



**MAT DANIA**

*A Member of MAT Foundry Group*

# STAFF HANDBOOK

Mat Dania | Markedsvej 21 | 9600 Aars | phone no. 9862 1911

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## WELCOME TO MAT DANIA

I welcome you to MAT Dania and hope that you will settle in well.

You have come to a company where approx. 275 employees contribute to the fact that we can proudly call ourselves leading sub-suppliers of castings to customers all over the world.

With over 75 years behind us, we have extensive knowledge and experience in the production of castings in many different material qualities within the main qualities grey cast iron and nodular cast iron.

Our products in their used form cannot typically be spotted with the naked eye and cannot be seen on the shelves all around. Nevertheless, they are sold and used all over the world by customers who supply construction equipment such as Caterpillar, Volvo, CASE, New Holland, and agricultural machinery such as John Deere, Massey Ferguson or Claas Combines.

We send approx. 20,000 tons of castings from our foundry in Aars annually. Up to 70% of the castings end up outside Denmark's borders.



We have a processing factory in Poland, which employs approx. 120 employees.

### GET A GOOD START

As a new employee, there are many new things to deal with - we fully understand that. We will do our best to ensure that you get the experience of being able to contribute professionally and behave socially as soon as possible.

With over 200 employees in the same workplace, as in all other workplaces, we have certain guidelines and policies that must be followed, so we can all be here. This staff handbook contains information that is important for you to know and that we expect you to comply with.

Happy reading - we look forward to a good collaboration.

Jørn Krogager  
CEO

## **ACCESS TOKEN**

When you are hired, you will be given an access token, which is used for access at the staff entrance and for purchases in our canteen. Your purchases in the canteen are deducted from your salary.

As an hourly employee in our production, you also use the chip to register at the start and end of working hours. In addition, you must register if you change departments during the day - this will ensure correct payroll settlement.

If you lose your token, you must notify the payroll office so that it can be blocked. Please note that you are liable for all canteen purchases until the token is blocked.

When employment ends, the token must be handed in on your last working day. In the event of non-delivery, we will deduct a fee of DKK 100.00 in connection with the last salary payment.

## **CANTEEN**

The canteen is a gathering place for all employees, and forms the framework for the daily meal breaks, information meetings and celebrations of e.g. anniversaries.

We have an agreement with CaterCorp, which supplies lunch (lunch dishes for evening and night shifts). You will be offered to be part of the scheme and pay through your salary.

Registration is generally for six months at a time. During collective holiday closures, food is not provided and no salary deductions are made. If you are on holiday or sick, you are still part of the scheme and salary deductions are made. In case of a longer absence, an agreement can be made.

If you have your own packed lunch, you can use the refrigerator and microwave to store and possibly prepare the food you brought, and you have the option of buying drinks and something for your sweet tooth in the vending machine, which is connected to Mobilpay.

There is free coffee and tea, and you are welcome to take 2 pcs of fruit per working day.

## **CELL PHONES**

For operational and, not least, safety reasons in production, private use of mobile phones during working hours is not permitted. This involves conversations as well as the use of social media and the like.

It is of course acceptable that you give or receive important messages, just as it may be necessary in situations to be contactable.

Always notify your immediate manager or supervisor if you need to be close to the phone – this minimizes misunderstandings.

Do you need your mobile phone as an aid, e.g. due to dyslexia, you must also inform your manager about this.

A company-paid mobile phone is considered a work phone and in principle it is expected that you can be contacted via this – also outside normal working hours.

Inquiries via telephone outside normal working hours should only be made if it cannot wait until the next working day.

## COMMITTEES

We have a working environment committee (SU) and a working environment organization (AMO), consisting of several working environment committees.

SU and AMO typically hold meetings 4-6 times a year and minutes from the meetings are available in the canteen or electronically on the shared drive.

Both committees have, in addition to the tasks laid down by legislation, the task of contributing to the ongoing development of safe and orderly working conditions - both physically, psychologically, and cooperatively.

## COMPANY CAR

We have a company car, which is primarily used in connection with customer visits, courses, or other external events. The company car is booked via Outlook or by contacting reception, where the key and driving book are also available.

## DISEASE

Illness is a private matter, but absence is not.

We focus on absenteeism and encourage dialogue to prevent and minimize it as far as possible. Absences must always be agreed with your manager and in the event of illness you must personally notify your manager at the latest at the start of normal working hours. Absence must be reported every day unless you have agreed otherwise with your immediate manager.

Be aware of familiarizing yourself with our absence policy, which we expect to be observed.

## EMPLOYEE DISCOUNTS

If we have the opportunity, we will be happy to share good offers for you and your family. The offers can change, new ones appear and others disappear - keep an eye on the info screens and notice boards.

Here you can e.g. get discounts:

- ✓ Landal Greenparks – holiday stay with 15% discount.
- ✓ Louis Nielsen – free vision check and health analysis, 30% discount on glasses/sunglasses. Applies to the entire household.
- ✓ Designa kitchen and bath - up to 30% discount.

## EMPLOYEE INSURANCE

In addition to the statutory workers' compensation insurance, we have taken out the following employee insurance policies, which cover you:

### **Collective full-time accident insurance**

If you are involved in an accident during working hours or in your free time, you can report the incident to our accident insurance. The report is made regardless of whether you also have private accident insurance. You can get help with the report at the payroll office or from HR.

## Health insurance

After 3 months of employment, you are covered by our compulsory health insurance, which is taken out by Dansk Sundhedssikring. When you are covered by the insurance, you can get help free of charge

- ✓ Hospital treatment and specialist doctor
- ✓ Physical treatments for disorders of the musculoskeletal system, e.g. physiotherapist, chiropractor, acupuncturist, reflexologist etc.
- ✓ Treatment of psychological challenges by a psychologist or psychotherapist
- ✓ Preventive and treating stress course
- ✓ Online private doctor's call (email and video consultations)
- ✓ Treatment by a dietician
- ✓ Second opinion in case of life-threatening illness or particularly risky treatment

You can co-insure your spouse/partner and your children aged 0-27.

You can report damages for which you want coverage online via [www.ds-sundhed.dk](http://www.ds-sundhed.dk). You can also call the health team on tel. 7020 6121, where a nurse will help you find the right treatment for you.

Always contact Dansk Sundhedssikring before starting treatment.

## Company travel insurance

The insurance covers all employees during business trips and covers illness and transport home, luggage insurance, etc

## FREEDOM

### Holiday

Typically, we are collectively closed for holidays for 3 weeks in the summer and between Christmas and New Year and the day after Kr. Ascension Day. One of the main reasons for this is that it gives our maintenance department the opportunity to plan and carry out maintenance and repairs on our plant.

The annual holiday planning is discussed in the works committee and appears in the minutes from here, just as it is informed via info screens and boards.

Your remaining holiday must be planned with your immediate manager. Whether your holiday wish can be granted will depend on further holiday processing in the department and operations in general.

Remaining holiday days that are planned and requested in good time are accommodated as a starting point.

### Extra holiday entitlements

After nine months of uninterrupted employment, you are awarded 5 extra holidays to be taken within the holiday period. The holidays can be taken for whole days or for hours and days/hours not taken can be paid according to the rules in the collective agreement.

