

LS DK Staff Handbook

V3.2



Dear Employee,

Welcome to the LS DK Staff Handbook. This handbook contains the existing rules, regulations and policies regarding personnel relations at Lyngsoe Systems A/S. This intranet version replaces any previous Company Handbooks.

As part of your employment with Lyngsoe Systems A/S, you are required to continuously familiarize yourself with and closely follow the content of the latest updated version of this staff handbook that contains both rights and obligations for you.

If you have any questions or suggestions to the LS DK Staff Handbook, please contact either your direct manager or the editor of the Handbook: HR@lyngsoesystems.com.

Kind regards

Villads Thomsen, CEO



This is to acknowledge that a copy of the Lyngsoe Systems A/S Staff Handbook is available on Yammer and that it contains information about the employment policies and practices of Lyngsoe Systems.

I agree to read and comply with this Staff Handbook. I understand that the policies outlined in this Staff Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the team members and the company.

I understand that this Staff Handbook supersedes and replaces any and all prior Staff Handbooks and any inconsistent verbal or written policy statements.

I understand that Lyngsoe Systems reserves the right to revise, delete and add to the provisions of this Staff Handbook at any time with notices as required by Danish law. All such revisions, deletions or additions to the Staff Handbook will be in writing and approved by the CEO. I understand that no oral statements or representations can change the provisions of this Staff Handbook.

I understand that this Staff Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Staff Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

I also understand that if a written contract is inconsistent with the Staff Handbook, the written contract is controlling.



REVISIONS

Revision	Date	Author	Pages Changed	Description of change
HR	210219	HR	23	Submit, Access to PE
HR	140919	HR	25	Approximately 6 times per year
HR	031019	HR		Current PC is a Lenovo i7 model
HR	311019	HR		If you use your own car/motorcycle for business purpose, you will recoup the cost according to Danish government tariffs. The distance for which you can be reimbursed is the shortest distance from work or starting point for the travel, to where you are travelling to. So, in case there is 100 km from your starting point (normally your home address to where you have a meeting and there is 65 km from your work location (Aars) to where you have the meeting you will be reimbursed for the 65 km.
HR	051219	HR	53	FerieFridage
HR	190320	HR	45	Canteen changes of setup
HR	190320	HR		Company agreement Comwell. deleted
LAL	250121	LAL	13,15,26,29,30	Changed Links to new locations following bridge decommission. Org Chart Rules of Authorization IT Policy OoO Cheat Sheet Clepsydra Setup New Laptop Model is Lenovo T14
HR	080721	HR	23	Employee performance interview deleted,
				added Q-interviews
HR	080721	HR	29	Flex Time deleted
HR	150721	HR	42	2.39 Updated
HR	150721	HR	60	Change representatives
HR	150721	HR	10	History update
HR	021221	HR	52	Vacation
HR	021221	HR	51	Days off with pay deleted
LAL	021221	LAL	24, 40	Changed link to Norway Tax form, and aligned current equipment descriptions
HR	230322	HR	53	it applies to full-time employees and for part-time employees it is calculated proportionately.
HR	140722	HR	46	Maternity leave adjusted
HR	140722	HR	40	Travel police adjusted 3,40 – 3,70 1,90 – 1,98
HR	140722	HR	18	Digital guidelines Marketing Director removed
HR	140722	HR	31	AMO Ann Pilgaard removed



HR	140722	HR	45	Summerparty, including their partners/spouse removed
HR	271022	HR	47	Maternity leave updated
HR	031122	HR	16	Board updated
HR	030223	HR	53-54	Changed link to Danish holiday act, added Danish holiday names
HR	160323	HR	14	Mission & Vision changes
HR	160323	HR	51	Compassionate care leave updated
HR	160323	HR	43	Date change Christmas party
HR	130423	HR	16	Whistle Blower change



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1. STRATEGY AND OBJECTIVES

1.1. The history of Lyngsoe Systems

Lyngsoe Systems is one of the world's leading software developers and systems integrators of logistics solutions for a wide range of complex logistics chain environments within the library, airport, postal, supply chain, and healthcare markets. The company is designing, installing, and maintaining control and track-and-trace systems and leading within the radio frequency identification (RFID) technology market with more than 5,000 installations worldwide in more than 60 countries.

