

Recruitment Policy

1. Recruitment Policy

MyPup is committed to fair, transparent, and responsible recruitment and employment practices. This policy outlines how we ensure clarity, fairness, and consistency throughout the employee journey.

All MyPup policies are reviewed annually by the management team and, when updated, communicated to employees.

2. Fair Recruitment Practices

- MyPup does not request wage histories from job applicants.
- A salary range is provided when publishing vacancies. This range is based on a competency framework that aligns responsibilities with compensation.

3. Employment Contracts and Offer Letters

Every employee receives an employment contract or offer letter that:

- Is written in a language the employee understands.
- Is signed by both a company representative and the employee.
- Includes:

1. Company name
2. Names of both signing parties
3. Nature and place of work
4. Working hours
5. Base wage
6. Any additional wage components
7. Start date
8. Duration of employment
9. Conditions for termination

- If an employee is already working without a written contract or offer letter, MyPup provides documentation that meets the above criteria.
- All employees receive a copy of their contract or offer letter.

4. Variable Schedules

For employees on zero-hour contracts, the following terms apply:

- A clear deadline applies equally to both the company and the employee for scheduling changes.
- If work is cancelled after the agreed deadline for reasons within the company's control, the employee is paid in full.
- If work is cancelled after the deadline for reasons outside the company's control, no payment is made.

5. Onboarding Information

During onboarding, all employees are informed about:

- Their wage structure and any applicable additional components
- The benefits they are entitled to
- Our competency framework

More information can be found in our Impact Report.

6. Payslips

- Payslips are provided monthly via email, in English or Dutch depending on the employee's preference.
- Payslips include:
 - Base wage
 - Additional wage components
 - Any deductions

We continue to review and improve our employment practices in line with our policies and employee needs.