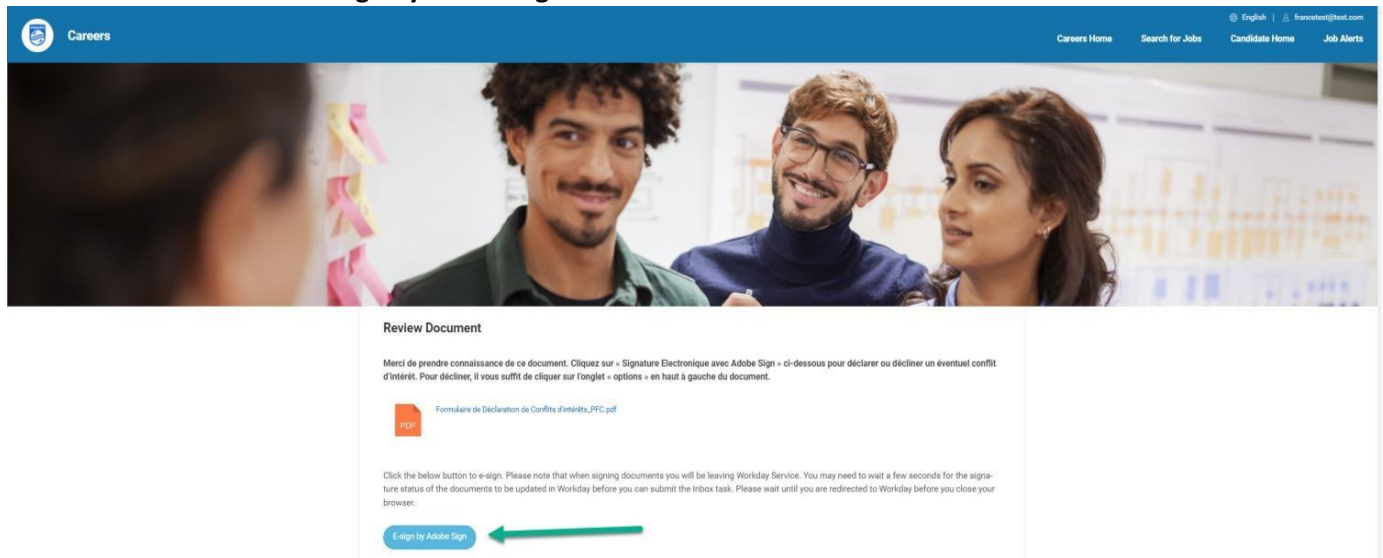
Candidate Home Instructions

How to e-sign:

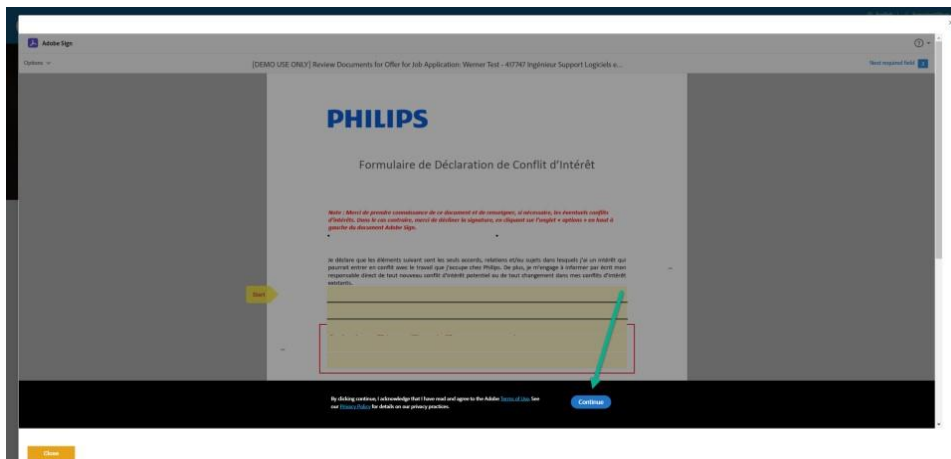
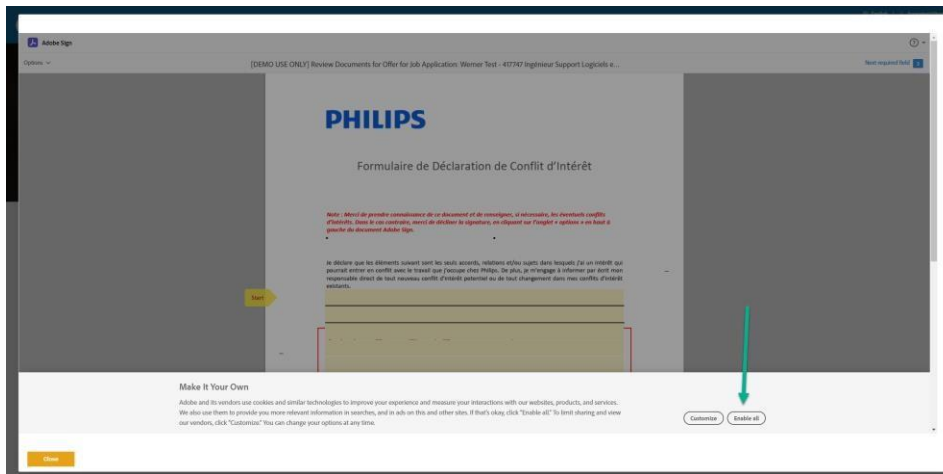
1. Login to [Candidate Home](#)
2. Press **Start** on the pending tasks at **My Tasks**. If there are multiple tasks pending, start with the top one.