The history of Lyngsoe Systems ... from 1952 until now:

Lyngsoe Systems was originally founded as a division of Søren T. Lyngsø AS (established in 1952 in Copenhagen). The company developed automation solutions within the areas of energy, environment, marine, and industry, as well as producing computer electronics.

On 1 September 1994, Lyngsoe Systems was sold in a management buy-out to the management group. In 1999, Lyngsoe Systems accelerated our global expansion with a sales and service office in Frederick, Maryland, USA.

The following year Lyngsoe Systems invested in Net-Mill International AS, a company specializing in the mobile Internet. In 2001, an office was opened in Toronto, Canada, through the acquisition of two local RFID technology companies. The Toronto office is today considered one of the leading RFID innovators in the world. By 2005, Lyngsoe Systems had expanded into Romania, where Lyngsoe Systems still has an office run by a partner. Lyngsoe Systems acquired the global FKI Logistex Library Solutions in September 2009. The acquisition included engineering, manufacturing, software, service, and intellectual property of the worldwide library business. Lyngsoe Systems has been partnering with Crisplant, later FKI Logistex, since the mid-1970s. This long-lasting relationship paved the way for the change in ownership of the Library Solutions business. The best from FKI Logistex Library Solutions has been integrated with Lyngsoe Systems' expertise within RFID and logistics solutions. FKI Logistex is now Beumer.

In March 2014, private equity fund CataCap acquired a majority stake in Lyngsoe Systems. With Lyngsoe Systems' current size and position in the global market, the former owners believed that it was the right time to form a partnership with a professional investor that could help to strengthen the strategic and operational competencies to secure continued growth company. CataCap invested in acting as a catalyst for sustainable step changes through a systematic and consistent approach to business development.

In January 2021, Lyngsoe Systems acquired Finnish-Based P.V. Supa Group, creating smart automation solutions for libraries.

In August 2022, Swedish private equity fund Accent Equity acquired Lyngsoe Systems from CataCap and a number of minority investors. Lyngsoe Systems management team and other key personnel did also co-invest with the aim to develop the company through accelerated growth in close cooperation with Accent Equity.

Accent Equity has since 1994 invested in private Nordic companies where a new partner or owner can serve as a catalyst. Their ambition is to invest in and develop the companies to be Nordic, European or Global leaders through a professional, hands-on and long-term oriented approach that results in superior and sustainable returns. See more on accentequity.se

Today, Lyngsoe Systems has around 200 employees in Denmark, the USA, Finland, UK, Canada, and Germany.



1.2. Subsidiaries

LS has the following subsidiaries in USA, Canada, Germany, Finland and United Kingdom:

USA (Sales and project office)

Lyngsoe Systems Inc.
7450 New Technology Way, Suite B
Frederick, MD 21703
USA

Tel.: +1 (301) 360 0910 - Fax: +1 (301) 360 0911

E-mail: info@lyngsoesystems.com

Daily management: Cory McCoy, President

Canada (Sales and production company)

Lyngsoe Systems Ltd.
101 Simona Dr., Unit 2
Bolton, Ontario, L7E 4E8
Canada

Tel.: +1 (905) 501-1533 - Fax: +1 (905) 501-1538

E-mail: mail@lyngsoesystems.com

Daily management: Don Ferguson, President

Germany (sales company)

Lyngsoe Systems AG
Ericusspitze 4
D-20457 Hamburg
Germany

United Kingdom (sales company)

Lyngsoe Systems
Suite 8,
2 Huntingdon Street,
St Neots, Cambridgeshire
PE19 1BG
United Kingdom



United Kingdom (2CQR)

Lyngsoe Systems/2CQR
2CQR House Long Bennington Business Park
Long Bennington NG23 5JR
United Kingdom

Finland (PV Supa)

Lyngsoe Systems/PV Supa
Huhtimontie 6 A
FI-04200 Kerava
Finland



1.3. Mission & Vision

Our 'Winning Aspiration' defines the purpose of our enterprise and its guiding mission and aspiration in strategic terms.



