



# Happy at work

Resource guide for vitality, mental health, social safety,  
and HR support at QuTech.

At QuTech, support systems are in place to help you with your (mental) health and (social) safety. This document provides an overview of the different support systems and is intended to help you navigate them.

# Mental & physical health

## WORK-RELATED HEALTH PROBLEMS

### → Contact: Company Doctor

The Company Doctor is available for PhD, PD, scientific staff, and support staff.

- More information is available on Intranet (scan QR code).

## PROBLEMS IN YOUR PERSONAL LIFE OR WORK SITUATIONS

### → Contact: University Social Worker

The University Social Worker, Natalie Kroone is available for PhD, PD, scientific and support staff.

- Natalie Kroone: (06) 22 48 97 57 / [N.Kroone@gimd.nl](mailto:N.Kroone@gimd.nl)
- More information is available on Intranet (scan QR code).

## WHEN COPING WITH STRESS, SUBSTANCE ABUSE, SLEEPING PROBLEMS, ETC.

### → Contact: TUD Psychologists

Short-term individual guidance and support for TUD Students (BSs, MSc, PhD).

- [psychologen@tudelft.nl](mailto:psychologen@tudelft.nl)
- More information is available on Intranet (scan QR code).

## IF YOU ARE A PHD STUDENT AND YOU NEED PHD MENTORING

### → Contact: TNW (AS) and EWI (EEMCS) mentors



Scan this QR code for TNW PhD mentor:

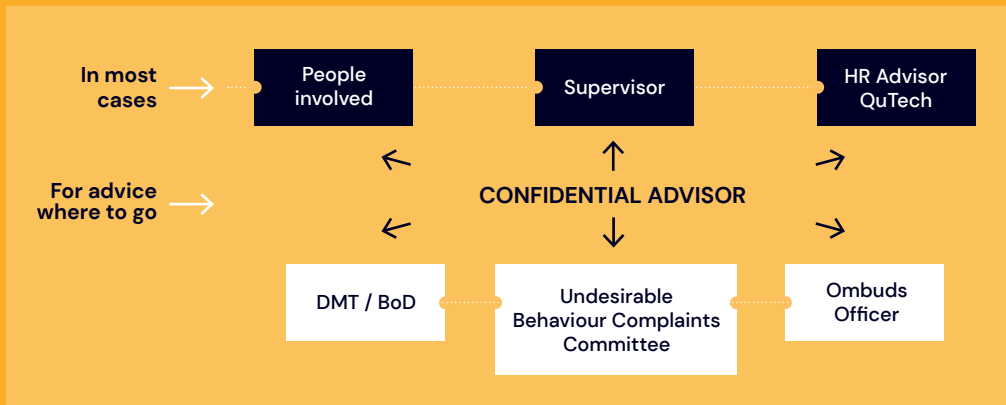


Scan this QR code for EWI PhD mentor:



# Social safety

Social safety is the extent to which employees and students feel protected at TU Delft. If you notice/suffer discrimination, aggression, violence, threats, gossip or (sexual) harassment in your work, there are several ways to get help.



## Informal routes

### IN CASE OF UNDESIRABLE BEHAVIOUR

- **Contact: People involved and/or your supervisor and/or the QuTech HR advisor**
- **People involved:** Discuss with them, give feedback, check assumptions.
  - **Your supervisor:** They can help think along, coach you how to approach the issue with the people involved and act/refer.
  - **The QuTech HR advisor:** Laura Elshove knows QuTech and will think along how to approach your issue.

### IF YOU NEED ADVICE ON HOW TO APPROACH A SITUATION OR WHERE TO GO

Any issues related to academic, social (safety) and organisational integrity.

→ **Contact: Confidential Advisor**

*For contact details of the internal and external confidential advisor(s) go to the next page.*



*Confidential Advisors have strict confidentiality. They help you think along on where to go with your issue. You will always remain in charge.*

Anyone who works or studies at TU Delft can ask the Confidential Advisors for support or advice. Internal Confidential Advisors are employed at TU Delft, the external Confidential Advisor is not.

- For an overview and contact information of internal advisors and the external advisor, scan the QR code.