The holding of extra holiday is agreed with the immediate manager.

The industry's collective agreement and the industry's employee agreement regulate the rules around holidays. If your employment is not covered by a collective agreement, you cannot be paid for holidays not taken.

### **Agreed/paid days off**

May 1, June 5 (Constitution Day) and December 24 (Christmas Eve) are paid holidays.

### **Freedom in connection with death and burial**

In the event of a death in the immediate family (spouse/partner, child, or parents), paid leave is granted for up to one week (5 working days) in connection with the death and the funeral. The absence is agreed with the immediate manager.

Freedom to participate in funerals in general, you must agree with the immediate manager, and salary compensation is not provided.

### **Dentist, doctor, and specialist**

We encourage you to schedule consultations and treatments for the above outside of working hours. However, we know that it can be difficult at times and therefore we accommodate the request for freedom as far as possible after agreement with the immediate manager. The leave is unpaid; however, paid leave is given for up to 4 hours for visits to a specialist doctor and for an initial examination (examination) by a physiotherapist referred to by a doctor.

For other consultation and treatment by a physiotherapist, chiropractor, psychologist and the like, the same applies that, as far as possible, treatments should be planned outside working hours and are unpaid.

## **INTERNAL INFORMATION**

In our canteen and administration corridor you will be able to keep up with the latest news at MAT Dania on our **info screens**.

We use e.g. the screens to welcome new colleagues, call for joint information meetings, inform about new measures and put numbers on the business, e.g. working environment and quality.

You are encouraged to stay updated via the screens.

There are two **notice boards** in the canteen – one with information from MAT Dania to employees and the other with information from employee to employee. Collections, information from trade union representatives, good offers that you want to share with colleagues, etc. can be shared here.

If necessary, **information meetings are held** in the canteen, where the management puts into words and figures the "state of the kingdom". The information meetings are planned so that employees and company each contribute approx. half of the time.

## **LOCKERS IN THE LOCKER ROOM**

If you are employed in production, you are offered lockers for work clothes and private clothes. Keys for this are handed out at the payroll office.



It is **not** permitted to exchange lockers with colleagues.

Upon resignation, the locker must be cleared, and keys handed over to the foreman or the payroll office. If keys are not handed in upon resignation, DKK 125 will be deducted for two new locks at the last salary payment. A lost key is replaced with a new key and DKK 15 is deducted from the salary.

## **MATERNITY AND PARENTAL LEAVE**

In the event of birth and maternity, you as the mother or father/co-mother of the child have the right to leave in accordance with the applicable maternity law.

As a mother, you are entitled to 4 weeks of maternity leave before the expected date of birth.

After giving birth, you are entitled to a total of 24 weeks' leave as a mother and 24 weeks' leave as a father/co-mother.

11 out of the 24 weeks' leave are earmarked. The earmarked weeks cannot be transferred to the other parent. If the earmarked leave is not taken, the leave for the period expires. The remaining 13 weeks' leave can be transferred to the other parent.

The starting point is that you are entitled to maternity pay during the leave periods, but the Industrial Collective Agreement and the Industrial Employees' Collective Agreement give you the right to pay during periods of leave. You can find out what exactly applies to you at the payroll office.

Please be aware that there are notification rules for when you must give notice about the organization of your leave. The leave planning form is filled in and handed in to the payroll office.

There are rules in the Maternity Act on extension, postponement, and partial resumption of work, etc. In this connection, you are referred to [www.borger.dk](http://www.borger.dk).

## **PAY**

### **Wage determination**

If you are employed on an hourly basis, your employment is covered by the Industrial Agreement and any local agreements concluded for your area. Your salary is determined on the basis of collective agreements with the trade union representative and individual supplements.

Except for some departments, the basic salary is supplemented with a qualification supplement, based on an annual individual assessment in relation to job- and person-relevant factors. The guide to this qualification pay system is given to new employees and can also be obtained by contacting HR or your trade union representative.

The wage determination for white-collar workers takes place through individual agreements, typically once a year. As a white-collar worker, you may be covered by the Industrial White-collar worker's agreement. Employees in specialist roles or with management responsibilities are typically employed outside the collective agreement.

## **Salary payment**

You receive your pay slip digitally in your E-box. If you are exempt from digital mail, you must notify the payroll office and you will receive your pay slip in paper form.

Hourly employees are paid every 14 days. Salary payments are made on Thursdays in odd-numbered weeks.

White-collar employees are paid monthly on the second last working day of the month.

Changes to your personal information, e.g. change of address, new account number, new telephone number, etc. please notify the payroll office immediately.

## **PARKING**

If you travel to work by car, you must park in our car park facing Markedsvej and close to the staff entrance. Bicycles must be stored in the bicycle shed in the parking place.

The parking spaces in front of the main building are reserved for guests of the house.

We have made large investments in filter systems for return air from the foundry. We comply with all authority requirements and have alarms and indicators for any spills and exceeding limit values. There will therefore normally not be any problems with falls and cosmetic damage to cars if these are maintained with washing and care, and we therefore do not accept responsibility for dirt or the like on cars. In case of filter breakage or the like with subsequent spillage, any damage will of course be handled as insurance damage.

## **PERSONAL DATA (GDPR)**

We process and store information about you when you are employed at MAT Dania. What information we have, why and how we process it can be found in our personal data policy, which you will find at the back of this staff handbook.

## **PERSONNEL FUND**

Selected employees have over many years administered two funds for salaried employees and hourly employees, respectively. The funds were originally set up with the aim of securing and improving the conditions for employees at MAT Dania, and today are primarily used for departmental personnel activities.

If an employee at MAT Dania dies, survivors to whom the employee had maintenance obligations can also apply to the fund for financial assistance.

## **PROTECTIVE EQUIPMENT**

Depending on your workplace in production, protective equipment will be required. Safety glasses and shoes as well as hearing protection and gloves are the usual protective equipment used in several places in production. In addition, there may be departmental requirements for use, which we naturally expect you to comply with. Familiarize yourself with what applies to you - read the security policy.

## **SPECIAL OCCASIONS**

Special occasions deserve extra attention. If you do not want the apartment to be marked, this is of course accepted.

### **Birthdays**

50, 60 and 65 years are marked by waving flags and MAT Dania gives a gift. Employees with less than 1 year of seniority receive a floral greeting.

### **Anniversary**

After 10 years of employment, MAT Dania gives a gift.

25-, 40- and 50-year anniversaries are marked by flying flags, anniversary gratuities and gifts.

On the anniversary day, we invite the celebrant with immediate family and closest colleagues (4-5 pers.) to lunch. Management will be represented and invited colleagues will have paid time off.

The anniversary can also be marked with a reception with coffee and cake in the canteen, where colleagues can congratulate the anniversary.

The jubilee day and the following working day are days off with full pay for the jubilarian.

### **Larger private events**

At weddings and silver weddings, we congratulate with a flower or gift.

### **Family increase**

We congratulate new mothers or fathers with a gift for the new little one.

### **Pension/retirement**

We mark resignation for pension/retirement with a memory gift.