1.4. Values

The Lyngsoe DNA – people you can trust!

Proven ability to solve complex problems and deliver logistical solutions at the right time, cost and quality.

Die-hard dedicated workforce with high level of competence, strong customer mindset and second-to-none innovative skills.

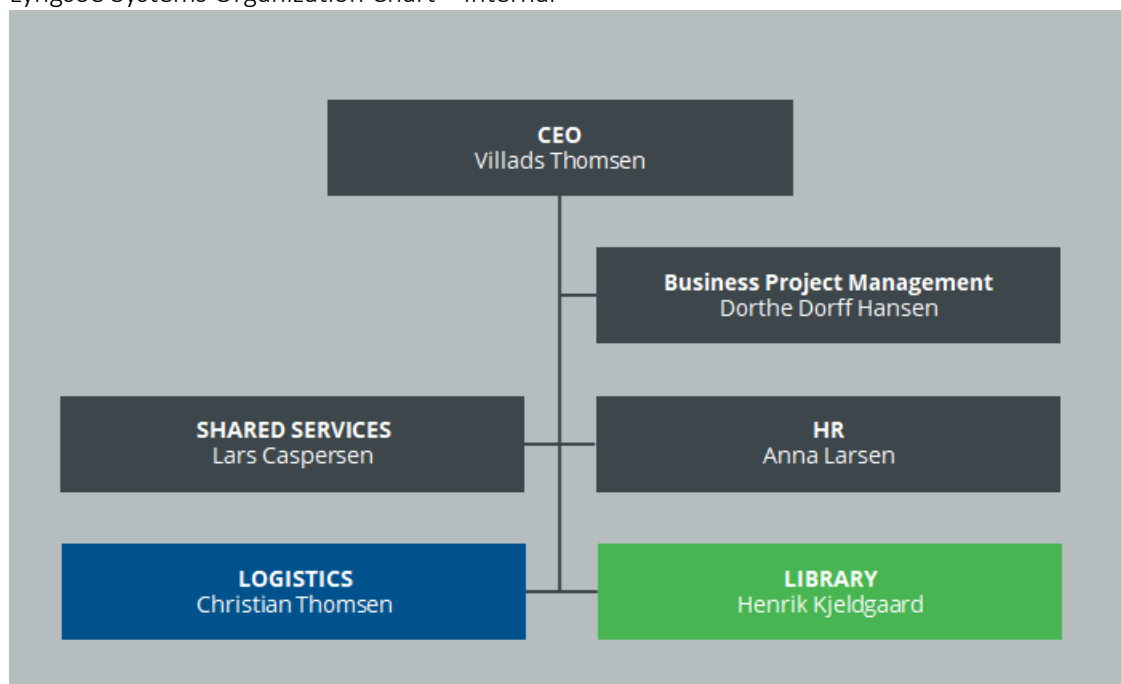
LS builds on and invests in lasting customer relations through expert knowledge, commitment, thoroughness, and trustworthiness.



1.5. Organization

You can find an always-updated organization chart on the intranet front page, click [here](#).

Lyngsoe Systems Organization Chart – Internal



1.6. Board of Directors

Carl Wilhelm Gustaf Fürstenbach, Chairman of the Board

David Anders Lowe Rehnberg, Deputy Chairman of the Board

Jens Villads Bjerregaard Thomsen, Member of the Board

Lars Christian Caspersen, Member of the Board

1.7. Code of Conduct

At Lyngsoe Systems we work according to a global behavioral code. It is a set of rules, which guides us in how we do business, and helps the employees maintaining an ethical behavior all over the world. That is what we call our Code of Conduct. In brief it means that we keep our promises, and endeavor to create value in what we are doing.

All employees and management at Lyngsoe Systems are obliged to acquaint themselves with the guidelines described in the Code of Conduct, and the values on which it is based on. We are obliged to respect the text and the spirit in the written Code of Conduct and to make sure we are all acting the same way.

