



# MOBILITY IN THE PRIVATE SECURITY INDUSTRY



**BELGIUM**

## INFORMATION FOR EMPLOYEES

**This document sets out the labour market, social security, taxation and private security industry rules applying to the employment of foreign nationals in the private security industry in Belgium. It also provides information on collective agreements and key employment legislation applying to the sector.**



## Labour market entry rules

Residence permit	<b>EU</b>	<b>EEA</b>	<b>Other non-EU</b>
	Required*	Not required	Required **
<p>*An EU national is granted a temporary residence permit valid for three to five months, which can be renewed for a further three months once the individual finds a job and is registered with the Belgian Social Security System. Employees may then apply for an identity card and to be officially registered in the foreign population register.</p> <p>** Non EU-nationals must register with their local commune within eight days of their arrival in Belgium.</p> <p><b>Responsible agency</b></p> <p>The registration must be done in the town hall of the commune where the employee is staying within three days of their arrival in Belgium.</p> <p><a href="http://www.justlanded.com">http://www.justlanded.com</a></p> <p>Le Service Public Fédéral Intérieur (Office des étrangers)</p> <p><a href="http://www.ibz.fgov.be">http://www.ibz.fgov.be</a></p> <p><a href="http://www.dofi.fgov.be">http://www.dofi.fgov.be</a></p> <p><b>Who is responsible for obtaining the residence permit?</b></p> <p>The employee is responsible for the registration..</p>			
Work permit	<b>EU</b>	<b>EEA</b>	<b>Other non-EU</b>
	Not required, except for BG and RO nationals*	Not required	Required
<p>*Belgian Embassy or Consulate in the country of the applicant: <a href="http://www.diplomatie.be">www.diplomatie.be</a></p> <p><b>Responsible agency</b></p> <p><b>National Employment Department:</b></p> <ul style="list-style-type: none"> <li><a href="http://www.employment.belgium.be/home.aspx">http://www.employment.belgium.be/home.aspx</a></li> </ul> <p><b>Regional Employment Departments:</b></p> <p><b>Brussels :</b></p> <ul style="list-style-type: none"> <li><a href="http://www.bruxelles.irisnet.be">http://www.bruxelles.irisnet.be</a></li> <li><a href="http://www.actiris.be">http://www.actiris.be</a></li> </ul>			

	<p><b>Wallonia :</b></p> <ul style="list-style-type: none"> <li>• <a href="http://emploi.wallonie.be">http://emploi.wallonie.be</a></li> <li>• <a href="http://www.leforem.be">http://www.leforem.be</a></li> </ul> <p><b>Flanders :</b></p> <ul style="list-style-type: none"> <li>• <a href="http://www.werk.be">http://www.werk.be</a></li> <li>• <a href="http://vdab.be">http://vdab.be</a></li> </ul> <p><b>German speaking Community :</b></p> <ul style="list-style-type: none"> <li>• <a href="http://www.dglive.be">http://www.dglive.be</a></li> <li>• <a href="http://www.adg.be">http://www.adg.be</a></li> </ul> <p><b>Who is responsible for obtaining the work permit?</b></p> <p>There are different types of work permit. The employee is responsible for obtaining the A &amp; C permit. The employer is responsible for obtaining the B permit.</p>						
Other visas/permits required	<table border="1" data-bbox="568 954 1238 1097"> <thead> <tr> <th data-bbox="568 954 791 1025">EU</th> <th data-bbox="791 954 1015 1025">EEA</th> <th data-bbox="1015 954 1238 1025">Other non-EU</th> </tr> </thead> <tbody> <tr> <td data-bbox="568 1025 791 1097">Not required*</td> <td data-bbox="791 1025 1015 1097">Not required</td> <td data-bbox="1015 1025 1238 1097">Required</td> </tr> </tbody> </table> <p>* BG and ROM nationals need a permit to start working.</p> <p><b>Responsible agency</b></p> <p>Belgian Embassy or Consulate in the country of the applicant  <a href="http://www.diplomatie.be">http://www.diplomatie.be</a></p> <p>Service Public Fédéral Affaires étrangères, Commerce extérieur et Coopération au développement  <a href="http://www.diplomatie.be/fr/default.asp">http://www.diplomatie.be/fr/default.asp</a></p> <p><b>Who is responsible for obtaining visa/permit?</b></p> <p>The employee is responsible for obtaining the permit.</p>	EU	EEA	Other non-EU	Not required*	Not required	Required
EU	EEA	Other non-EU					
Not required*	Not required	Required					