## **SAFETY GLASSES AND SCREEN GLASSES**

### **Screen glasses**

If you regularly work in front of a computer screen and vision problems/eye discomfort occur as a result, you may need screen glasses. If your own glasses cannot be used as screen glasses, we will pay for a screen glass for you.

### **Safety glasses**

Safety glasses or a visor are required for all stays in production. If you work in production, you will wear safety glasses for most of your working time.

We provide safety glasses for you. If you already wear glasses, you can be given safety glasses that can be used over your own glasses.

In cases where "double glasses" are not appropriate, e.g. due to the vision problem and therefore the design of the glasses, the function, the glasses to be used in or the type of work to be carried out (precision), we will pay you safety glasses with strength.

Louis Nielsen is our permanent partner in the field. If you need a monitor or safety glasses, you must bring a requisition from HR. You take the requisition to a Louis

Nielsen optician who, after measurement and assessment, offers you a suitable solution. The choice of glasses is made in accordance with the cooperation agreement. Vision checks are also free for you.

We naturally expect you to take care of the glasses and avoid damaging them as much as possible. If your vision does not change, a pair of glasses will typically have a lifespan of min. 2 years.

### **SMART INVENTORY SOLUTION**

Gloves, cutting discs, milling heads etc. for daily work can be picked in a Smart Inventory solution in our Production.

With the Smart Inventory solution, we avoid manual orders, the Inventory is replenished as needed and we can keep an eye on consumption. This has an economic and sustainable positive effect.

The most commonly used consumables can be found in the Inventory solution, from which they can be picked using an access chip. The employee scans their chip and is noted for the picking for work-related consumption. It is permissible to be helpful and bring consumables to colleagues.

Managers have access to consumption data at employee level and can thus keep statistics on goods in each department.

For the sake of good order, it should be noted that picking from the Smart Inventory must always be related or explained to work-related use. Picking from the Inventory for private use is not permitted and will be considered theft and have employment law consequences.

### **UNION DUTY**

We offer to deduct your union and unemployment insurance fund contribution via your salary, however, at the earliest after 1 month of employment.

Contact the payroll office.

### **WHISTLEBLOWER SCHEME**

If you experience or suspect that MAT Dania's rules are being disregarded or that the business is threatened, you can involve your manager in your experience.

If there are violations in which you do not want to involve your manager or someone else from the management, you can make anonymous use of our whistleblower portal.

Around the company – on toilet doors, in the canteen etc. you will find QR codes, which give you easy access to our portal, where you can read much more about what and how you can report.

### **WORK CLOTHES**

If you are employed to work in our production, you earn points for purchasing work clothes. You earn 5 points per pay period, in the furnace department 7.5 points are earned.

Twice a year – spring and autumn – order forms are issued for the purchase of work clothes, which you will then receive at the payroll office.

Ordering requires that you have earned min. 20 points.

If you are employed at the casting lines, you will already be given a set of work clothes at the start of employment. In functions with direct contact with liquid iron, fire-resistant work clothes are required, which is also provided at the start of employment.

Employees in the Maintenance Department are not covered by the points system. If you are employed in this department, you will receive work clothes as needed – typically twice a year – by ordering from the maintenance manager.

### **WORKING HOURS**

The foundry is in operation day and night, five days a week. The normal working hours appear below but may vary from department to department according to need.


Day shift	Monday – Thursday	at 07.00 – 15.00
	Friday	at 07.00 – 14.30
Evening shift	Monday – Thursday	at 15.00 – 00.15
	every 4th Friday	at 14.30 – 23.00 (departmental)
Night shift	Sunday	at 23.30 – 07.00
	Monday – Thursday	at 23.00 – 07.00

Times for breaks are determined in the individual department - typically 2 x 20 minutes.

#### The administration's office hours are:

Monday – Thursday at 08.00 – 16.00  
Friday at 08.00 – 15.30

There is a ½ hour lunch break.



On the following pages, you will find our policies, which are defined based on [attitude](#) and [action](#) to reflect our motivations for acting as we do and make visible parts of the workplace culture we want at MAT Dania.

# POLICIES

Mat Dania | Markedsvej 21 | 9600 Aars | phone no. 9862 1911

## ABSENCE POLICY

<b>Subject:</b>	Absence policy
<b>Apply to:</b>	All employees
<b>Adopted by:</b>	The cooperation committee, 20 March 2020
<b>Valid from:</b>	March 20, 2020

### Attitude

At MAT Dania, we prioritize creating good working conditions to prevent illness - and in situations where illness occurs, we have clear guidelines for how we handle absence.

We know that well-being and a safe working environment have an impact on absenteeism, and therefore we encourage you as an employee to make your manager or working environment representative aware of conditions that hinder your or your colleague's well-being and/or safety.

The purpose of this absence policy is:

- ✓ To limit absence
- ✓ To clarify the rules for absence and create clarity about how sickness absence is handled
- ✓ To ensure that you as an employee experience good contact with your workplace in connection with the course of your illness
- ✓ To create awareness that the absence is considered a common issue
- ✓ To create awareness that the absence is both a human and financial burden for both parties.

### **Illness is a private matter – absence is not.**

All sickness absence is associated with costs - personal and financial - which for you, as an employee, can be

- ✓ Pain and worries
- ✓ Social isolation
- ✓ Wage loss

and for MAT Dania

- ✓ Operational disruptions and increased work pressure on colleagues
- ✓ Loss of knowledge and skills
- ✓ Expenses for wages during illness and any increased labor costs due to overtime

We therefore have a joint responsibility for creating a working environment where openness, trust and constructive dialogue are the key words. A shared responsibility for MAT Dania being an attractive workplace where presence is the starting point.

Illness can affect us all, and therefore we encourage a trust-based dialogue regardless of the reason, so that together we can prevent absence and, if the accident occurs, reduce periods of absence, and together find solutions to facilitate and speed up the return after a period of absence.

## Action

### Notification of absence

Absence due to own illness or child's illness is made per phone to the immediate manager, or the person to whom your manager has referred, at the latest at the start of normal working hours. For operational reasons, this must be done daily during the period of absence, unless otherwise agreed with the immediate manager.

It is expected that you call in sick yourself unless illness prevents this. Your notification of illness is only received through dialogue with your manager or the person your manager has referred to. An SMS or message via other social media is not accepted as an illness notification. If dialogue is not achieved, leave a message on the answer phone or at reception and your manager will call you back.

If you do not comply with this, you will lose the right to sick pay for the days the notification has not been made.

In connection with your absence, it is your duty to give notice of agreed or urgent tasks, meetings, etc., so that the immediate manager can let others carry out the tasks, take over or cancel meetings.

You will find that your manager, in connection with your sick leave, will ask for your assessment of the extent and duration of the absence. This is in the interest of your return and for operational reasons.

### Initiatives

The sickness absence effort starts already on the day you report sick.

A systematic and present contact during your absence must contribute to the shortest possible absence and optimal opportunities for return.

#### Daily dialogue

- You contact your manager daily if you are unable to attend work. When possible, you provide information about the expected start-up.

