

**Stiesdal®**

Stiesdal A/S  
Nyropsgade 37, first floor  
1602 Copenhagen V  
Denmark

[info@stiesdal.com](mailto:info@stiesdal.com)  
[www.stiesdal.com](http://www.stiesdal.com)

# Employee Handbook

## Contents

Contents.....	2
Introduction .....	3
1. Your employment .....	4
1.1 Working hours .....	4
1.2 Development .....	4
1.3 Compensation .....	5
1.4 Canteen arrangements.....	5
1.5 Driving cost refund .....	5
1.6 Staff association .....	6
1.7 Celebration and gifts .....	6
1.8 Smoking, alcohol and drug-free workplace .....	7
1.9 Leaving Stiesdal .....	7
2. Benefits.....	7
2.1 Health insurance and other social security contributions.....	7
2.2 Health examination.....	8
2.3 Pension.....	8
2.4 Internet .....	8
2.5 Mobile phone .....	9
2.6 Glasses.....	9
3. Holiday and leave .....	9
3.1 Holiday and extra holiday .....	9
3.2 Bank holidays .....	10
3.3 Family leave of absence.....	11
3.4 Sick leave .....	14
3.5 Illness or death in immediate family .....	15
3.6 Registration .....	15

Welcome to the Stiesdal Employee Handbook.

## **Introduction**

At Stiesdal, we take great pride in our work and in the fact that our solutions make a real difference on a global scale. We are equally ambitious when it comes to our company as a workplace.

While our mission is critical and requires hard work, we want our work culture to be safe, sustainable, and rewarding. Simply put, we want our company to offer the best possible working environment.

To that end we have set up a framework for the workplace with as few rules and restrictions as possible, designed to establish clear employment terms and to support your well-being.

Please do not hesitate to give feedback or suggestions for topics to be included in the Employee Handbook.

## 1. Your employment

### 1.1 Working hours

We strongly encourage all our employees to prioritize working from the office.

Our typical working hours are:

- Monday to Thursday between 08:00-16:00
- Friday between 08:00-15:30

A half-hour lunch break is included in these working hours.

In your contract, you will be assigned a primary work location. You may expect some of your duties to be performed at other company locations:

- **Copenhagen** - Nyropsgade 37, first floor; 1602 Copenhagen V
- **Copenhagen Lab** – Fruebjergvej 3, 2100 Copenhagen Ø
- **Give** - Vejlevej 270; 7323 Give
- **Aarhus** - Hedeager 1; 8200 Aarhus N
- **Risø Campus DTU** - Frederiksborgvej 399 building 763; 4000 Roskilde
- **Skive** – Greenlab 43; 7860 Spøttrup
- **Vrå** - Smidstrupvej 445; 9760 Vrå

- |  |
|--|
| <ul style="list-style-type: none"><li>• Scheduling doctor's appointments and similar during the day is of course okay, as long as you coordinate with your team.</li></ul> |
|--|

### 1.2 Development

Employee development is an everyday event at Stiesdal.

- we are all responsible for our own development
- we prioritize our own development and see the work environment as the primary training ground
- we support each other and discuss our ambitions openly
- we take on additional responsibilities and learn new competences
- we seek feedback
- we take action

We believe that people have highly individual learning needs, which is why we do not have rigid training budgets and programs in Stiesdal. For the same reason, we do not have strict development frameworks or annual development talks.

We encourage you to take ownership of your learning journey and to discuss any training or education needs with your leader in an open dialogue.

Your leader will participate in a round table session at least once a year. The round table session is attended by:

- all people leaders in your organization, including your own leader
- HR
- Jacob Nørgaard Andersen and Peder Nickelsen

The round table session is facilitated by HR and it is an opportunity for people leaders to discuss and broaden their perspectives on:

- your general behavior and demonstration of company values
- your potential, with a focus on demonstrated promotability and evidence that supports the assessment of your potential
- your performance, with a focus on *what* you have delivered and *how* you have delivered

Your leader will share their feedback with you after the round table session.

- Feel the need for a professional development talk with your leader? No need to wait for a once-a-year event. Book a meeting now!
- Giving and receiving feedback is a shared responsibility. Remind your leader to share their feedback from the round table session if they have not done so.