1.8. Whistle Blower

Lyngsoe Systems is a company with strong values related to responsibility and integrity. We run the daily business in accordance to our core values. The Corporate Social Responsibility (CSR) report contains guidelines explaining how we are supposed to run the business based on high ethical standards.

Whistleblower policy

Lyngsoe Systems is committed to the highest possible standards of openness, honesty, and accountability. To support this commitment, we have our Whistleblower policy to provide Lyngsoe Systems' internal and external stakeholders with a framework for reporting suspected misconduct within the company without fear of retaliation. We encourage all employees and other stakeholders to report suspected or actual violations of company policies, internal routines, or laws so that irregularities can be addressed before any major damage occurs. Lyngsoe Systems aims to achieve and uphold a corporate culture in which reporting wrongdoing is encouraged and appreciated.

For more information on the policy and procedure for reporting any misconduct please refer to:

 [Lyngsoe Systems Whistleblower policy 2023-03-22.pdf](#)



2. EMPLOYMENT CONDITIONS AND POLICIES

2.1. Authorization and power of procurement policy

The purpose of the business policy is to determine rules of authorization as well as power of procurement for quotations, contracts, order confirmations and purchases.

The business procedure applies for all purchases made for currently Lyngsoe Systems A/S (LS), Lyngsoe Systems AG (LSDE), Lyngsoe Systems Inc. (LSUS), and Lyngsoe Systems Ltd. (LSCA), as well as for all quotations, contracts, and order confirmations prepared for customers.

Please note that CEO requests his signature / co-signature on all contracts, quotations, non-disclosure agreements and other legal documents that involve the company financially and legally.

Please refer to document 041.500.922, see file [LS Rules of Authorization](#).

2.2. Business cards

Please use up existing business cards before ordering new cards.

To order new business cards, please send a request to businesscards@lyngsoesystems.com with the following information:

Name:
Job Title:
Mobile Telephone Number:
Email Address:

You will receive a pdf of your business card to approve, and then business cards will be ordered.

Business cards will be ordered on the 5th of each month.

2.3. Cleaning

An external cleaning company performs the cleaning. The cleaning company does not move anything on your desk. You must keep order around the table so that there are no unnecessary boxes, etc.

Kitchen and toilets are cleaned every day.

Outside working hours, you are kindly requested to place cell phones, laptops and anything else of value so they cannot be seen from the windows – and thus reduce the risk of burglary.



Cleaning in the test area, America Hall

In the test area, the tables are not cleaned for security reasons, and the cleaning staff will only vacuum around the tables if they have free access. So, when you book in this area this also means that you are responsible for keeping order. A list showing reservations with order number and date can be found in the area. If you want to reuse empty packaging, it must be placed in the hall - remaining packaging you throw in the container.

Order

It is crucial that our customers get a positive first impression. It is therefore necessary that we present our guests to neat and tidy rooms throughout the building. You are responsible for keeping order on your desk, in your shelves and in other areas where you perform the work.

1.1.1. Commissioning policy

... for project employees

If an employee is involved in commissioning and stays at the site for longer periods, the following normally applies:

- In Europe, the employee can go home on weekend approx. every 3-4 weeks
- When on oversea commissioning, the employee can go home on extended weekend approx. every 5-6 weeks.

The employee and the employee's manager are both responsible that the employee adheres to the Working Time Directive (e.g. rest of at least 11 hours in any 24 hours; on average maximum of 48 hours of work per week measured over three months).



2.4. Communication on social media policy

Digital Guidelines

All external communication regarding LS and our products can affect our global brand both positively and/or negatively. For that reason, we have set the following guidelines to maintain the positive and professional awareness of our brand.

LS encourages all employees to follow and actively engage in our communication on social media.

1: Creation of social media channels or online profiles as/or associated with Lyngsoe Systems

Only marketing may create social media and online profiles / pages / groups with Lyngsoe Systems as author. Lyngsoe Systems is currently represented on Vimeo, YouTube, Instagram, Facebook, Twitter, Google+ Business and LinkedIn.