## Formal routes

### IF YOU HAVE A DISPUTE WITH YOUR SUPERVISOR/COLLEAGUE/ MANAGEMENT

#### → **Contact: Ombuds Officer for formal mediation or investigation**

The Ombuds Officer is completely independent and impartial. She can mediate conflict or initiate a formal investigation.

For all staff needing advice regarding a dilemma or conflict, wanting mediation or help with re-initiating dialogue, or needing investigations.

- **Ombuds Officer:** Birgitte Peters, (015) 278 5439 or [b.d.peters@tudelft.nl](mailto:b.d.peters@tudelft.nl)
- More information is available on Intranet (scan QR code).

### IF YOU WOULD LIKE TO TALK TO QUTECH MANAGEMENT

#### → **Contact: your division management team**

Management must take action if you report undesirable behaviour. Reach out to your Division Management Team or, as a next step, the QuTech Board of Directors.

### IF YOU WOULD LIKE TO REPORT AGGRESSION OR VIOLENCE

#### **There are two options:**

1. You can submit a formal complaint to the Undesirable Behaviour Complaints Committee. The Confidential Advisor (see above) can support you with the procedure.
2. You can report aggression and violence via the link behind the QR code.



Report

# Vitality & health training

## The Learning Hub

The Learning Hub is the focal point for your development: offering training courses, e-learning programmes, articles etc. You can participate in various online trainings re. mental health & well-being, e.g.:

- How to stop negative thought patterns
- A first step towards mindfulness
- And more...



More information & links on Intranet:



## Health Coach Program

The Health Coach Program is a vitality program for all employees, focusing on health, resilience, and performance. Over the course of 6 months, you will be coached and given tools to achieve your goals and improve your health. More information is available on Intranet (scan QR code).



More information on Intranet:



## QuTech wellness facilities

We have a Wellness Project Group that implements extra comfort at work and that is responsible for 3 different wellness areas at QuTech. Whether you wish to socialize with your colleagues over a football match or step out of a noisy office/lab and go relax for a little while or even just stretch, meditate, have a mini workout or a yoga session. We have these places for you:

- A football table area/ping pong (E wing 3<sup>rd</sup> floor kitchen/pantry)
- A relax room (quiet) (E303)
- A fitness room (E301)



For questions or suggestions, please contact Shannon de Groot-Finch:



[s.m.degroot-finch@tudelft.nl](mailto:s.m.degroot-finch@tudelft.nl)

# HR support

## HR Advice QuTech

If you have questions regarding recruitment, on boarding, leadership and career development, R&D cycle, coaching, absenteeism, conflict, dysfunctional behaviour, dismissal, re-integration, etc.

### → Contact your HR team

- HR Advice: Laura Elshove, [L.H.Elshove@tudelft.nl](mailto:L.H.Elshove@tudelft.nl)
- Recruitment: Audrey Monje, [A.Monje@tudelft.nl](mailto:A.Monje@tudelft.nl)
- HR secretary: Eleonora van der Meer, [E.C.vanderMeer-Gevaerts@tudelft.nl](mailto:E.C.vanderMeer-Gevaerts@tudelft.nl)

## HR Services TU Delft

Please check your MyHR or the employee portal (Intranet) if you have questions regarding administrative issues and/or terms of employment, e.g. your contract, salary, visa, TIM leave, IKA, employment statements, etc. If you cannot find your answer there:

### → Contact HR Services (HRS):

- By phone: (015) 278 9000, Monday to Friday from 10.00 to 12.00h and from 13.00h to 15.00h.
- By mail: [hrrservices@tudelft.nl](mailto:hrrservices@tudelft.nl)

## Useful topics to search for on Intranet

I am a new employee / R&D cycle / Tenure track or ACT / Personal Development Program / Performance criteria / I want to develop myself / Personal leadership by all / University Teaching Qualification (BKO) / IKA / Ancillary activities / Leave & holiday hours / MyHR



### IN CASE OF EMERGENCIES

Emergency response team, police, fire, ambulance: call +31 (0)15 278 8888

VI – 04 2024