### 1.3 Compensation

There are no predefined compensation boxes or brackets in which we place our employees based on their position or seniority.

At Stiesdal, we evaluate each employee's salary individually, based on a combination of:

- competences
- local market
- experience
- performance

Once per year, we adjust the salary level for all employees. Individual compensation levels may be re-evaluated at any point during the year, where deemed necessary.

Your salary will arrive in your bank account on the last bank day of each month. You can find your pay slip on mit.dk.

- Everybody receives the same salary adjustment percentage.

### 1.4 Canteen arrangements

At most Stiesdal locations, lunch is served in the canteen around noon every day.

If your primary location is Copenhagen or Aarhus, we deduct a fixed canteen fee from your salary every month. You can see this fee on your pay slip. Please contact your office assistant if you would like to opt out of the canteen scheme.

If your primary location is Give, you pay for your lunch through an app every day.

In addition to daily lunch, we come together for breakfast at all Stiesdal locations every Friday at 08:30.

- Read about local canteen arrangements under our [Locations](#).

### 1.5 Driving cost refund

Do you commute to other work locations than the primary work location stated in your employment contract? These could be different Stiesdal offices, external workshop venues, client offices, etc.

If the distance to the alternative work location exceeds the distance of your regular commute, you are eligible for mileage reimbursement (kilometer godtgørelse).

The distance for which you can get reimbursement is:

- the distance from your home address to the alternative work location + the return distance from the alternative work location to your home address

Record your driving costs in the DatalønTid app. HR will send you a reminder of the latest date on which you can do this.

You will receive your diving cost refund together with your salary.

- Remember to adjust your tax deduction for mileage on your annual tax return on [skat.dk](https://skat.dk).
- If you commute by public transportation, you are not eligible for driving cost refund. Instead, please apply to get your transportation ticket refunded on Corpay One.
- We encourage you to drive together with your colleagues when possible – the planet (and your colleague) will thank you.

## 1.6 Staff association

Our staff association Klimateers keeps our social calendar exciting. Congratulations! You are a member.

As a Stiesdal employee, you are automatically a member of our staff association Klimateers.

Every month, we'll deduct a 50 DKK membership fee from your salary, unless you are a student assistant or trainee.

If you have any questions or want to get involved with the staff association, reach out at [klimateers@stiesdal.com](mailto:klimateers@stiesdal.com). You can also check out our ordinances.

We're excited to have you as a member of Klimateers!

- Check out the Klimateers event calendar on our Intranet

## 1.7 Celebration and gifts

Please help your peers keep track of any special occasions within your team.

Appreciation of each other is one of our guiding principles at Stiesdal. We acknowledge and celebrate special occasions in our colleagues' lives.

We give gifts to our colleagues on the following special occasions:

- 5, 10, 15, 20, 25 and 30-year anniversary at Stiesdal
- round-number birthday (20, 30, 40, 50, 60 and 70)
- childbirth
- retirement
- wedding
- silver and gold wedding anniversaries
- long-term illness

Reach out for help with practicalities to:

- Christina Luth-Svan at [cls@stiesdal.com](mailto:cls@stiesdal.com)
- Anna Ellegaard at [ael@stiesdal.com](mailto:ael@stiesdal.com)

- Read our guidelines for [giving and receiving gifts](#) when it comes to (potential) suppliers or partners

## 1.8 Smoking, alcohol and drug-free workplace

At Stiesdal, we are committed to the wellbeing of our colleagues.

Therefore:

- smoking and vaping are prohibited in all indoor Stiesdal facilities. Smoking is allowed only in designated outdoor smoking areas.
- consumption of illegal drugs and alcohol is prohibited during working hours.

- Stiesdal may waive the alcohol prohibition in special cases, such as Friday bars.

## 1.9 Leaving Stiesdal

Leaving Stiesdal?

We are sorry to see you go, but we wish you all the best in your new adventure.

Before you go, we would like to sit down with you and talk about our time together. We will invite you to an exit interview with HR.

While you say goodbye to your colleagues, remember to hand over all equipment and outstanding tasks. Your leader will help you with a checklist.

- Read your employment contract for more information about leaving Stiesdal, such as your notice period.