## Social security/taxation rules

<p>Social security registration</p>	<p>Social security registration is required. Foreign employees, self-employed people, and apprentices must declare their activities in Belgium to the government in advance. This mandatory declaration is part of a larger project: Limosa. The Belgian government hopes that Limosa will create a better framework for the correct employment of foreign workers in Belgium. Special attention will be paid to their rights and conditions of employment.</p> <p><a href="#">Employees</a> and <a href="#">apprentices</a> who come to work in Belgium temporarily or partially are, in principle, not subject to the Belgian social security system.</p> <p><a href="http://www.socialsecurity.be/foreign/en/employer_limosa/home">http://www.socialsecurity.be/foreign/en/employer_limosa/home</a></p> <p>The employee is responsible for the registration if s/he is self-employed. The employer is responsible for the registration if s/he hire someone who is not registered. A third party can also do this on your behalf. FPS Social Security.</p> <p><a href="https://www.socialsecurity.be/foreign/en/employer_limosa/home.html">https://www.socialsecurity.be/foreign/en/employer_limosa/home.html</a></p>
<p>Health insurance registration</p>	<p>Health insurance registration is required. Health insurance is mandatory in Belgium and basic cover is generally provided by the national social security system. (<a href="http://www.justlanded.com">http://www.justlanded.com</a>)</p> <p>Employees have to join a health insurance scheme, choosing a mutual association or register with a supplementary health insurance fund. All employees and self-employed people in Belgium must contribute to a health insurance fund (<i>mutualité/ziekenfonds</i>) as part of the normal social security enrolment process.</p> <p>The employee is responsible for the registration.</p> <p>Institut National d'Assurance Maladie-invalidité</p> <p><a href="http://www.inami.fgov.be">http://www.inami.fgov.be</a></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>- <a href="http://www.mloz.be">http://www.mloz.be</a></li> <li>- <a href="http://www.mutsoc.be">http://www.mutsoc.be</a></li> <li>- <a href="http://www.cm.be">http://www.cm.be</a></li> <li>- <a href="http://www.mut400.be">http://www.mut400.be</a></li> <li>- <a href="http://www.neutrale-ziekenfondsen.be">http://www.neutrale-ziekenfondsen.be</a></li> </ul>
<p>Registration with tax authorities</p>	<p>According to the Belgian Income Tax Code of 1992, the Belgian tax system distinguishes between "resident" and "non-resident" taxpayers when it comes to determining what income is subject to taxation. Each foreigner will be considered to be a Belgian resident (for tax purposes) as soon as s/he enters into the local population register and, as a result,</p>

is domiciled in a Belgian community.

<http://www.belgium.be>

<http://www.justlanded.com/english/Belgium/Belgium-Guide/Money/Income-tax-liability>

Registration with tax authority is required. Both the employer and the employee are responsible for the registration.

Service Public Fédéral Finances <http://minfin.fgov.be>

## Private security industry rules

Professional licence/documentation	<p>A professional licence is required for workers and managers. The licence is valid for 5 years and is renewable for the same period. An identification card is also mandatory. This is designed and delivered by Home Office, valid for 5 years and must be shown by the guard upon request. The company remains the owner of the identification card.</p> <p>Awarding authority: Ministry of Interior <a href="http://www.vigilis.be">http://www.vigilis.be</a></p> <p><u>Workers (operational staff):</u></p> <p>A professional licence is required for workers in the sector</p> <p>The worker must:</p> <ul style="list-style-type: none"><li>• pass the examinations (medical examinations and psycho technical tests)</li><li>• pass the training and examinations</li><li>• meet the security requirements (security investigation by the Ministry of the Interior).</li><li>• have the nationality of one of the EU Member States</li><li>• have attained the age of 21.</li></ul> <p>It is only after fulfilling all these conditions that the worker may obtain an identification card and carry out security activities.</p> <p>Awarding authority: Ministry of Interior, Direction Private Security <a href="http://www.ibz.be">http://www.ibz.be</a> <a href="http://www.vigilis.be">http://www.vigilis.be</a></p> <p><u>Managers (managing staff):</u></p> <p>A professional licence is required for managers in the sector.</p> <ul style="list-style-type: none"><li>• Certain conditions must be met by the leaders of security companies.</li></ul> <p>Main conditions:</p> <ul style="list-style-type: none"><li>• Have not been sentenced for any crime or misdemeanor involving a fine, community service or imprisonment;</li><li>• Meet the training requirement;</li><li>• Meet the citizenship requirement (citizenship of an EU Member State)</li><li>• Refrain from certain incompatible activities;</li></ul>
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- Satisfy the condition regarding prohibition of passage;
- Comply with security conditions and having committed no act that was contrary to professional ethics;
- Have attained the age of 21.

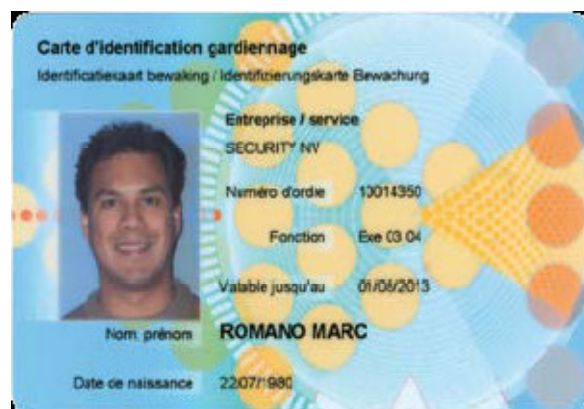
The security managers must also meet certain conditions such as having successfully completed training in a recognized centre, have not been sentenced for any crime or misdemeanor involving a fine, community service or imprisonment or have passed the psychological test is imposed on them. If the conditions are met, officers and directors may then apply for their ID card at the Ministry of Interior. This card will allow them to practice in the field of security in Belgium.