#### Absence interview

- You will be called to an absence interview by your manager if you have repeated, short periods of absence, which is normally defined as 3 periods of absence within a rolling 12-week period, or if you, as a new employee, have repeated absences within the first 8 weeks of employment.
- The purpose is to uncover the reasons for the absence and enter into mutually binding agreements on efforts to reduce the absence and inform that the sickness absence is higher than we can accept.
- Your trade union representative or HR can take part in the conversation if you or your manager prefer it.
- MAT Dania can ask you to obtain medical documentation for your absence in the form of a medical statement of incapacity for work. In that case, MAT Dania will ask you to do so in writing and will bear the costs for this.



### **Opportunity interview**

- You will be called to an opportunity interview if you have been absent for 10 consecutive working days and no return to work has been agreed, or if your planned absence (e.g. in connection with surgery) results in absence beyond the planned period.
- The purpose is to maintain contact with the workplace by discussing the possibility of soon resuming work or agreeing a time for a follow-up interview.
- Your trade union representative or HR can take part in the conversation if you or your manager prefer it.
- You and your manager can fill in a declaration of possibility for your doctor's statement about the possibility of resuming work. The cost for this is borne by MAT Dania.

### **Round table discussion with 3rd party**

- If, in connection with illness or other reasons for absence, it may be a good idea to involve other actors - e.g. consultant from the Job Center, doctor, psychologist, professional organization etc. these can be invited to the interview.
- The purpose of involving a third party is to get more views on options for returning to the workplace.

Every conversation is documented with a signed memo, which is archived electronically in MAT Dania's HR and Management system.

### **Responsibility**

It is **the management's** responsibility to follow, analyze and react to absences so that efficiency, quality, and well-being are ensured in the respective departments. The management can involve and seek sparring from HR at any time.

Do you want proactively to have a conversation with a view to e.g. prevention of absence or problems in connection with this, it is also your manager's responsibility to respond to and meet your inquiry.

If there are matters that concern management or you do not wish to discuss with your manager, you can involve your occupational health and safety representative, trade union representative or HR.

It is **your** responsibility to keep an eye on your e-box, answer inquiries from the municipality and participate in conversations with us and the municipality, as well as to participate and contribute constructively to the above efforts. If you e.g. fails to attend interviews, does not submit documentation within the agreed deadline or fails to participate in the municipality's case processing regarding the reimbursement of unemployment benefits, this may result in loss of salary during your absence and/or in the worst case have consequences for the employment relationship in the form of a warning, termination or dismissal.

### **If the efforts do not help**

If an excessively high absence is not minimized after discussions about this, or if in connection with prolonged absence there is no prospect of return, we feel

compelled to take the employment relationship up for consideration. Such a decision will of course always depend on an assessment of the reason for the absence, operational considerations, and common sense.

## DRUG POLICY

<b>Subject:</b>	Drug policy
<b>Apply to:</b>	All employees
<b>Adopted/last edited by:</b>	The cooperation committee on 16 May 2022
<b>Valid from:</b>	16 May 2022

### Attitude

MAT Dania wants to have a framework that creates a positive and safe working environment. On the one hand, it must be safe to move around in the physical framework and when using equipment, and on the other hand, we must be able to act responsibly in our own performance of the work and in a collegial manner. Consuming alcohol or other drugs etc. is not compatible with these frameworks, therefore the following applies:

- ✓ No alcohol or drugs may be consumed during working hours. Drugs are defined as euphoric drugs and strong medicine.
- ✓ Employees must not be under the influence of alcohol or other drugs when attending the workplace.
- ✓ If you need to take strong medication before or during your work, which can have a sedating effect and reduce the ability to react and thus the ability to carry out the work in a safe manner, the nearest superior is contacted. If the prerequisites are there, reassignment to other work can be agreed with the immediate manager.

The management can on special occasions such as jubilees, anniversaries etc. in each individual case give permission for alcohol to be consumed at the workplace. This must never compromise safety in the workplace.

### Action

In case of reasonable suspicion of influence upon attendance or during working hours, the management may use alcohol or drug tests. In the event of taking a test, the trade union representative will be present.

Violation of the above, including a positive test result, will result in dismissal. However, in special cases, an agreement can be made on substance abuse treatment.

We encourage dialogue if you as an employee have, or as a colleague witness, alcohol or drug-related problems. Depending on the situation, remedial actions can be taken.

We also refer to making use of Dansk Sundhedsforsikring, cf. the section in the Personnel Handbook on employee insurance.

## ENERGY AND ENVIRONMENTAL POLICY

<b>Subject:</b>	Energy and environmental policy
<b>Apply to:</b>	All employees
<b>Last approved by:</b>	The cooperation committee
<b>Date:</b>	March 9, 2023

### Attitude

As an industrial company with a large consumption of raw materials and energy and a large amount of waste derived from this, we have an obligation to work on how we continuously influence and can make a difference to our surrounding environment.

At MAT Dania, we have therefore decided to

- ✓ make the best possible use of raw materials, energy and waste
- ✓ reduce energy consumption through energy awareness and recycling waste heat where possible
- ✓ the environmental burden and energy consumption are continually sought to be reduced through the establishment of energy and environmental objectives and energy and environmental targets.

We also endeavor to comply with relevant legislation and relevant authority requirements in the area of energy and the environment, and we are increasingly finding that important customers have expectations of our way of handling energy and the environment.

### The daily work

Every employee must know the energy and environmental conditions of his function, including:

- ✓ what is the consequence of not following the given regulations?
- ✓ how should hazardous substances be used? (containers with dangerous substances are marked with an orange danger mark on the label)
- ✓ how should waste be handled?
- ✓ which safety data sheets and workplace instructions apply to the hazardous substances you work with and where can you find them?

### Action

We have introduced energy and environmental management in order partly to meet the expectations of important customers, and partly to save energy and reduce possible pollution from the company's operations to the minimum possible.

Energy and environmental management take place according to an international standard called ISO 14001 and ISO 50001.

For us, energy and environmental management is about creating improvements in e.g. these areas:

- ✓ smaller quantities of waste and greater use of waste for recycling
- ✓ less energy consumption and recovery of heat as far as possible
- ✓ fewer accidents
- ✓ less waste and the least possible scrap

To achieve this, it is important that you as an employee participate actively, for example by suggesting better working methods and reporting on all conditions that oppose the desired improvements.

Everyone can contribute to the improvements, among other things by avoiding waste and unnecessary consumption of water, light, auxiliary materials, and raw materials, e.g. by:

- ✓ turning off lights that burn unnecessarily (including fluorescent lights).
- ✓ as far as possible, switch off machines and appliances that are not in use.
- ✓ save water and report leaks, for example at taps and cisterns (one drop per second corresponds to 7 cubic meters per year – rapid dripping corresponds to 30 cubic meters per year).
- ✓ report leaks in the compressed air system (a leak of 1 mm in diameter results in an overconsumption of electricity of 300 W).

If you find conditions that conflict with the energy and environmental policy, you must contact your boss/master.

Deviations regarding energy and the environment can be, for example:

- ✓ pollution or errors in waste management
- ✓ exceeding limit values, e.g. for discharge to air or sewage
- ✓ waste or overconsumption, for example of materials or energy
- ✓ cases where a deviation was close to occurring.