## 2. Benefits

### 2.1 Health insurance and other social security contributions

All Stiesdal employees, except student assistants and trainees, are covered by private health insurance provided by PFA.

Your PFA health insurance covers:

- assistance with specific treatments such as chiropractic treatment, osteopathy and physiotherapy, dietician, acupuncture, reflexology
- second opinion by a specialist
- treatment of compulsive gambling, abuse of alcohol, medicine and other intoxicants
- consultation with a psychologist in case of stress or similar

You and your domestic partner's children under the age of 24 are automatically covered by your PFA health insurance.

All Stiesdal employees are also covered by Labour Market Insurance (AES), as well as by private industrial injury insurance, provided by Codan Forsikring A/S.

For more information, please go to [Mit PFA](#) or browse through our [wellbeing resources](#).

- The value of the health insurance is an employee benefit liable to taxation. Taxation happens automatically – see the details on your pay slip or reach out to HR.

## 2.2 Health examination

All Stiesdal employees have the opportunity to undergo an extended health examination every two years.

The health examination is offered in the month of January of every second year (2022, 2024, 2026, etc.).

The extent of the health examination will be based on different factors, such as your age.

Worried about factors such as your personal or family health history? You can select a more advanced health check regardless of your age, no questions asked.

- The value of the health examination is an employee benefit liable to taxation. Taxation happens automatically – see the details on your pay slip.

## 2.3 Pension

We have a general pension scheme that covers all full- and part-time Stiesdal employees. PFA manages the general pension scheme.

The PFA pension contribution under the general pension scheme is:

- 8% of your monthly salary, paid by Stiesdal
- minimum 4% of your monthly salary, paid by you

Please reach out to PFA and to HR if you would like to increase your voluntary pension contribution.

The following insurance programs are included in your general pension scheme:

- life insurance
- critical illness insurance
- health insurance
- occupational capacity insurance
- online doctor

All Stiesdal employees are covered by the Danish Labor Market Supplementary Pension Scheme (ATP) through ATP Lifelong Pension. For the hourly-paid employees the legal requirement for ATP is at least 9 working hours per week.

- For more information, please go to [Mit PFA](#) and [ATP](#).

## 2.4 Internet

Stiesdal offers all full- and part-time employees paid internet at their home address.

To transfer payment of your internet subscription to Stiesdal, please contact your internet provider and request:



- changing the invoice address on your subscription to the official address of the Stiesdal company that employs you
- changing the invoice e-mail address to the e-mail address of the official Stiesdal company that employs you

Company	Address	Invoice address
Stiesdal Offshore A/S	Vejlevej 270, 7323 Give	offshore.invoice@stiesdal.com
Stiesdal Storage A/S	Vejlevej 270, 7323 Give	storage.invoice@stiesdal.com
Stiesdal Hydrogen A/S	Vejlevej 270, 7323 Give	hydrogen.invoice@stiesdal.com
Stiesdal SkyClean A/S	Vejlevej 270, 7323 Give	skyclean.invoice@stiesdal.com
Stiesdal A/S	Nyropsgade 37, 1602 Copenhagen V	stiesdal.as.invoice@stiesdal.com

- |  |
|--|
| <ul style="list-style-type: none"> <li>• You will not be taxed if Stiesdal pays your internet bill.</li> </ul> |
|--|

## 2.5 Mobile phone

Stiesdal offers all full- and part-time employees the possibility to receive and use a company mobile phone.

We have a few standard mobile phone models that you can choose from. Please read about your options [here](#).

If you choose to use your work phone for private purposes, you will be taxed. If you do not use your work phone for private purposes, you will not be taxed.

- |  |
|--|
| <ul style="list-style-type: none"> <li>• If you do not use your work phone for private purposes, you will be asked to sign a solemn declaration that you only use your phone for work purposes.</li> </ul> |
|--|

## 2.6 Glasses

We are committed to safety 24/7. This includes the use of computer glasses to reduce strain on our eyes, if recommended by an ophthalmologist.

As an employee benefit, Stiesdal pays up to 1.500 DKK to cover the costs of your eye exam and of your new computer glasses.