2: Administrators

There must always be a minimum of two employees from marketing as administrators for any group or profile. One administrator is always the Content Manager. If an administrator's employment with Lyngsoe Systems ends, then the remaining administrator must immediately delete the person's administrative rights for every profile.

3: Closing of unofficial Lyngsoe Systems social media channels and profiles

Marketing may at any time, close unofficial social media channels and online profiles created with Lyngsoe Systems as author.

4: Deletion of official Lyngsoe Systems social media channels and profiles

Official Lyngsoe Systems social media channels cannot be deleted without Marketing approval.

5: Communicating as Lyngsoe Systems on social media

All communication through official Lyngsoe Systems social media channels goes through marketing and must be approved by the Content Manager before posting.

6: We highly encourage Lyngsoe Systems employees to send ideas for content

If you or your team have content that you want to share with the world, then send the content directly to the Content Manager or marketing@lyngsoesystems.com and mark it "content suggestion". The content will be written into an editor calendar and communicated out accordingly.

7: Handling user comments on Lyngsoe Systems official channels

Uploaded content must always be open for user comments. Exceptions can occur on selected videos on YouTube and Vimeo. Relevant user comments directed to Lyngsoe Systems will always be responded by marketing, but if a comment requires specialist knowledge, key employees will be asked to either respond with their own profile or leave a response with marketing.



Overall guidelines for all online communication regarding Lyngsoe Systems

- It is explicitly assumed that all communication about Lyngsoe Systems is based on the principles of loyalty towards LS.
- Never disclose confidential information such as customer and order information. If you are in doubt, whether you can communicate something or not on your private channel, ask Marketing.
- Use common sense and always consider the fact that your colleagues, managers, customers, competitors, and journalists will read what you write publicly.
- Do not be anonymous when you write about Lyngsoe Systems and our products.
- Be honest and ethical – indicate whether you are writing on behalf of Lyngsoe Systems or as a private person, and never hide your agenda with your communication.
- Communicate with respect and objectivity.
- Do not talk bad about our competitors.
- Avoid provocations; take the high road in discussions.
- Do not use Lyngsoe Systems' logo without approval from Marketing
- Do not use your Lyngsoe Systems e-mail as the sender of your private communication.
- Do share news from Lyngsoe Systems official channels when relevant.

Specific for sales staff

Sales staff at LS can, if needed for business purposes, get an upgrade of their LinkedIn profile to a professional profile with extended possibilities. The upgrade will be removed end of employment.

In general, LS urge that you:

- Only make your connections visible to yourself. This can be managed under privacy and settings → who can see my connections.
- If you attend events, we urge you to create a personal or work-related twitter account. If help is needed contact Content Manager.
- When attending events always take pictures for marketing to use for live updates.

This section will be updated continuously to mirror the constant change that is happening within social media and online communications.

Any questions about social media or the use of social media kindly contact our marketing department, who will always be of help.



2.5. Confidentiality

During and after your employment, you will be bound by a confidentiality and non-disclosure agreement covering the company's internal affairs as well as business and operation secrets.

You will not without LS's consent disclose or use information obtained in the course of the employment concerning the Company's business secrets, methods, techniques, processes, technical drawings, descriptions, recipes, models etc. as well as any other confidential information, including, but not limited to, information about the Company's clients, suppliers and business partners.

You are subject to the duty of confidentiality both during the employment and after the termination thereof, and such duty will apply for an indefinite period of time. Moreover, you are subject to the general duty of loyalty and good faith to the company.

All documents, client lists, supplier lists, data media, tapes, data lists, drawings, descriptions and any other material and copies thereof concerning the Company's activities are and will remain the Company's property, and upon request and in case of termination of the employment such documents etc. must be returned to the Company immediately. This applies irrespective of whether the above material was created by you or in any other manner.

2.6. Data connection

You have the opportunity of establishing a data connection via fiber to your private address through LS. If there is no fiber coverage, an ADSL or 4G solution can be offered.