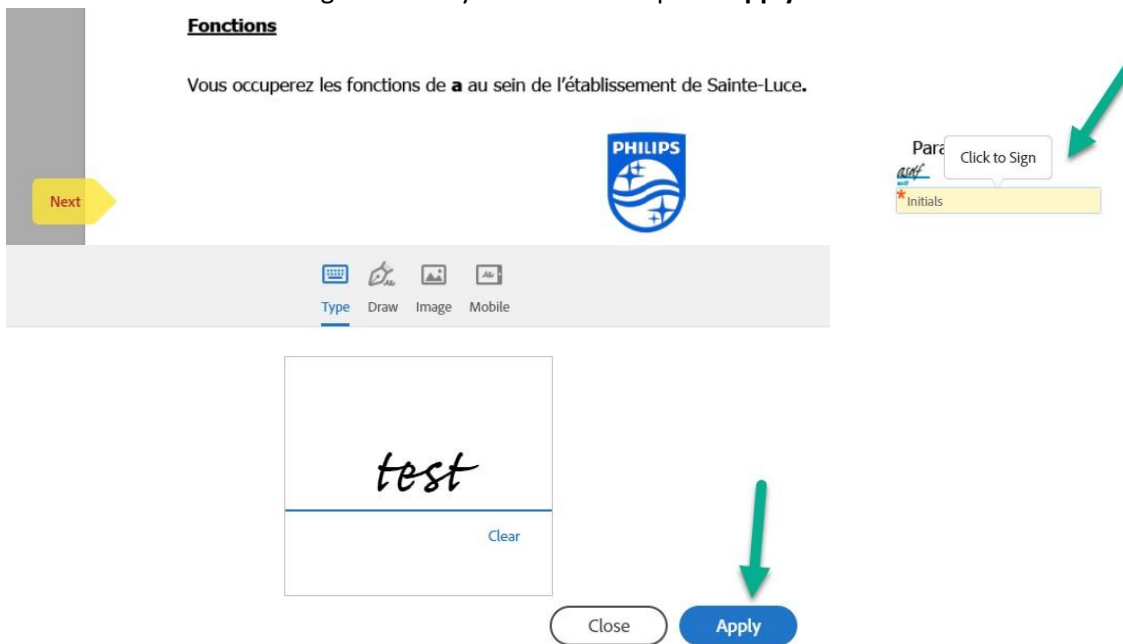
3. Click on the PDF to download the document. This is not required, but possible if you would like to first check the full document.
4. Press on the blue **E-sign by Adobe Sign**