Regarding waste, it must be mentioned here that the instructions in any safety data sheets must be followed. Containers with waste are marked with waste type.

## FLEXIBLE WORKING HOURS

<b>Subject:</b>	Flexible working hours
<b>Apply to:</b>	Administrative staff and administrative managers
<b>Adopted by:</b>	The leadership group on 21 September 2020
<b>Valid from:</b>	1 October 2020

### Attitude

At Mat Dania, we want the collaboration to be based on trust, responsibility, and mutual flexibility. The possibility of individual organization of working hours must support this.

With flexible working hours we want

- ✓ to give freedom so that you, as an employee, can adjust your working hours to peak load periods, special tasks, etc
- ✓ that you can create a good balance between working time and free time, including taking your family life into account.

In return, we expect that you as an employee perform the hours you are employed for and that you take tasks, colleagues, and customers including customer-related functions into account, cf. below, when you organize your working hours.

At MAT Dania, office hours are  
Monday-Thursday at 8-16  
Friday at 8-15.30

During this period, MAT Dania is open for customer inquiries, but on Fridays only until 2:30 p.m.

The starting point is that the office hours correspond to the normal meeting hours for administrative staff. If there is a need for this and it is compatible with the work, another fixed meeting time can be agreed with the immediate manager.

Home workplace

At MAT Dania, we have no permanent home workplaces. We want to promote collaboration in the workplace and a large part of the task solving takes place across departments with e.g. meeting activity as a result. This does not mean that it cannot occasionally be a good solution and to the benefit of both parties to organize work from home.

### Action

The purpose of flexible working hours is to allow deviations from the normal meeting times.

For optimal work organization, including internal meeting planning, across MAT Dania, you are expected to plan your presence in the company Monday-Thursday at 9-15, production-related staff at 9-14, and Friday at 9-13. External meeting activities etc. during these periods is considered attendance.

However, the reception must be staffed from 08.00 for reasons of customer enquiries.

In addition, you have the flexibility to be able to organize the rest of your working day, provided that you perform the hours you are employed for on a weekly basis.

As part of the flexible working hours, you can plan to work from home on individual days. Are there e.g. private circumstances (e.g. tradesmen, doctor's visits, etc.) which means that the task solution is planned most optimally by working from home, and which is not a nuisance for the organization of work in the company, it supports the attitude of achieving mutual flexibility.

A home working day requires prior agreement with your immediate manager, and you must be aware of updating your Outlook calendar so that colleagues in MAT Dania can see the reason for your lack of presence in the office. Also remember redirecting your phone to your mobile phone.

Access to MAT Dania's network requires a VPN connection - ask IT if you are in doubt.

## IT POLICY

<b>Subject:</b>	IT policy
<b>Apply to:</b>	All employees as well as external
<b>Adopted/last edited by:</b>	IT
<b>Valid from:</b>	2019

### **In general**

MAT Dania's IT systems are for business use. This means that we consider any correspondence via e-mail as written communication belonging to the company. The consequence is that the company has access to and control over this communication.

When using MAT Dania's IT systems, the most important thing is to use your common sense and respect MAT Dania's values. It is MAT Dania's overall policy that all relevant data is available to employees.

### **Use of e-mail**

Emails - especially those that go out of the house to external persons or companies - are legal documents along the lines of official letters with the MAT Dania logo and binding signature. MAT Dania considers all e-mails to be the property of the company, i.e. we reserve the right to have access to all mail folders. Furthermore, MAT Dania reserves the right to monitor and "log" all e-mail and Internet traffic to ensure a professional and well-functioning IT system.

For security reasons, you must not have MAT Dania e-mails stored elsewhere than in your MAT Dania mailbox (Outlook). This means that it is not permitted to forward e-mails to an external Internet provider such as Hotmail. We do not control these machines, and therefore cannot guarantee that the content will not be read by others.

If you wish to send or receive a private e-mail for a specific and limited purpose, the e-mail must be marked "private" and saved in a library marked private. These e-mails are considered the employee's property and are deleted upon termination of employment.

*In the case of holidays and other planned absences, the "not present assistant" is used, which can tell when you can be contacted again with an auto-reply, and possibly be used to forward individual or all emails to a colleague.*

Traveling employees check emails en route.

MAT Dania reserves the right to redirect your emails to a colleague in case of illness or the like.

If you are forwarding or replying to e-mails, you should not change the original text without specifying exactly what you have changed.

Attachments may contain viruses. Ask the sender about the specific content if you are unsure of the content.

MAT Dania wants to be considered a serious company. You must not abuse MAT Dania's good name and reputation and therefore no MAT Dania employees participate in either the production or internal and external distribution of electronic chain letters, virus warnings and "jokes".



Emails cannot always replace letters or phone calls. E.g. e-mails should not be used in connection with emergency situations.

MAT Dania's electronic communication equipment may not be used for commercial purposes other than MAT Dania related. E.g. it is not permitted to spread political, religious, commercial, or personal messages in this way.

Keep your mail archive in order. That is: Delete received/sent e-mails when they are no longer relevant. Let all recipients see who also receives the email.

Consider carefully who you send e-mails to, especially the cc function, so that your colleagues are not drowning in irrelevant e-mails.

### **Outlook Calendar**

All employees use the Outlook calendar and ensure that it is constantly updated. Meetings as well as absences, travel etc. are listed in the calendar.

Meeting invitations must be answered (acceptance/rejection) as soon as possible, so that the calendar is always up-to-date in relation to any new invitations.

The Outlook calendar is opened so that all Outlook users can see colleagues' calendars internally. If there are private and confidential items in the calendar, these must be ticked as private and will not be visible to others.

### **Use of the Internet**

The employees who have access to the Internet should be aware of the following:

When you are on the Internet, you are identified as a MAT Dania employee. As a MAT Dania employee, you therefore have an obligation to ensure that your actions on the Internet are in accordance with MAT Dania values.

MAT Dania monitors internet traffic in connection with the operation of our systems as well as in the event of possible violations of the law.

Internet access may under no circumstances be used to visit websites whose content is pornographic, politically extremist, or discriminatory in terms of race, gender, ethnic or social origin or religion.

Private browsing (surfing) must be done outside normal working hours. However, it is not permitted either during or outside working hours to download programmes, images, music, video, games, or radio broadcasts etc.

### **VPN**

Employees with frequent travel activity and/or a need for homework can, by agreement, have a VPN connection established to the company's network. The connection should not be used during customer visits due to the risk of unauthorized access to confidential information. In general, use must be done carefully to minimize the safety risk.

### **Copyright and license rights**

Other companies like MAT Dania want to protect their copyrights.

Files covered by third-party copyrights may not be downloaded in breach of copyright or otherwise copied, installed, or placed on your computer. Violations of rights can lead to expensive lawsuits.

### **Username and password**

MAT Dania's IT systems are protected by username and password to ensure optimal operation and protect against unauthorized use.

Username and password are for use only by the named user and must therefore not be shared with others. Exceptions to this are selected production PCs .

Allowing Windows to save passwords automatically is not allowed. The password must be changed at certain intervals, which you will be notified about automatically.