Additionally, we offer the following benefits to our employees and to their family, in collaboration with our partner Profil Optik:

- 25% discount on private glasses (glass and frame) – for the whole family
- 25% discount on sunglasses (with or without strength)
- 25% discount on sports glasses (with or without strength)
- 15% discount on contact lenses
- 3 months free of charge when creating a Profil Optik Life Style agreement

Please get in touch with your local OHS representative, who will be happy to guide you through the process of purchasing computer glasses.

## 3. Holiday and leave

### 3.1 Holiday and extra holiday

We want you to take some well-deserved time off to recharge and spend time with your loved ones.

In Denmark, all employees have the right to five weeks of annual holidays, between 1 September and 31 December of the following year (16 months).

You must take at least four weeks (20 days) of your holidays each year. You can either take the fifth week off or transfer it to the following holiday year by filling out a form that you will receive from HR near the end of the year.

Whether you are a full-time or part-time employee, you earn the right to 2.08 paid holidays each month, which you can take starting from the following month. For example, the 2.08 vacation days that you earn in January can be used in February.

After nine months of employment, all full- and part-time employees earn five extra paid holidays each year. Be sure to use them between 1 September and 31 December of the following year. Any extra holidays not taken will expire without compensation.

You will receive your normal monthly salary when using paid holidays or extra holidays.

If you are an hourly paid employee or student assistant, you are entitled to holidays according to the Holiday Act, and they will be paid into your Holiday Account (FerieKonto).

All holidays (paid or not) and extra holidays should be registered in the DatalønTid app.

We try to accommodate everyone's preferred holiday dates. When planning your holiday, please give your leader enough notice to plan for your absence and consider the team's workload.

- Read more about [Holidays and Extra Holidays](#)

### 3.2 Bank holidays

As an employee in Denmark, you are entitled to take paid days off during bank holidays.

As a Stiesdal employee, you are entitled to the following paid days off:

- 1 January (Nytårsdag)
- Maundy Thursday (Skærtorsdag)
- Good Friday (Langfredag)
- 2nd day of Easter (2. Påskedag)
- Ascension Day (Kristi Himmelfartsdag)
- Whit Monday (2. Pinsedag)
- 24 December – not an official bank holiday, but provided by Stiesdal as a paid day off
- 25 December
- 26 December
- 31 December (Nytårsaftensdag) – not an official bank holiday, but provided by Stiesdal as a paid day off

- Please note that these are paid days off and you do not have to register holidays on these days.
- From 2024 and on, the Great Prayer Day (Store Bededag) is no longer a public holiday. You will be compensated with the value of one working day, corresponding to 0.45% of the annual salary. If you are an hourly-paid employee and work on Store Bededag, you will receive your normal hourly wage.

### 3.3 Family leave of absence

At Stiesdal, we celebrate the arrival of new family members, and we encourage employees with young children (age below 9 years) to take family leave.

Under the Danish Salaried Employees Act (Funktionærloven), employees are entitled to only half their salary or maternity allowance (barselsdagpenge).

However, at Stiesdal, we offer:

- full salary during pregnancy, maternity, co-parental leave
- pension during the entire duration of the family leave

#### **Before expected childbirth**

Please align with your immediate leader in advance if you need to attend a medical appointment, screening or take pregnancy-related sick leave.