Awarding authority: Ministry of Interior, Direction Private security

<http://www.ibz.be>

<http://www.vigilis.be>

Examples of ID card:



Membership of

Membership of a professional body is not required. Access to the professional body is limited to companies. Employees can apply to be members of a trade

<p>professional body</p>	<p>union.</p> <p>List of trade unions:</p> <p><a href="http://www.csc-en-ligne.be">http://www.csc-en-ligne.be</a> (ACV – CSC)</p> <p><a href="http://www.fgtb.be">http://www.fgtb.be</a> (ABVV-FGTB) (For employees: <a href="http://www.setca.org">http://www.setca.org</a> (Setca-BBTK))</p> <p><a href="http://www.cgsib.be">http://www.cgsib.be</a> (ACLVB-CGSLB)</p>
<p>Criminal records check/other checks to be performed in order to obtain employment</p>	<p>Workers/managers in the sector have to undergo a criminal records check to work in the industry. This check is done by the Ministry of the Interior.</p> <p><b>Enquiry on security conditions</b></p> <p><u>Enquiry on security conditions</u></p> <p>Staff officers and any operational personnel (caretaking, agents, administrative and logistics staff, responsible for courses), as well as some administrators of internal security guard services companies or training centres are expressly expected not to have committed any reprehensible acts in the past. These include acts constituting a serious breach of ethics rules for the guard or staff leader. They are acts which are perhaps not considered to be very serious by ordinary citizens and are not necessarily subject to a criminal conviction. However, they may be important in the case of someone who works in the security sector. This is why the Minister of Internal Affairs may estimate that these acts constitute an impediment to exercising some functions in the security sector. To verify whether the person concerned has committed such acts or to know if s/he maintains relations with the criminal environment, the Ministry of Interior may decide to launch an investigation into the conditions of security, also called "screening". This survey will be provided by officials of the Ministry of Interior, the police or national security officials.</p> <p>The facts, on which the screening is based, are information provided by the police or found on the past professional career. Other data, falling under the privacy of the person concerned, and including his family and financial situation, political or trade union beliefs, his emotional and sexual life, are not subject of the investigation, at least insofar as they do not may have repercussions on the specific professional missions of the concerned person.</p> <p>Awarding authority: Ministry of Interior, Direction Private security</p> <p><a href="http://www.ibz.be/code/fr/loc/secuprev.shtml">http://www.ibz.be/code/fr/loc/secuprev.shtml</a></p> <p><a href="http://www.vigilis.be">http://www.vigilis.be</a></p>
<p>Training/qualification requirements</p>	<p>Training is obligatory; length varies depending on sector of activity. Basic training 132 hours. Various compulsory additional and specific training (managerial staff of different levels, body-guarding, mobile patrolling, use of weapons, CIT, dog handlers, museum guards, etc).</p> <ul style="list-style-type: none"> <li>• Having completed the necessary training, education and experience: Operational staff: Basic training</li> </ul>



- Complementary training:
- Protection of persons: 66 hrs
- Transport of valuables: 78 hrs
- Mobile guarding and intervention after alarm: 42 hrs
- Operator control room: 58 hrs
- Store detective: 45 hrs
- Access control persons and event security: 58 hrs
- Traffic monitoring (new activity): 16 hrs
- Registration of material facts on public domain: 16 hrs
- Hotel security: 40 hrs
- Recycling: every 5 years minimal 32 hrs (including 2 hrs updated legislation)
- Arms training: 42 hrs (Including 2 hrs updated legislation) + follow-up training every 6 months
- Employer organises training
- Duration and content decided on company level
- Follow up training is voluntary
- No legal provisions for continuous training

The training centres are licensed by the Ministry of the Interior. Training has to be provided in approved training centres and examinations lead to the award of a certificate valid for a period of 5 years (if other conditions – see above – also fulfilled). Re-training must take place after 5 years and needs to be of at least 12 hours duration for operational staff and 6 hours for management staff. A Commission on training in security companies advises the Ministry of the Interior on the content of curricula. Trainers also have to provide character references and must be approved by the Ministry of the Interior, just as all the handbooks being used.