It is not permitted to:

- try to bypass the access control on our systems.
- gain access to systems where you do not have rights.
- try to acquire extra system resources in addition to the approved ones.
- install software or hardware that has not been legally purchased or approved by the IT department.

All employees must, in each case where they leave their workplace, lock the screen so that it can only be opened with the personal code.

### **Virus protection**

As the use of the internet and e-mail grows, so does the risk of being "infected" with viruses.

All computers connected to the network must have anti-virus software running. In the event of a major virus "attack", communication will be made via email. You must not spread virus warnings yourself. If you discover a virus on a machine, you must immediately contact the IT department.

On all MAT Dania's PCs, which are permanently connected to the network, antivirus software is automatically installed, which scans both hard drives, floppy disks, and CDs automatically.

### **Folders/drives**

Often emails or files contain confidential information. Every IT user is therefore personally responsible for data being placed/archived correctly.

When you must save files, it is important that they are saved in an appropriate way. You have a personal drive/directory called K:\users: (In some cases it may have a different letter). This is intended for personal use.

In general, however, you should store all documents in the shared area called F:\all (can also be another letter) so that they are accessible to others.

In any case, it is not permitted to store company data locally on your own PC, as it is not secured by our backup.

### **Breaking the rules**

Please be aware that non-compliance with the mentioned game rules in gross or repeated cases may result in expulsion.

## PERSONAL DATA POLICY

<b>Subject:</b>	Personal data policy
<b>Apply to:</b>	All employees
<b>Most recently approved by:</b>	The cooperation committee
<b>Valid from:</b>	March 9, 2023

### **Processing of personal data in connection with your employment**

When you are employed by us, we receive and process a range of personal information about you. This means that we are the data controller for the personal data that we process about you.

You will find our contact details here: MAT Dania, CVR no. 11793991, Markedsvej 21, 9600 Aars, e-mail [danial@danial-as.dk](mailto:danial@danial-as.dk), phone no. 98621911.

During employment, we process general personal data about you, but it may also happen that we process special personal data, CPR no. or information about criminal matters. In this text, you can read more about what information we process about you during employment.

### **Information we received when you were hired**

The purpose of collecting personal data about you in the recruitment process was to assess whether you were a qualified candidate for the position in which you were employed. We store this information during your employment to document the history of your employment relationship.

During the recruitment process, we have registered the personal data that appears in your application, CV, and other accompanying documents, just as we have registered the information that you yourself have provided during the employment interview. This will typically be the following information: Name, address, gender, telephone number, e-mail address, education(s), career history, social security number, any references.

We use the data protection regulation art. 6 (1) (b) as a basis for processing this information, as it is personal information that you yourself have forwarded or disclosed to us with a view to being employed.

### **Information from personality tests**

If you completed a personality test in connection with employment, we store the result of this. We use personality tests to assess whether your skills and qualifications match the company's profile and the specific position.

We apply the balancing of interests rule in the data protection regulation art. 6. (1) (f), as the basis for the registration of the information from the personality test. We used the test to assess whether you have a profile that fits in with the company and the specific position, and we store the information to be able to document the history of your employment relationship.

### **Residence and work permit**

It is a condition for employment that you have a valid work and residence permit. Anni&1692

To ensure this, we ask for a copy of the permit in connection with employment and when your work and residence permit needs to be extended.

We use the data protection regulation's article 6 (1) c as a basis when we obtain a copy of your work and residence permit, as we have a duty to ensure this according to § 59, subsection 5 of the Danish Aliens Act. 5.

### **Information from previous employer**

If we have obtained references from one or more of your previous employers, we have recorded the information that we have received. We use Article 6 (1) (a) of the Data Protection Regulation as the basis for processing the information, as we have obtained your consent before obtaining the reference.

You can withdraw your consent at any time. You can do this by contacting us using the contact details above. If you withdraw your consent, it will only take effect from this point. Therefore, it does not affect the legality of our processing of the information up to the time when you withdraw your consent.

### **Information that we receive during your employment**

During employment, we receive a range of information about you. We generally process the information to ensure that we meet our obligations to you according to the employment contract, the collective agreement you may be covered by and the legislation we must comply with.

You can read more about the purpose of processing the individual types of information in the text below.

#### **Master data etc.**

In connection with your employment and the ongoing employment relationship, we process a range of information about you in order to fulfill our obligations towards you under the employment contract. This information includes:

- Master data, name, date of birth, job title, address, telephone number, e-mail address and account number,
- Education information, including relevant certificates and continuing education
- Registration of working hours
- Assessment of performance if you, as an hourly employee, are covered by our qualification pay system.
- Registration of sick leave, leave periods and holiday

We use the data protection regulation art. 6 (1) (b) as a basis for processing this information, as it is personal data that is necessary to process to fulfill the employment contract towards you.

In connection with the payment of salary in the ongoing employment relationship, we process information about you, including your CPR number, when we pass on information to SKAT for use with tax withholding. We process this information pursuant to Section 11 of the Data Protection Act and Article 6 (1) (c) of the Data Protection Regulation, as this processing is necessary to comply with our obligations under tax law.

#### **Health information**

In connection with sickness absence during your employment, it may be relevant to obtain doctor's note, including declarations of work capacity in accordance with Section 36a of the Sickness Benefit Act, carry out sick interviews in accordance with Section 7a of the Sickness Allowance Act or receive material from your municipality of residence in connection with a sickness benefit case. In these situations, it may happen that we receive and register health information about you.

We process such health information pursuant to section 7, subsection of the Data Protection Act. 1 and § 12, as the receipt of the information is necessary to clarify the company's legal position in relation to the Sickness Benefit Act and the employment law rules, including for example the Main Agreement between DA and LO, the Employers' and Salaried Employees' Act and the Danish Anti-Discrimination Act.

### **Information about children**

In connection with your employment, we will process information about how many children you have and how old the children are. We do this so that we know whether you are entitled to childcare days and whether you are entitled to the child's first sick day.

We process such information on the basis of Article 6 (1) (b) of the Data Protection Regulation and Section 12 of the Data Protection Act, as it is personal data that is necessary to process in order to be able to fulfill the employment contract with you.

### **Information about next of kin**

We register the contact details of the persons who you have indicated are your next of kin.

We apply the balancing of interests rule in the data protection regulation art. 6. (1) (f), as the basis for the registration of the information, as our registration of next of kin ensures that we can get in touch with them in the event of accidents, acute illness, or the like at the workplace.

### **Notices, warnings, etc.**

If during your employment we receive complaints about you, or if you receive verbal or written reprimands or warnings from the company, we will store the information about this.

We apply the balancing of interests rule in the data protection regulation art. 6. (1) (f) as the basis for this registration, as this personal data documents the history of your employment relationship and may have an impact on the company's legal position in the event of employment law reactions later.

### **Information on control measures**

In connection with the company's control measures, e.g. video surveillance, checking the use of the Internet and e-mails, carrying out drug tests in accordance with our drug policy, we record information about you. If your work function is covered by these rules, we record information about, for example, your movements in the areas where there is video surveillance, your use of the Internet and e-mails, your movements in your company car, the results of the drug tests carried out.