The data connection must always be given to a direct offset against your gross salary, i.e. the price of the connection is paid with non-taxed DKK.

Any costs of establishing the connection are paid by you. This means that these costs will also be deducted from the gross salary spread over the first year.

If you are employed in a particular job function (e.g. hotline), the data connection is obligatory and paid by the company.

You are responsible for following these procedures, if you want a data connection in your home address.

You should contact your manager to get his approval. You can get the current rates and prices from the IT department. Your manager will subsequently contact the IT department for further processing.

The IT department maintains contact with the Internet Service Provider, which then provides the practical installation in your home. Finance receives the invoice for the establishment along with the monthly cost of the data connection, and the amount is deducted in your gross salary.



You must abide by the safety rules that exist concerning data connection from home, prepared by the IT department. LS will be the formal owner of the data connection while you will be the user.

If you have a data connection through this scheme and leave LS, LS will terminate the subscription. If notice period for the data link exceeds your notice period, we will deduct the difference in your monthly pay in advance.

2.7. Drug and alcohol-free workplace

It is the policy of LS to provide our employees with a safe, healthful and productive workplace. In keeping with this policy, LS prohibits reporting to work under the influence of drugs or alcohol, or under any circumstances, which may affect the performance or safe work habits of an employee, or which may create a risk to the safety of others.

All employees are required to comply with this policy. Violation of this policy will result in discipline, which may include immediate termination of employment.

This policy does not prohibit the proper use of prescribed medication under the direction of a physician. However, abusing prescription drugs during working hours is prohibited.

This policy can be waived during work anniversaries where LS hosts a breakfast buffet including a small glass of alcoholic beverage. Furthermore, you are allowed to drink responsibly during the Friday Bar in the canteen after 3:30pm.

If you believe you have a problem with drugs or alcohol, please contact your direct manager, so we may assist you in finding appropriate treatment before either you or LS is placed at risk, or before your work performance may be affected. Any employee who voluntarily approaches a manager and requests assistance for a substance abuse problem will not be subject to discipline for reporting the problem and requesting assistance - but this does not mean that LS tolerates our employees reporting to work intoxicated or otherwise under the influence of drugs or alcohol.

This assistance and exemption from discipline is NOT available after an employee has tested positive for drugs or alcohol or has been involved in any work rule violation, discipline, injury or accident under this policy. Reporting to work under the influence of drug or alcohol may result in immediate termination.



2.8. E-mail policy

“Need to know” and “nice to know”

1. **Find out what you want** Ask yourself: What do I want to achieve and how do I want the receiver of my email to respond? It is a good idea to check if the mail provides answers to: What? Why? Who? When? How? Where?
2. **Create an informative headline** Make sure that the receiver understands the key message at first sight.
3. **The most important information first** Enter the most important information in the first sentence. Then proceed with the less important information.

5. **Consider your timing when you send emails.**

Receivers are not expected to read emails outside normal working hours. If you need a quick reply, then call or text.

4. **Write short emails** Keep it short. Long emails are difficult to take in and it takes too long for the receiver to understand them. A good rule of thumb is to ensure a full view of the email on the screen at once.
5. **Be careful with “Reply to all”** Think before you click “Send to all” Study the list carefully before you send large group messages. The email may not be relevant to all. Pay special attention to external receivers on the mailing list.
6. **Do not send a copy of everything to the manager/employee** Avoid disturbing the manager/employee more than necessary. Send only emails to those you need to contact to achieve results.
7. **Avoid attaching files** Tell the receivers where the information can be found instead, for example on the Intranet or via a link. You can also paste the text into the email to avoid sending it as an attachment.
8. **Make systems** When you receive an email, you must consider immediately whether you should delete, reply, forward or save/archive the email. Create folders so you can find your emails when you need them.
9. **Communicate the most important information face to face**
Use face to face communication rather than emails, if possible. You will experience a better communication and fewer misunderstandings.
10. **Count to 10** Mails are not suitable to express anger. Anger in writing will remain displayed on the screen long time after you have cooled down. This type of communication should always be verbal