Workers: operational staff

1) The "general competence certificate security guard" is only provided after individual training of 132 hours and consisting of the following courses is successfully completed:

- 1 ° Organization of the security industry and their activities: 8 hours;
- 2 ° the study of law concerning guarding thorough study of the rights and obligations of the security guard: 16 hours;
- 3 ° applied common law rights and obligations: 8 hours;
- 4 ° communication techniques: 10 hours;
- 5 ° analogue and digital communication: 4 hours;

	<p>6 ° cultural understanding and diversity: 12 hours;</p> <p>7 ° observation and reporting: 12 hours;</p> <p>8 ° psychological conflict: 16 hours;</p> <p>9 ° physical avoidance techniques: 8 hours</p> <p>10 ° appropriately respond to fire disasters and bomb-alarms: 12 hours;</p> <p>11 ° company first rescuer: 20 hours;</p> <p>12 ° social relations in the security industry: 6 hours.</p> <p>2) The "attestation security guard - mobile surveillance" is provided only after relevant training of 40 hours and consisting of the following courses is successfully completed:</p> <p>1° mobile surveillance and alarm management legislation: 8 hours;</p> <p>2° knowledge of alarm systems, emergency centers and remote monitoring: 8 hours;</p> <p>3° safe driving: 8 hours;</p> <p>4° risk assessment: 4 hours;</p> <p>5° used avoidance techniques: 4 hours;</p> <p>6° intervention methods and procedures: 8 hours.</p> <p>3) The "attestation security guard - cafe and dance venues" is only provided after an individual course of 32 hours and consisting of the following courses is successfully completed:</p> <p>1 ° specific risks breaking the law: 8 hours;</p> <p>2 ° specific security risks in a given area: 12 hours;</p> <p>3 ° violent surveillance methods in a given area: 12 hours.</p> <p>4) The "attestation security guard - shop inspector" is only provided after an individual course of 20 hours and consisting of the following courses is successfully completed:</p> <p>1 ° common law and specific powers and duties of the shop inspector: 8 hours;</p> <p>2 ° depth study of the crimes of interest to the shop inspector: 4 hours;</p> <p>3 ° product knowledge and intervention methods: 8 hours.</p> <p>5) The "attestation security guard - protecting people" is only provided after an individual course of 51 hours and consisting of the following courses is successfully completed:</p> <p>1 ° safety analysis and construction of the security: 16 hours;</p> <p>2 ° formations and procedures to protect people: 12 hours;</p> <p>3 ° protection with individual cars: 12 hours;</p> <p>4 ° shielding techniques: 8 hours;</p>
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	<p>5 ° police organization: 3 hours.</p> <p>6) The "attestation security guard - secure transport is only provided after an individual course of 69 hours and consisting of the following courses is successfully completed:</p> <ul style="list-style-type: none"> <li>1 ° organization and secure transport types: 3 hours;</li> <li>2 ° laws protected the value of transportation: 15 hours;</li> <li>3 ° driving techniques, defensive driving and crash techniques : 16 hours;</li> <li>4 ° techniques of secure transportation: 10 hours;</li> <li>5 ° for secure transport vehicles: 3 hours;</li> <li>6 ° used analogue and digital communication techniques: 3 hours;</li> <li>7 ° risk management and dealing with crises: 16 hours;</li> <li>8 ° applied knowledge of police and the public: 3 hours.</li> </ul> <p>7) The "attestation security guard - alarm center operator" is only provided after an individual course of 70 hours and consisting of the following courses is successfully completed:</p> <ul style="list-style-type: none"> <li>1 ° legislation alarm management, tracking and management intervention after alarm: 12 hours;</li> <li>2 ° knowledge of alarm systems, emergency centers and remote monitoring: 18 hours;</li> <li>3 ° telephone communication skills and problem solving: 24 hours;</li> <li>4 ° applied analogue and digital communication techniques: 6 hours;</li> <li>5 ° methods of technical alarm verification and alarm procedures: 8 hours;</li> <li>6 ° Organization of the intervention services: 2 hours.</li> </ul> <p>8) The "attestation security guard - ascertain material facts" is provided only after 24 hours of training one person and consisting of the following courses is successfully completed:</p> <ul style="list-style-type: none"> <li>1 ° applied legislation parking: 4 hours;</li> <li>2 ° applied the law on the powers of security guards: 4 hours;</li> <li>3 ° findings and determination methods: 8 hours;</li> <li>4 ° risk management and conflict resolution: 8 hours.</li> </ul> <p>9) The "attestation security guard - traffic" is only reinforced when a person 20 hours of training and consisting of the following courses is successfully completed:</p> <ul style="list-style-type: none"> <li>1 ° traffic: 4 hours;</li> <li>2 ° applied traffic regulations: 8 hours;</li> <li>3 ° techniques and task performance: 8 hours.</li> </ul>
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10) The "attestation security guard - museum guard" is only provided after an individual course of 72 hours and consisting of the following courses is successfully completed:

1 ° study of the rules relating to monitoring and thorough study of the rights and obligations of the security guard: 20 hours;

2 ° prevention and intervention used in museums: 12 hours;

3 ° cultural understanding and diversity: 12 hours;

4 ° observation and reporting: 12 hours;

5 ° psychological problems : 16 hours.

11) The "attestation security guard - Armed activities" is only provided after an individual course of 42 hours and consisting of the following courses is successfully completed:

1 ° legislation used on the arms act, legal defense and course of using weapons conducting surveillance activities: 12 hours;

2 ° applied knowledge weapon: 6 hours;

3 ° security techniques used in handling a weapon: 12 hours;

4 ° fire exercise : 12 hours.