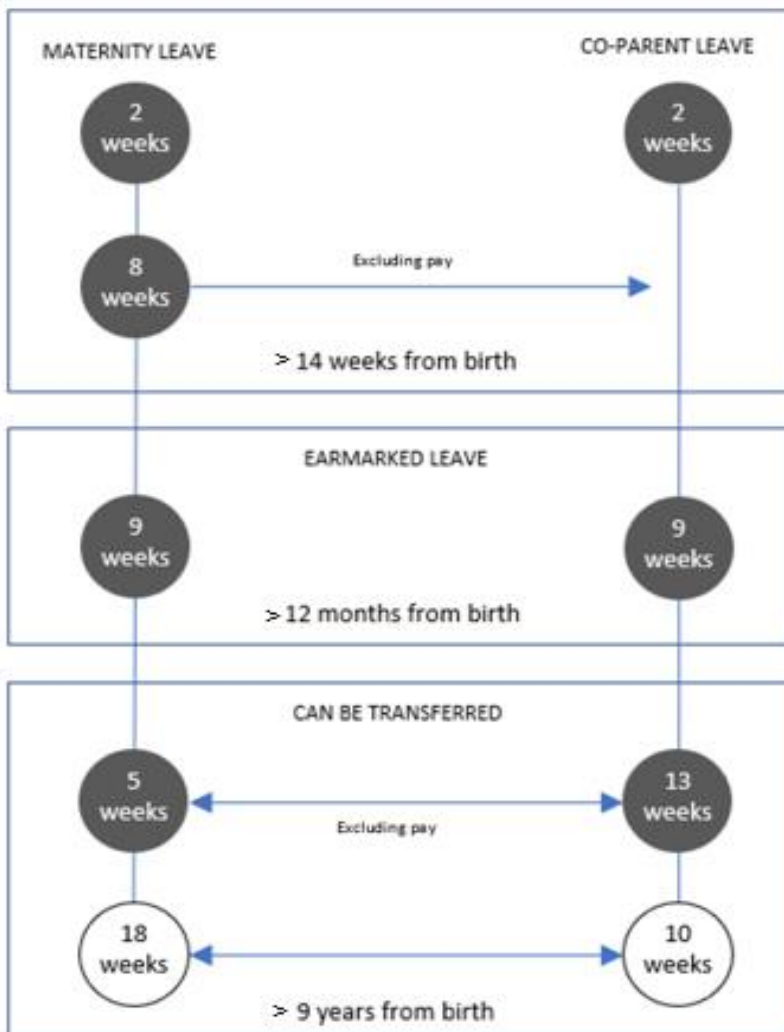
#### **Pregnancy, maternity, co-parental, and parental leave**

As an expecting or new parent, you are entitled to time off and certain benefits.

Here is an overview of your benefits depending on your situation. Some of these benefits are granted by law, while others are additional benefits granted to you as a Stiesdal employee.

	<b>Benefits according to Danish law 'Funktionærloven'</b>	<b>Benefits at Stiesdal</b>
<b>Pregnancy leave</b> 4 weeks before expected childbirth	The mother receives half of the usual salary during this period or, as a minimum, maternity allowance (barselsdagpenge).	The mother receives her full usual salary during this period from Stiesdal. Stiesdal must receive full refund of maternity allowance (barselsdagpenge).
<b>Maternity leave</b> 10 weeks	The mother receives half of the usual salary or, as a minimum, maternity allowance (barselsdagpenge).	The mother receives her usual salary during this period from Stiesdal. Stiesdal must receive full refund of maternity allowance (barselsdagpenge).
<b>Co-parental leave</b> 2 weeks	The co-parent has the right to take 2 earmarked weeks co-parental leave with maternity allowance (barselsdagpenge).	The co-parent receives their full salary during this period from Stiesdal on the condition that Stiesdal receives full refund of maternity allowance (barselsdagpenge).

<p><b>Parental Leave</b> 32 weeks</p>	<p>Each parent is entitled to take up to 32 weeks parental leave with maternity allowance (barselsdagpenge).</p>	<p>The mother can take up to 14 weeks of parental leave, while receiving her full salary in this period from Stiesdal. Stiesdal must receive full refund of maternity allowance (barselsdagpenge).</p> <p>9 out of the 14 weeks of parental leave are earmarked to the mother and cannot be transferred to the co-parent.</p> <p>The co-parent can take up to 22 weeks of parental leave, while receiving their full salary during this period from Stiesdal. Stiesdal must receive full refund of maternity allowance (barselsdagpenge).</p> <p>9 out of the 22 weeks of parental leave are earmarked to the co-parent and cannot be transferred to the mother.</p>
---	--	--



The leave periods illustrated above are holiday obstacles. This means that that you cannot schedule holidays during these leave periods.

You can still transfer your earned holidays to the next holiday period if you are unable to use the holidays before the end of the current period because of your leave.

### **Partial return to work during parental leave**

You can choose to come back to work part-time during the non-earmarked parental leave weeks. This means that you can still spend time with your little one while staying connected to your work.

Just make sure to talk with your immediate leader to agree on the details.