Especially in the case of video surveillance with crime prevention purposes:

We delete the recordings from the company's television surveillance for the past 30 days after the recordings have taken place unless storage for a longer period is necessary for the company's handling of a specific dispute.

We apply the balancing of interests rule in the data protection regulation art. 6. (1) (f) and section 12, subsection of the Data Protection Act. 1, as the basis for this registration. as it is necessary to register this personal data.

## **Use of photos**

For employees in certain positions, we use a portrait photo on our website so that our customers and business partners can identify you. If this is relevant for you, we obtain your consent for this, as we use consent according to the data protection regulation Article 6 (1) (a) as a basis for using portrait photos on the website. You can always withdraw your consent. If you withdraw your consent, the image will be deleted, and this will have no consequences for your employment.

In addition, we use situational images from events in the company where you can perform, e.g. on the intranet in the period after an event. We apply the balancing of interests rule in the data protection regulation art. 6. (1) (f) as the basis for this use since the situational images are intended to document the company's history.

Some employees appear in pictures on our website, in our marketing material and on our Linked In profile. If this is relevant to you, we obtain your consent for this, as we use consent according to Article 6 (1) (a) of the Data Protection Regulation as a basis for using such images. You can withdraw your consent at any time. You can do this by contacting us using the contact details above. If you withdraw your consent, it will only take effect from this point. It therefore does not affect the legality of our processing of the information up to the time when you withdraw your consent.

## **Trade union affiliation**

To fulfill our obligations under the Industrial Agreement and the Collective Agreement for Salaried Employees, which the company is covered by, it may be necessary to register information about your trade union affiliation. This will be the case when the company includes a trade union contribution in the salary, if you are a member of the union holding the collective agreement or pay sick pay according to the collective agreement.

We process the information about your trade union affiliation pursuant to section 7, subsection of the Data Protection Act. 2.

## **Upon resignation**

If you resign from your position at MAT Dania, we will record the reason for your resignation.

We apply the balancing of interests rule in the data protection regulation art. 6. (1) (f) as the basis for the registration, as this personal data partly documents the history of your employment relationship, and partly may have an impact on the company's legal position in the event of subsequent employment law disputes.

## **Storage and deletion**

We store the information that we have registered about you in connection with your employment and during the current employment relationship in your personnel file for up to 5 years after your resignation unless it is necessary for the information to be stored for a longer period of time.

## **Other recipients who may process your personal data**

In connection with your employment, we pass on or entrust your personal data to the following recipients:

- Public authorities, including municipalities and SKAT, in connection with the payment of wages, reimbursement of sickness benefits, etc.
- The Danish national Board of Industrial Injuries in connection with work-related injuries

- Pension company and health insurance company

### **Your rights**

According to the legislation in the Data Protection Regulation and the Data Protection Act, you have several rights.

If you want to exercise your rights, please contact us.

#### Right to see information (right of access), Article 15

You have the right to gain insight into the information that we process about you, as well as a range of additional information.

#### Right to rectification, Article 16

You have the right to have incorrect information about yourself corrected.

#### Right to erasure, Article 17

In special cases, you have the right to have information about you deleted before the time of our normal general deletion occurs.

#### Right to restriction of processing, Article 18

In certain cases, you have the right to have the processing of your personal data restricted. If you have the right to have the processing restricted, we may in future only process the information - apart from storage - with your consent, or for the purpose of establishing, asserting, or defending legal claims, or to protect a person or important public interests.

#### Right to object, Article 21

In certain cases, you have the right to object to our otherwise lawful processing of your personal data.

### **Complaint to the Danish Data Protection Agency**

You have the opportunity to complain about our processing of your personal data to the Data Protection Agency. You will find the Data Protection Agency's contact information on the Data Protection Agency's website [www.datatilsynet.dk](http://www.datatilsynet.dk).

## PHYSICAL WORKING ENVIRONMENT

<b>Subject:</b>	Physical working environment
<b>Apply to:</b>	All employees
<b>Last approved by:</b>	The cooperation committee
<b>Date:</b>	March 9, 2023

### Attitude

A good mental working environment helps to ensure a good sense of well-being at MAT Dania and thus helps to attract and retain employees.

Several factors affect the mental working environment, and a strained mental working environment has costs for both you as an employee and MAT Dania. We therefore have a joint responsibility for creating a working environment where dialogue, cooperation and a proper tone of voice are the key words for coming to work happy and still having a smile on your face and surplus energy when you leave the workplace.

We therefore have an expectation that all communication takes place in a proper and responsible tone. This applies both in speech and in writing.

### Bullying and harassment

It can be individual what we as people understand by bullying and harassing behaviour. When it comes to mutual banter where everyone participates, hurt feelings rarely arise if everyone understands and accepts the "rules of the game". Most people sense a difference between malicious bullying and ordinary teasing - even though harmless teasing can take place in a "crude tone".

If violations occur regularly and over a long period of time, these are perceived as hurtful and degrading, and if the victim(s) is/are unable to defend themselves, this is bullying and harassing behaviour.

The violations can e.g. relate to race, sexual orientation, skin colour, political beliefs, disability or other "aggressive acts" which aim to violate a person's dignity or create a threatening, humiliating, or uncomfortable climate for the victim - both verbally and non-verbally.

The line for when interaction between people, the character of bullying or harassment has, can be difficult to draw, and there is no fixed, objective limit for it. The perception of what is offensive often differs from person to person and can vary from the culture of one department to another. At the same time, perceptions can change over time.

### Sexual harassment

Sexual harassment is a special form of bullying where the offending acts are predominantly sexual in nature. The term covers all unwanted actions of a sexual nature or other gender-specific behavior that violates the dignity of women and men in a work context, e.g. touches, lewd jokes, invitations to sexual intercourse, viewing of pornographic images, etc

Because boundaries and perceptions are different, it is considered sexual harassment if the victim points out that the action is inappropriate, unpleasant, and unwanted, and the colleague does not show respect for this.



It is MAT Dania's position that no employee should be unhappy at MAT Dania, and that every manager is responsible for ensuring well-being and, as best as possible, identifying and responding to employees who are unhappy on the job for whatever reason.

### **Action**

Bullying and harassment of any kind is not accepted, and MAT Dania encourages at all times to speak out against actions that you do not like. If your colleague is not out to harass you, the abuse will stop here.

As the counterparty, you must also respect if your colleague speaks up against your actions, even if you think they are innocent.

MAT Dania takes the problem seriously if an employee feels ill-treated and chooses to talk about it or if we otherwise identify the problem. Managers or employees often do not notice bullying or harassment if they are not involved themselves. It is important to make the problem a common issue, so that the bullying does not only concern the person or those it affects.

Offensive behavior is not tolerated and will have consequences for your employment.

## SECURITY POLICY

<b>Subject:</b>	Security Policy
<b>Apply to:</b>	All employees
<b>Last approved by:</b>	The cooperation committee
<b>Valid from:</b>	March 9, 2023

### Attitude

Liquid iron in large quantities, rotating machines, heavy goods and moving trucks - Mat Dania can be a dangerous workplace to walk in if safety instructions are not followed.