Private security managers:

1 ° for the exercise of authority over security guards, employed in the territory of Brussels Capital Region, one or more counties or all of the security guards security firm or internal security: holding an "attestation managerial type A";

2 ° for the exercise of authority over more than 15 security agents, without responsibility, as provided under 1 °, hold, either:

a) the "attestation managerial type A";

b) the "attestation managerial type B".

3 ° for the exercise of authority over a maximum of 15 security guards, without responsibilities, as sought by 1 °, hold either:

a) the "attestation managerial type A";

b) the "attestation managerial type B";

c) the certificate of competence required for the security guards under their charge at least six months and hold an identification card for this monitoring activity.

The "attestation managerial type A person is only given after a course of 100 class hours and consists of the following courses is successfully completed:

1 ° the organization of private and public security sector: 12 hours;

2 ° fundamental rights and safety: 12 hours;

3 ° depth study regulations regarding guarding: 24 hours;

4 ° applied Liability: 8 hours;

5 ° cultural understanding and diversity: 8 hours;

6 ° social relations in the guarding and applied social law: 8 hours;

7 ° applied security analysis and guarding techniques: 24 hours;

8 ° integrity and professional ethics: 4 hours.

The "attestation managerial type B is only provided after an individual course of 52 hours and consisting of the following courses is successfully completed:

1 ° Organization of the security industry: 8 hours;

2 ° study regulations regarding guarding: 16 hours;

3 ° rights and security: 8 hours;

4 ° cultural understanding and diversity: 8 hours;

5 ° applied security analysis and guarding techniques: 8 hours;

6 ° integrity and professional ethics: 4 hours

To work in Belgium with a training obtained abroad, authorisation of Ministry of Interior are required.

<http://www.ibz.be>

For the complete list of authorised training centres, see [www.vigilis.be](http://www.vigilis.be)

Main training centres:

**Belinsec-SBD**

Belgian Institute for Security

Nieuwbrugstraat 85

1830 Machelen

T 02-745 37 11

F 02-757 93 43

[belinsec@seris.be](mailto:belinsec@seris.be)

[www.belinsec.be](http://www.belinsec.be)

**Fact Training Center**

Rue Acreman 2

1300 Limal

T 010-41 88 40

F 010-40 01 55

[info@cimseg.be](mailto:info@cimseg.be)

[www.cimseg.be](http://www.cimseg.be)

**G4S Training Services sa**

	<p>Poverstraat 75, blok 44  1731 Asse  T 02-451 62 00  F 02-451 62 01  <a href="mailto:training@be.g4s.com">training@be.g4s.com</a>  <a href="http://www.g4s.be">www.g4s.be</a></p> <p><b>Securitas Training sa</b>  Sint-Lendriksborre 3  1120 Neder-over-Heembeek  T 02-263 58 00  F 02-263 58 01  <a href="http://www.securitas.be">www.securitas.be</a></p> <ul style="list-style-type: none"> <li>• For certification of training obtained in other countries:  <a href="http://www.vigilis.be/upload/documents/KB_100208_EGBeroepskwalificaties.pdf">http://www.vigilis.be/upload/documents/KB_100208_EGBeroepskwalificaties.pdf</a></li> </ul> <p>Awarding authority: Ministry of Interior  <a href="http://www.ibz.be">http://www.ibz.be</a>  <a href="http://www.vigilis.be">http://www.vigilis.be</a></p>
Language requirements	<p>Proficiency in the national language is not required to work in the sector but is recommended.</p> <p>A function classification is established on the language skills by the CLA. (cfr CLA classification (09/10/2009))</p> <p>Basic static guard:</p> <p>SB = static guard (basic category) : 1 language  SQ = static guard (qualified) : 2 languages  SE = static guard (expert) : 3 languages  SEL = static guard (expert languages) : 4 languages</p>

