

The Company Integration Management (BEM)

The healthy way back to work

If an employee is absent for an extended period or frequently, a BEM can prevent further absences or facilitate the return to work.



Overview of the BEM process:

An employee is unable to work for six weeks continuously or within a year. The employer offers the affected person a BEM and obtains their consent. At the same time, the company's employee representatives are informed of the offer.

If consent is given, the employer initiates a BEM process.

The works council or staff council is involved. If the employee has a severe disability, the representative for severely disabled employees is also involved.

In one or more meetings, possible measures are discussed and agreed upon with all parties involved.

The measures are implemented, and their success is reviewed.

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For more information, visit: bih.de/bem



5 Questions and Answers ...

about the BEM process

1 What is Company Integration Management (BEM)?

Company Integration Management (BEM) includes all activities, measures, and services aimed at stabilising and maintaining the employment relationship. Every employee who has been unable to work for more than six weeks, either continuously or repeatedly, within twelve months, regardless of the calendar year, is entitled to a BEM process. In such cases, the employer is legally required to offer a BEM meeting. Employees decide for themselves whether to accept or decline the invitation to the BEM meeting.

2 Who is involved?

Employers offer employees a BEM meeting and initiate the process if consent is given.

Employees can freely decide whether they want to participate in a BEM meeting. If the employee chooses to participate, their active involvement in the process is crucial for the success of the BEM. If they decline participation, their decision has no immediate legal consequences.

Company representatives (works council or staff council and, if applicable, the representative for severely disabled employees) are key contacts. They are familiar with the company's conditions and can provide suggestions for optimising working conditions. As part of their participation and monitoring rights, they have the opportunity to advocate for the involvement of the Integration/Inclusion Office and other external parties.

3 How does the BEM process work?

In one or more joint meetings, all parties involved clarify possible causes at the workplace and discuss suitable measures to positively change or eliminate these influencing factors. Measures may include technical or organisational changes to



Company Integration Management is a team effort.

4 What is the role of the Integration/Inclusion Office?

Integration/Inclusion Offices bring extensive expertise and experience in BEM and are familiar with services for participation in working life and accompanying assistance in working life. They assist with the application process and involve additional experts if needed. If employees with a severe disability or those with equivalent status are affected, the Integration/Inclusion Office can also provide possible services within its area of responsibility.

The Integration/Inclusion Office also offers relevant training for company stakeholders.

5 Why is it sensible to participate in the BEM process?

BEM aims to eliminate the causes of prolonged or recurrent absences from work and thus prevent further absences. For employees, the BEM process offers the opportunity to improve their individual work situation together.



For more information: Feel free to contact your regional Integration/Inclusion Office. Further information can be found on the BIH website → bih.de/bem

