

This English text is not an authentic and, hence, not a legally binding version of the IT collective agreement but rather a working aid. Solely the German version published by the Austrian Professional Association for Consulting and IT is legally binding and authentic. With regard to individual contractual relations both the IT collective agreement and the applicable labour legislation must be taken into consideration.

Annex VI

to the collective agreement for employees of service providers in the field of automatic data processing and information technology

Information sheet for business journeys that last longer than one month

According to Art. 2 (3) Act on Employment Contract Law Adaptations, Federal Law Gazette No. 459/1993 in the version of Federal Law Gazette I No. 100/2002, employees must be provided with organisational details about assignments abroad for activities abroad lasting longer than 1 month.

The parties to the collective agreement recommend that the affected employees be provided with the following information, in particular, in the notice of employment or by equivalent means:

1. Start and expected end of the business journey
2. Amount of the daily allowance and accommodation allowance
3. Any advance to be paid
4. Any special benefits (such as a surcharge for foreign assignments)
5. Means of transportation
6. Method of transfer and currency of the remuneration
7. Remuneration and settlement periods
8. Type and amount of insurance coverage (including repatriation in the event of illness or incidents of force majeure)
9. Any special agreements