## Collective agreements and national employment legislation

<p>Collective agreements in force in the private security industry</p>	<p>Sectoral collective agreements have been concluded and are applied on a company level. The collective agreements are very wide-ranging, covering: job classification; minimum wages; bonuses; working hours (weekly, overtime, holidays); flexitime; special schedules (nights, teams, weekends); workload restrictions; job security, contracts, period of notice in case of dismissal; a staff takeover scheme when a contractor changes at a site; end-of-career management, vocational training; health and safety at work; social fund; trade union rights, worker representation.</p> <p>Collective agreements set down the following:</p> <ul style="list-style-type: none"> <li>• Wages paid at hourly rate averaging between €12,1335 and €14. Wages are subject to automatic indexation. Entry level (first 3 months) averaging between €11,5268 and €13,9797. Effective since 1 February 2008.</li> <li>• Job classification</li> <li>• Schedules in place in the sector</li> <li>• Salaries, benefits, compensation and indexation</li> <li>• RGPT allowance (expenses)</li> <li>• Provision of meal vouchers</li> <li>• Work clothes and equipment</li> <li>• Transportation costs</li> <li>• Incapacity benefits in the case of illness or accidents covered under common law</li> <li>• Time credits</li> <li>• Employment and training policies</li> <li>• Increased efforts to provide training</li> <li>• Sectoral theoretical and practical vocational training courses (including for the redeployment of workers)</li> <li>• Employment of at-risk groups</li> <li>• Early-retirement after redundancy and part-time early-retirement for workers aged 55 years and over</li> <li>• Sectoral pension plan</li> <li>• Establishment of a Fund to safeguard income security</li> <li>• Status of the union delegation and union training</li> </ul>
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- Setting of measures to promote security
- Procedure to allocate protected areas/zones for the transportation of valuables
- Working time (e.g. weekly working hours, overtime, paid annual leave)
- Flexibility of working time
- Special working hours (e.g. night, shift, weekend)
- Limitation of work load
- Job security, contracts, redundancy notice periods
- System used to take over staff following a transfer of undertaking
- End-of-career management (e.g. early retirement)
- Vocational training (e.g. sectoral centre, initial and ongoing training)
- Health, safety and well-being at work and sectoral social fund.
- The collective agreement adds to this provision the requirement of 32 hours of training for each 5 years of service and 40 hours for staff aged over 50. Cash in transit guards are to receive 40 hours of training every two years.

Sectoral CLA's: Ministry of Employment:

<http://www.emploi.belgique.be>

<http://www.emploi.belgique.be/resultsCAO.aspx?search=QlpoOTFBWSZTWbIPCrwAAB1/gP9/AQBAB3iCOcvdAL//36AAALAA+21Q0SCaaaZpA0MgGmjTQyGgyZMhnpkp6mmjQaNNDExGmmRghkxMRoJTUhT00emgehMmQxMjRkzSGAQxqRDnNHCSKRGjIICMYaqdxGhhpk5lucOS7XwGEiAcTZJDdNoCA BtQUVGtEsYnNdrjJCaCMbKyHE99hBodKGzes5DUweSTmJoinpJg6PUtE8+qKDFC5mkxNfCwanQSgtyZ8qJ4VSzdb3xrbWik+RIW oUdl+/h4UgyzBz7HVyMArFNTCKZEZpQSLIKxoq4ypBKm6IglwVku6XG7I6rslcDr3VpYX0MqwFD3Atsy00Ts03kG33pq1F18KKMbiLSI9qUrvoZBFnVU Zy29wueltLYhvIrLx/F3JFOFCQsg8KvA>

For sectoral agreements see also [www.apeg-bybo.be](http://www.apeg-bybo.be)



Entitlements to work related benefits and training

Workers

- Benefits for dog handlers

Guards working with dogs receive a maintenance allowance of €99,16 (net) (non-imposed) monthly provided that they are in a list kept by the company, and provided that they performed in a month at least one duty with their dog. In addition, they receive a premium of €0.25 (gross) per hour.

- Benefits for guards working with weapons (premiums not applicable in military bases and for carriers of funds)

The SB and SQ category guards performing work with weapons are entitled to a premium of € 0, 1734 an hour. This premium follows the indexation of wages.

- Premium fund carriers

All funds carriers receive a premium of € 0.10 an hour.

- Officials Holidays

An equivalent premium of 30 % of the hourly wage of category SB (€3, 7129 an hour) shall be granted for services performed during the 11 official holidays.

This premium is doubled from the 7th holiday provided as agreed in article 16 of the CLA of 9 October 2009 on the duration and the humanization of labour.

The night, Sunday and holiday premiums are cumulative.

- Sundays

The premium for working on Sundays between 0 h and 24 h amounts to 20 % of the hourly wage category SB, namely €2,4752 an hour.

Since 1<sup>st</sup> January 2008, a 50 % per hour supplement is paid for the 33<sup>th</sup> weekend worked.

- Night work

The employer grants a premium for night work for presence between 10 p.m. and 6: 00 hours. The premium amounts to €2, 7846 an hour or 22.5 % of the hourly wage category SB.

Year end premium

The amount of year-end bonus has been set at 8, 33 % of the wages earned between 1<sup>st</sup> of October of the previous year and 30st September of the current year. The premium is paid at the latest at the end of the month of December. A compensation under € 12, 39 is not paid.

Stand-by premium

Applicable but in the process of being renegotiated.

#### Seniority premium

The seniority premium is equivalent to:

Seniority	(Non-recurring) premium
5 years	€ 74,37
10 years	€ 123,95
15 years	€ 247,89
20 years	€ 371,84
25 years	€ 495,79
30 years	€ 619,73

The premiums are granted on the effective seniority of the worker (contractual seniority, seniority or seniority arising from the transfer of a business contract). In addition to this premium, workers are entitled to recurring seniority related paid leave days:

- 10 years seniority in the enterprise: 1 day;
- 15 years seniority in the enterprise: 2 days;
- 20 years seniority in the sector: 3 days.

#### Union premium

The Union premium amounts to € 135 per year. Workers receive this premium at the same time as the year-end bonus.