The physical framework must be safe, and the individual employee must be able to act safely in their own performance of the work and towards colleagues. As a workplace, we must take responsibility for that.

MAT Dania always follows the work environment legislation in force, but safety is also a shared responsibility. This implies an expectation that the individual employee avoids risky and safety-threatening situations as far as possible, which could lead to personal injury, and that potential dangers are raised with the immediate manager or your working environment representative.

Safety is of course also important for guests in the house. Therefore, it is the host's responsibility to ensure safe travel and proper clothing when visiting our production.

### Action

MAT Dania provides necessary safety equipment, including protective equipment, so that the individual employee can carry out his work safely. What you should use depends on the work you have to do and the environment. Safety footwear and safety glasses/visors are required for all stays in the production – also when visiting from outside.

Incorrect clothing is to blame for many accidents, so avoid: loosely hanging scarves, jewellery, long loosely hanging hair or other things, which can be pinched or caught in machines.

### Signage

Even if you become familiar with the execution of the work and safety procedures in your own department, orient yourself via signs in the rest of the factory when you move about:

- Mandatory signs (you MUST)
- Prohibition signs (you MUST NOT)
- Warning signs (here you sharpen your attention)
- Reference signs (related to fire)
- Green signs (emergency equipment)
- Orange signs (dangerous substances)

Ask if in doubt.

Any work injury is one too many. As co-responsible for your own safety, you can help avoid injuries and accidents:

- ✓ learn the hazards that your workplace contains (e.g. dangerous substances and machinery).
- ✓ ensure that you receive proper instruction and guidance on the correct working position in relation to machines, tools, sight distance, etc.
- ✓ keep order and clean up after yourself. Many accidents happen due to sloppiness and disorder. Do not touch machines and tools you do not know.
- ✓ be sure that your working tools are in order, otherwise report it to your master, who will have it put in order.
- ✓ lift ergonomically correct and use crane or other aids.
- ✓ examine where the emergency stops and/or main switch is located.
- ✓ never use defective tools or electrical appliances. Report it immediately to your immediate manager or working environment representative.
- ✓ learn where the fire extinguishers are and how to alert the fire department.
- ✓ read instructions for use and product declarations - both on materials and machines.
- ✓ use the personal protective equipment required in your function.

An employee in each department performs daily safety audits. The manager does weekly follow-up in his own department and the work organization oversees a monthly review of the entire factory.

#### **Evacuation site and defibrillator**

The area between the administration building and the production hall is a meeting place in the event of an evacuation of the factory. Signal for evacuation is a continuous pause signal. When the signal sounds, all employees must leave the workplace via the nearest escape route as soon as possible and move to the assembly area. Emergency preparedness exercises are held from time to time.

In the same area, there is a defibrillator (on the wall outside the canteen).

#### **The Working Environment Organisation**

Each department has a work environment group consisting of the work manager for the department and an elected work environment representative, who is elected for 2 years at a time.

The Working Environment Committee has six members. Three members elected by and among the working environment representatives, two

members elected by and among the work managers and daily safety manager Michael Sanderson.

## SENIOR POLICY

<b>Subject:</b>	Senior policy
<b>Apply to:</b>	All employees
<b>Last approved by:</b>	The cooperation committee
<b>Date:</b>	March 9, 2023

### Attitude

Competence and know-how are worth their weight in gold, and our senior policy must provide the opportunity to extend cooperation with older employees to the benefit of both the employee and MAT Dania.

As an older employee approaching early retirement and retirement age, your options for and desire to work as before may require extra consideration. It may also be that you want to work towards a specific retirement date and in this connection want the options coordinated.

Regardless of the reason, we look favorably on discussing the possibility of and entering into senior agreements. However, we cannot guarantee the possibility or the conditions for this in advance, as these will be individual and depend on your wishes and possibilities, department, job function, MAT Dania's situation at the time in question, etc.

Typically, a senior agreement involves the same job as before, combined with an agreement on shorter working days, weekly days off, more holiday periods in periods when the level of activity in the company is lower, etc.

Common to the agreements is that if the number of hours is reduced, the salary is adjusted accordingly.

### Action

If you, as an employee, are approaching early retirement or retirement age and wish to continue to work and maintain your association with MAT Dania, you are welcome to initiate a senior discussion with your manager.

At the interview, you will discuss a possible downsizing or change of work tasks and working hours, and your wishes and options will be assessed in relation to MAT Dania's needs and therefore possibilities to meet your wishes.

The agreement is set out in writing in an addendum to the employment contract.

## SMOKING POLICY

<b>Subject:</b>	Smoking policy
<b>Apply to:</b>	All employees
<b>Most recently approved by:</b>	The cooperation committee
<b>Date:</b>	9 March 2023

### Attitude

MAT Dania wants to promote health in the workplace and ensure a safe working environment for everyone.

This policy covers all tobacco products that mix with and pollute the ambient air.

The policy also covers e-cigarettes, herbal cigarettes, or other similar products, because the signal value is the same as for tobacco products.

- ✓ Smoking is not permitted in MAT Dania's buildings and vehicles associated with the company.
- ✓ Smoking is only permitted outdoors and standing ashtrays must be used.
- ✓ Smoking is only permitted during designated breaks.

### Help to stop smoking

You can always get help to stop smoking by calling Stoplinjen, which is a smoking cessation service in collaboration with the Danish Health Authority. The stopline can be reached on telephone number 8031 3131.

### Action

Violation of the smoking ban can have employment law consequences for you as an employee. A violation can result in anything from a written warning to dismissal, depending on the nature of the violation.

MAT Dania assesses the violation on a case-by-case basis, and a specific assessment will be made of the individual violation.

## QUALITY POLICY

<b>Subject:</b>	Quality policy
<b>Apply to:</b>	All employees
<b>Last approved by:</b>	The cooperation committee
<b>Date:</b>	9 March 2023

### Attitude

MAT Dania strives to be one of the leading suppliers of quality castings in the market for hydraulics, machine components and work vehicles.

Quality is

#### **Work processes**

MAT Dania's work processes from inquiry to delivery must ensure that agreed customer requirements and expectations are met.

#### **Product quality**

Product properties must be in strict accordance with customer requirements, prescribed norms and standards and expectations.

#### **Delivery**

The customer must receive the products in a condition that meets expectations and at the agreed time and price.

#### **Organizational quality**

The entire organization must act in a quality-conscious manner. An ongoing assessment of the training needs must ensure the necessary professional competence and quality awareness among all employees. Employee must be able to do the job right the first time.

#### **Statutory provisions**

MAT Dania's activities are carried out while simultaneously fulfilling the applicable version of the statutory provisions:

- ✓ Working Environment Act
- ✓ Environmental Protection Act
- ✓ Electrical Contractor Authorization Act

### Action

The top management is responsible for each function ensuring that its activities are carried out in accordance with the established rules.

The functional managers are responsible for the preparation and maintenance of procedure descriptions and work instructions, as well as for their compliance by the individual employee. The individual employee must be informed about and act in accordance with the given guidelines for the execution of the work, as instructed by their master.

All employees are responsible for the quality of their own work. It is the responsibility of each employee within their own area to actively contribute to correcting errors and minimizing the risk of repetition.