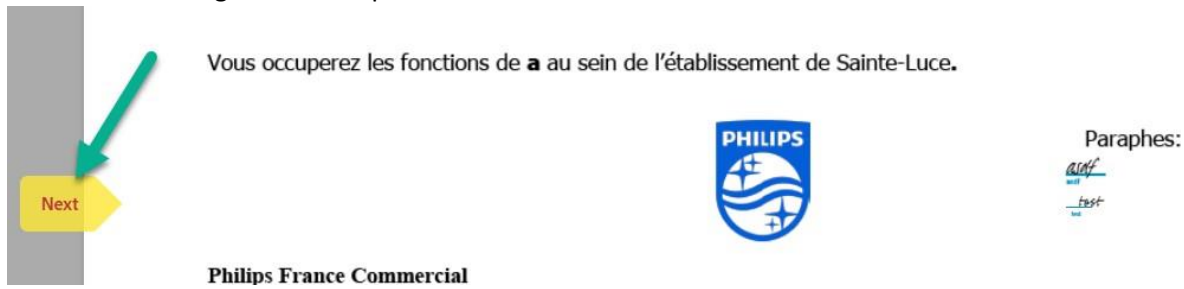
5. Allow Cookies and Accept the Terms of Use for e-signature:



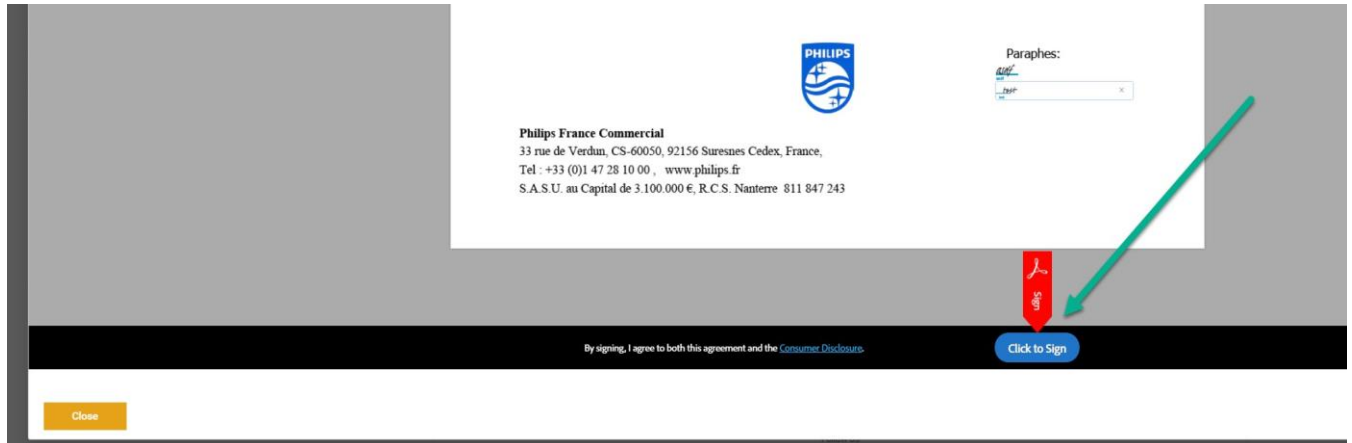
6. Press on Click to Sign and add your initials and press **Apply**:



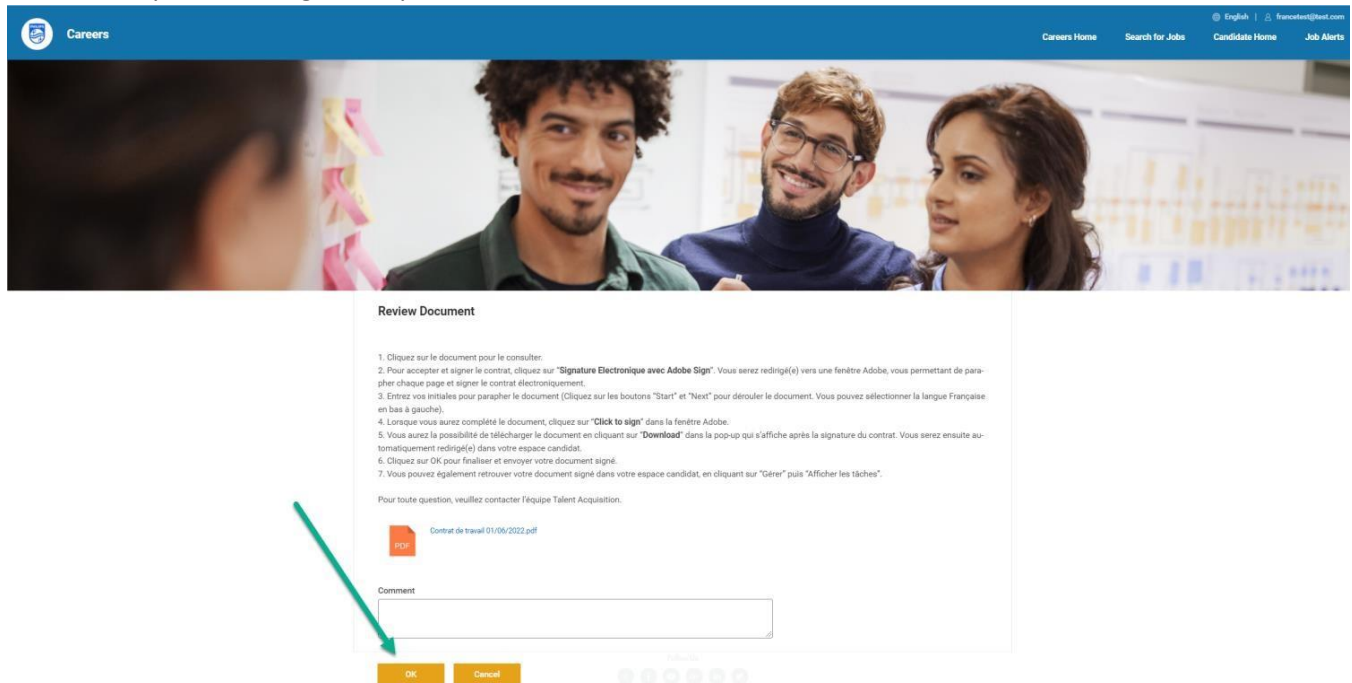
7. The signature appears. Then press **Next** to go to the next signature page. Keep repeating this until all signatures are placed.



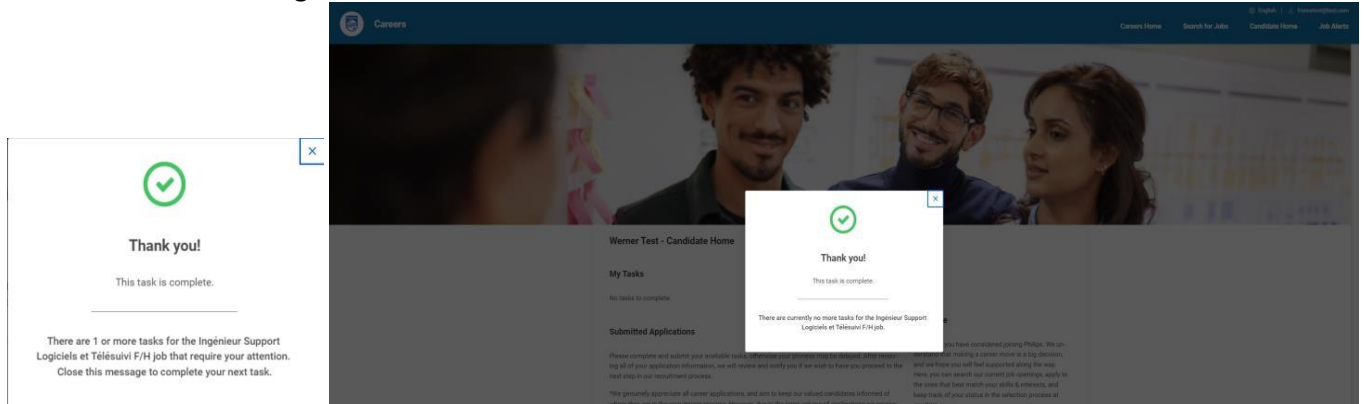
8. Once all signatures are added, a red arrow and blue button will appear. Press **Click to Sign**:



9. Once done, you are redirected to the candidate home page where you must press **OK** to complete the esignature process for the document:

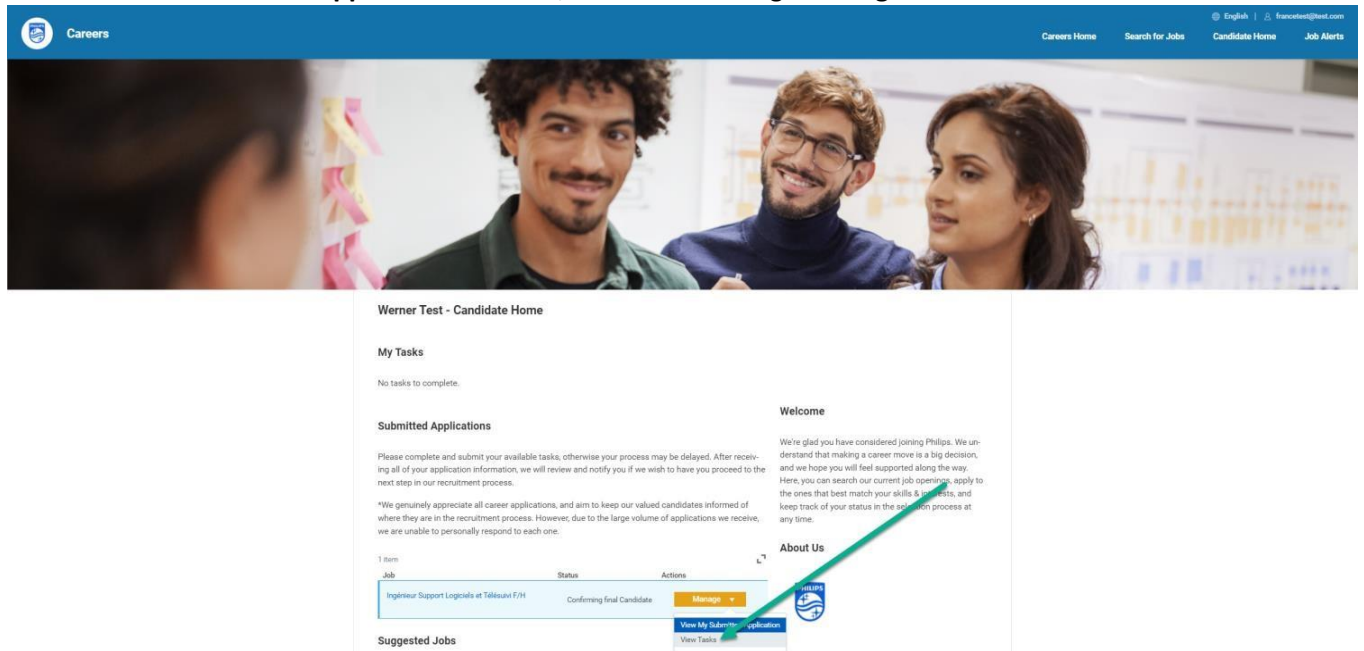


10. A pop up confirms the task is completed and indicates if more tasks are available. Simply close the pop-up by pressing **X** and the next document will automatically load. **Repeat step 3 to 9 until all tasks are e-signed and submitted.**

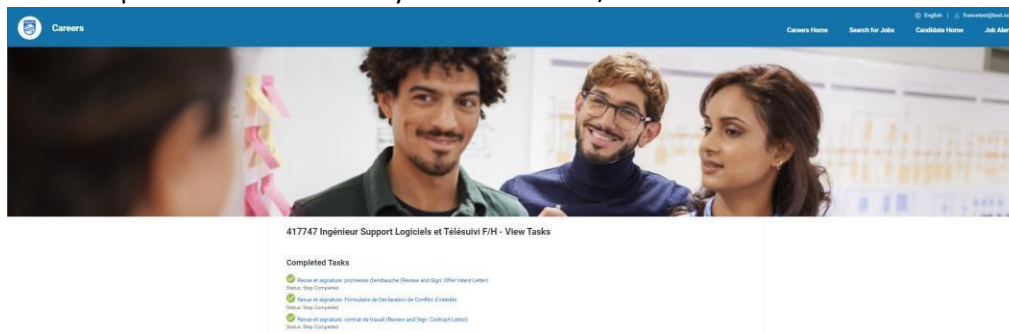


How to find back documents after e-signing and submitting:

1. Login to [Candidate Home](#)
2. At the **Submitted Applications** section, click on the orange **Manage** button and then **View Tasks**:



3. Open the task for which you want to view/download the documents:



4. Then click on the PDF to download. The top one is always the template, the bottom one is always the filled-in and/or e-signed document:



Review Document

Follow Us



Download and review the attached documents



Formulaire de Déclaration de Conflits
d'intérêts_FPC.pdf



FE FPC - Conflict of Interest Declaration
Form.pdf



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