#### Existence security allowance

The allowance granted for technical or economic unemployment amounted to € 11 per day for a maximum of a 60-day period during the reference period (1<sup>st</sup> of October-30<sup>th</sup> of September).

## 2. Employees

Employees performing services as driver or follower in the Cash in Transit sector shall be treated as operational employees and are thereby entitled to the same premiums and benefits.

#### Benefits for guards working with 'weapons'

Operational category 2, 3 and 4 workers performing work with a

	<p>weapon are entitled to a bonus amounting to € 0, 1734 per hour. This Premium follows the indexation of wages.</p> <p>Benefits for dog handlers</p> <p>A bonus amounting to €99,16/month + €0,25/hour</p> <p>Benefits for security personnel transporting funds (i.e. money)</p> <p>Bonus amounting to €0,10/hour</p> <p>Stand-by Premium</p> <p>A premium of €5,70 per 24 hours or €39,90 per calendar week is granted to staff on stand by. A minimum of €2,85 is guaranteed for stand by duty of less than 12 hours.</p> <p>Contractual 'stand-by'</p> <p>Flat monthly allowance: €20</p> <p>Transport costs: €0,25/km</p> <p>Voluntary 'stand-by'</p> <p>Flat monthly allowance: €20,00</p> <p>Additional compensation package: € 8/week</p> <p>Premium for each hour of 'stand-by': € 0,50</p> <p>In the case of actual activity:</p> <p style="padding-left: 40px;">Hourly salary: and additional €1,00</p> <p style="padding-left: 40px;">Transport costs: €0,25/km</p> <p>Night Premium</p> <p>A premium of €2, 7846 (indexed) is granted per hour presence between 10 p.m. and 6 p.m.</p> <p>Since 1 January 2008 the premiums related to night work, Sundays and holidays are harmonized with workers premiums. The premiums for night work, Sunday and holidays are cumulative.</p> <p>Weekend Premium</p> <p>Additional 50% per hour worked, applicable from the 33<sup>rd</sup> weekend worked.</p> <p>Sunday Premium</p> <p>A Premium of €2, 4752 (indexed) per hour is granted for hours worked on Sundays between 0 h and 24.</p> <p>Since 1<sup>st</sup> of January 2008, a 50% payroll (basis wage + premiums) supplement is paid per hour from the 33<sup>th</sup> weekend worked.</p> <p>Since 1 January 2008 the premiums related to night work</p>
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Sunday and holidays are harmonized with workers premiums. The premiums of night, Sunday and holidays are cumulative.

#### Holiday Premium

A premium of €3, 7129 (indexed) per hour is granted for the services performed during one of the 11 official holidays.

As agreed in article 20, f) of the 9 October 2009 CLA on the duration and the humanization of work, this premium is doubled from the 7th holiday worked.

Since 1 January 2008, the premiums related to night work Sunday and holidays are harmonized with workers premiums. The premiums for night, Sunday and holidays are cumulative.

#### End of Year Bonus

An equivalent to a 13th full month premium is paid in the course of the month of December before year-end festivities.

#### Flat-rate premium

With the month of December, a flat-rate premium of € 145, 06 (indexed) is granted to all operational and administrative employees. This premium is granted in proportion to part-time staff.

#### CIT Premium

A premium of € 0.10 per hour of effective performance shall be granted to all the values carriers.

#### Work Clothes

Bonus amounting to € 12,82/month

#### Union bonus

Bonus amounting to €135,00

#### Existence security

€ 11,00 per day of unemployment (technical or economic) for a maximum of 60 days.

#### Seniority Bonus for workmen

Seniority	(Non-recurring) premium
5 years	€ 74,37
10 years	€ 123,95 + 1 day
15 years	€ 247,89 + 2 days

20 years	€ 371,84
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25 years	€ 495,79
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30 years	€ 619,73
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#### Seniority Bonus for Employees

Employees are entitled to a non-recurring seniority premium paid during the anniversary month of the entry into service of the employee.

Seniority	(Non-recurring) premium
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5 years	€ 99,16
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10 years	€ 198,31
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15 years	€ 247,89
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20 years	€ 371,84
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25 years	€ 495,79
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30 years	€ 619,73
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The recurring seniority leave days are available as follows:

Seniority	Days leave
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5 years	1 day
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10 years	2 days
----------	--------

15 years	3 days
----------	--------

20 years	4 days
----------	--------

25 years	5 days
----------	--------

30 years	6 days
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National working time legislation

The number of on-call hours are limited as follows:

A) Worker

1) per day:

- Maximum 11 hours. The worker has the right to refuse longer employment without being sanctioned.
- a rest period of 12 hours is guaranteed between two full service periods;
- a meal break of 30 minutes is guaranteed to the mobile guard for a planned work period between 5 and 8 hours. If the performance is longer than 8 hours (up to 12 hours), a meal break of one hour is guaranteed. This meal breaks is an integral part of the planned work period.

