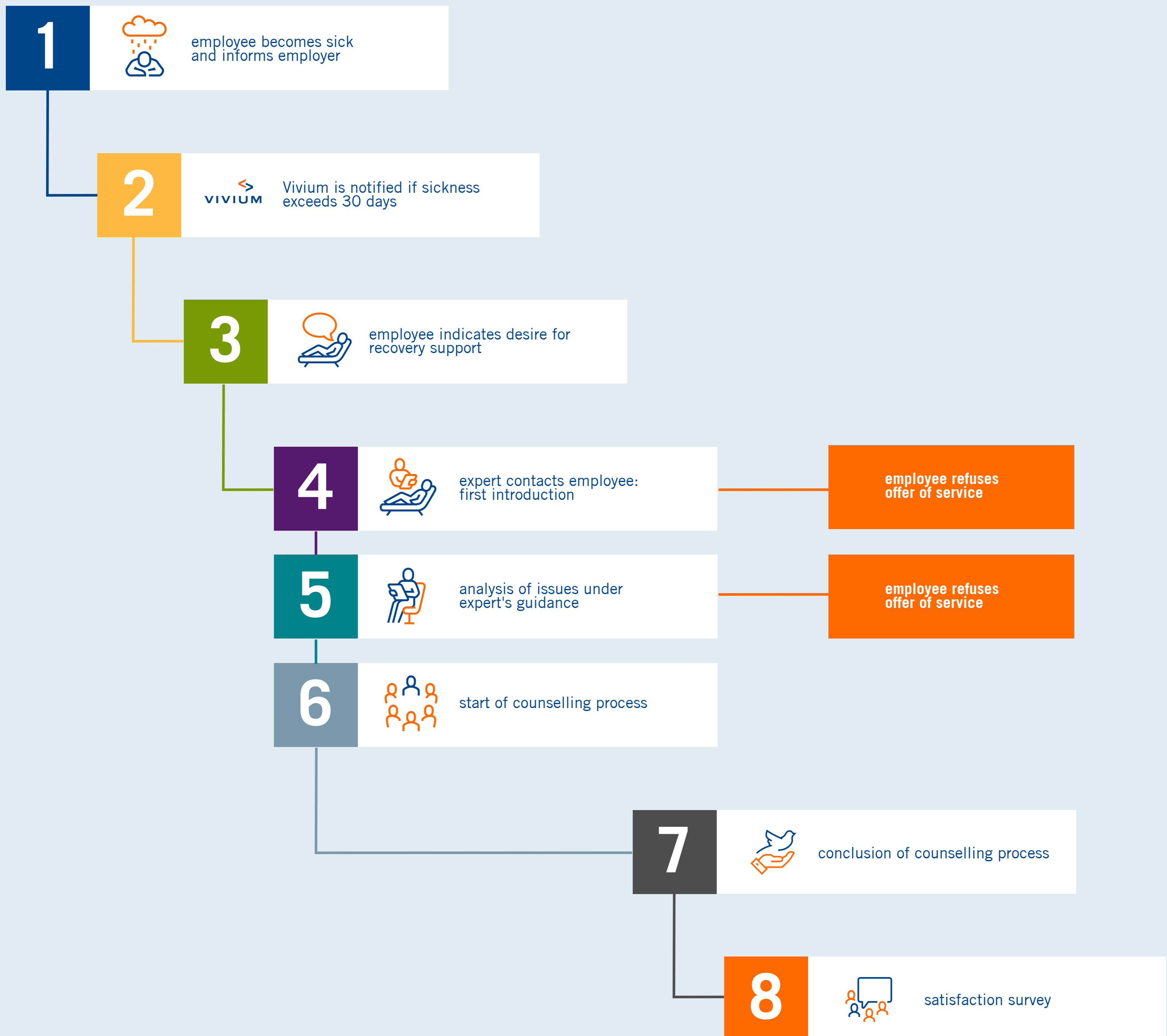


# STEP-BY-STEP PLAN



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1



Employee becomes unfit to work, takes sick leave and submits medical statement to employer.

2



Once their incapacity for work exceeds 30 days, this must be reported to Vivium immediately by means of the notification form.

3



The employee indicates a desire for recovery support by marking the appropriate option on the second page of the notification form and Vivium's consulting physician confirms their eligibility.

4



If that opinion is positive, the employee is contacted by one of the external partners. This is the first introduction between the employee and the external partner. The substance and stages of the counselling process are explained and the individual's motivation and the usefulness of initiating a counselling process assessed.

5



Based on the specific circumstances and the employee's needs, the expert draws up a personalised support programme to improve their well-being and prepare for and guide their resumption of work. Additionally, the expert estimates the counselling process's duration.

6



Start of the counselling process to suit the individual with the aim of improving their well-being and preparing for and guiding their resumption of work.

7



Conclusion of the counselling process.

8



Evaluation and satisfaction survey.