### **Extended parental leave**

You can extend your parental leave from 32 weeks up to 46 weeks, by adding either 8 or 14 weeks to your parental leave. This extended leave must be taken immediately after your regular parental leave.

During this extended leave, you will not receive salary or pension, but Stiesdal will still pay 8% of your full salary to your pension scheme for up to 32 weeks of leave.

Your own pension contribution of 4% will be paid to your pension scheme during the leave.

These rules apply to all full-time and part-time employees, no matter how long they have worked for Stiesdal, as long as their children are born during their employment at Stiesdal and after 2 August 2022.

You can find more information here:

- [Parental leave rules for salaried employees \(child born 2 August 2022 or after\)](#)
- [Maternity/paternity benefits \(borger.dk\)](#)

### **Adoption leave and single parents**

If you are adopting or a single parent, please do not hesitate to reach out to our HR team so we can provide you with all the support and guidance you need.

We are here to help you navigate this exciting journey.

- If you are pregnant, please let your immediate leader know at least 3 months before your expected due date.
- If you are a co-parent, please let your immediate leader know at least 4 weeks before you plan to take co-parental leave.

### **3.4 Sick leave**

We urge you to stay home to take care of yourself or your child when you are sick.

As a guideline, you should register a sick day if you are at home unable to work (answer phone calls, work on your laptop and join meetings).

If you can perform some work during the day, you should not register a sick day.

If you are sick for an extended period, we will invite you for a meeting to better understand your situation and how we can support you.

- Please remember to contact your immediate leader as soon as possible when you are sick.
- Please register your sick days in the DatalønTid app as soon as possible.
- You are not required to register sick days when your child is sick, and we do not have a 1-day rule for taking care of your sick child. We trust that you will find the balance between taking care of your sick child and your workload.

### **3.5 Illness or death in immediate family**

We understand that family comes first, so if there is a serious illness or death in your immediate family (parents, spouse or children), we want to support you.

You will get paid leave during this difficult time.

We just ask that you keep in touch with us to coordinate any necessary time off and to make sure urgent work is taken care of.

### **3.6 Registration**

Please use the time registration app DatalønTid to register your:

- absence (holidays, extra holidays, sick days, parental leave etc.)
- driving mileage
- project hours, if relevant

As of 1st July 2024, according to the Amendment of Danish Act on Working Hours, all work hours should be documented in an objective, reliable and accessible registration system. The purpose is to ensure that rules on rest periods and the maximum working hours are observed by Stiesdal, based on a consideration of the employee's protection.

We have made time registration easy for you. If you want to register your time, you only need to register deviations from the agreed work hours stated in your employment contract.

The work hours' balance is not subject to any further remuneration.

If you are in doubt about how to register, reach out to your leader.

A shared [Excel sheet](#) to register vacation and see when your colleagues go on vacation, can be found on our intranet.

- Time registration is not meant to measure individual effectiveness. We trust that you will put in the effort agreed upon in your employment agreement.

## **Revision History**

<b>Rev.</b>	<b>Date</b>	<b>Resp.</b>	<b>Description of change</b>	<b>Status</b>
0	16.05.21	HST	• Original version	Released
1	18.11.21	HST	• Update with several minor amendments	Released
2	09.12.21	MMA	• Update: Family leave and minor amendments	Released
3	06.05.22	MMA	• Update: Minor amendments	Released
4	22.08.22	MMA	• Update: Registration, Holidays and Extra Holidays, minor amendments	Released
5	13.10.22	MMA	• Update: Family leave, credit card and minor amendments	Released
6	19.06.23	MMA	<ul style="list-style-type: none"> <li>• Removed: company mission, vision, values, and leadership approach, quality, occupational health and safety organization, occupational health and safety management system, our environmental impact, intro elements, company credit card</li> <li>• Updated: paid days off, time and mileage registration, child's first sick day, working hours</li> <li>• Added: development, compensation, leaving Stiesdal, mobile phone</li> </ul>	Released
7	21.09.23	MMA	• Updated: working hours; smoking, alcohol and drug-free workplace; registration	Released
8	01.03.24	MMA	• Added: Store Bededag	Released
9	21.06.24	MMA	• Updated: Registration, other minor changes	Released
10	21.08.24	MMA	• Updated: benefits, pension	Released