2) Per week (i.e. 7 day period (see art. 6 § 1 (b)) 24.00 h):

- maximum 60 hours
- The maximum uninterrupted work period should not be more than 6 consecutive days.
- The minimum rest period after a period of 6 working days or after 60 hours is 48 hours.
- There is a possibility, at the company level, to conclude some different agreements, according to specific conditions such as flexible working time arrangements, which are relevant in the company.

3) per month:

*The schedule may differ from the monthly duration as determined in Article 4, and the difference should be compensated by the employer, in accordance with the provisions laid down in article 6.*

Based on operational needs, the schedule may vary between at least 15 hours and 175 contractual hours. Work beyond 175 hours will be done on voluntary basis.

- Minimum limits: the employer undertakes to provide a schedule that guarantees the minimum contractual hours. If he fails, he must at least ensure a minimum equivalent to 15 hours below the contractual hours. When those hours are above 160, the minimum is set at 145 hours;
- *Maximum limit: 190 hours;*
- *If the schedule of the worker does not reach the minimum contractual hours, he may be called minimum 48 hours before work.*
- These calls may not coincide with the annual vacation, or with the rest period duly requested by the worker.
- *For the worker placed on economic unemployment, this*

	<p><i>rule is not applicable.</i></p> <p>4) Per year (1 January to 31 December):</p> <ul style="list-style-type: none"> <li>- Maximum limit: 1990 hours.</li> </ul> <p>B) Administrative employees:</p> <ul style="list-style-type: none"> <li>- <i>37 hours per week. For overtime, the royal decree 225 of 7 December 1983 is applicable.</i></li> </ul> <p>C) Operational employees:</p> <ul style="list-style-type: none"> <li>- Average of 37 hours per week over one trimester</li> <li>- Limitation of 50 hours per week and benefits for 6 consecutive days. Possibility to conclude collective labour agreements derogating from this provision at enterprise level.</li> <li>- If 50 hour limit is exceeded, over time pay must be paid.</li> <li>- A rest interval of 12-hours between two shifts is guaranteed.</li> <li>- The maximum period of uninterrupted services may not exceed 6 consecutive days. The minimum period of rest between two 6 days work periods is 24 hours. There is a possibility of concluding exceptional enterprise collective agreements.</li> <li>- The maximum daily limit for working time is 12 hours. The employee has the right to refuse a longer schedule without being sanctioned.</li> <li>- Each quarter, the individual record of the additional hours will be communicated to the Works Council or to the Trade Union delegation.</li> <li>- The possibility of introducing a floating schedule exists. This question must be examined at the enterprise level.</li> <li>- Enterprises will examine the possibility of establishing a 4 days week (with maintenance of the current working time) to all the less, individual cases.</li> </ul>
National minimum wage	<p>A minimum wage is set down in collective agreement for each category of guarding staff.</p> <p>For the national level see : <a href="http://www.emploi.belgique.be/defaultTab.aspx?id=23946">http://www.emploi.belgique.be/defaultTab.aspx?id=23946</a></p> <p>Sectoral level: An entry level salary is fixed, as well as any supplements for Sunday, holiday or overtime working. Wages are automatically adapted with the retail price index.</p>

## Useful contacts

<p>CoESS member</p>	<p><b>APEG. – BVBO</b>          Association professionnelle des entreprises de gardiennage -          Beroepsvereniging van bewakingsondernemingen          Jan Bogemansstraat 249, 1780 WEMMEL, BELGIUM          T: +32 2 462 0773          F: +32 2 460 1431  <a href="mailto:apeg-bvbo@i-b-s.be">apeg-bvbo@i-b-s.be</a>  <a href="http://www.apeg-bvbo.be">http://www.apeg-bvbo.be</a></p> <p><b>ACA</b>          Alarm Centrale Associatie/Association Centrale d'Alarme          Jaargetijdenlaan/Avenue des Saisons 100-102, B 30, 1050 BRUSSELS, BELGIUM          T: +32 2 639 39 71          F: +32 2 639 39 79  <a href="mailto:info@a-c-a.be">info@a-c-a.be</a>  <a href="http://www.a-c-a.be">http://www.a-c-a.be</a></p>
<p>Trade unions</p>	<p><a href="http://www.csc-en-ligne.be">http://www.csc-en-ligne.be</a> (ACV – CSC)  <a href="http://www.fgtb.be">http://www.fgtb.be</a> (ABVV-FGTB) (For employees: <a href="http://www.setca.org">http://www.setca.org</a> (Setca-BBTK)  <a href="http://www.cgslb.be">http://www.cgslb.be</a> (ACLVB-CGSLB)</p>
<p>Other relevant (professional) bodies</p>	<p><b>Ministry of the Interior, Direction for Private Security</b>          Tel : +32 2 557 34 43          Fax : +32 2 557 34 90  <a href="http://www.ibz.be">http://www.ibz.be</a>  <a href="http://www.vigilis.be">http://www.vigilis.be</a>  <a href="mailto:securite.privee@ibz.fgov.be">securite.privee@ibz.fgov.be</a></p>