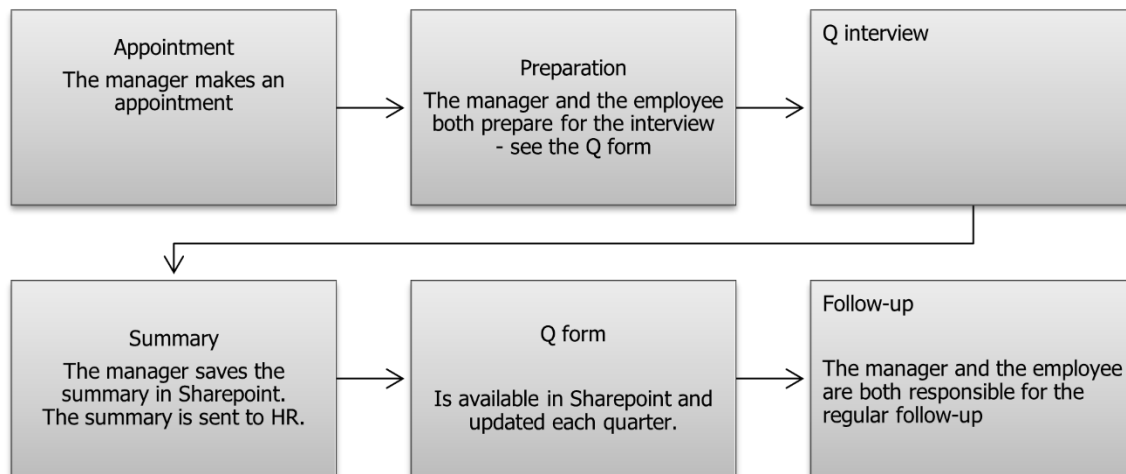
2.9. Employee performance reviews

Introduction to Q interviews

Purpose

The purpose of the interview is to give the employee and the manager the opportunity to enter into a dialogue about the employee's work situation. The interview covers goals and results, skills, teamwork, job satisfaction as well as job development. The meeting is held on a quarterly basis.

Q process



Preparation

The interview should be prepared by the employee as well as the manager, as careful preparation is the key to a good dialogue. The Q form forms the basis of the dialogue. The questions are meant as an inspiration and should not be followed slavishly, but all main areas should be covered. Other topics and issues can be discussed as needed.

During the preparation and the dialogue, it is important to express your thoughts and opinions – this is the best way of being understood. The more active you are, the more influence you may have on the solution.

At the end of the dialogue the conclusions are summarized, and it is agreed how the follow-up should be done. The manager makes a summary of the conclusions and saves it in SharePoint. The summary is also sent to HR.

Confidence



The content of the Q dialogue is a confidential matter between the manager and the employee. Only the summary should be sent to HR.

2.10. Equipment guidelines

Developers / architects:	<ul style="list-style-type: none"> * PC is replaced within a 3 -5 year interval or when needed * Current PC is a Lenovo T14 model * Current phone is an entry level Android Phone
Service / Adm. Employees:	<ul style="list-style-type: none"> * PC is replaced within a 3-5 year interval or when needed * Current PC is a Lenovo T14 model * Current Phone is an entry level Android Phone
Management /sales / marketing, Product and bid manager:	<ul style="list-style-type: none"> * PC is replaced within a 3-5 year interval or when needed * Current PC is a Lenovo T14 model or Surface Pro * Current Phone is an entry level Android phone or Iphone

Access to Protective Equipment (PE)

If you need PE for a specific project, go to the project manager or your immediate manager for authorization of the purchase.

Please expect that you will be asked to go try on the PE in a physical store.

2.11. Family relations policy

Family relations in the workplace can be a source of conflicts of interest and impartiality. Our goal is to ensure a good psychological work environment where employees have the best possible working conditions and a work environment where employees feel comfortable and thrive and which motivates both social cohesion and technical cooperation.

Therefore, this deliberately formulated policy has been made for managing relationships and relatives at work. The policy applies to all employees in Lyngsoe Systems.

Hiring relatives or others with close relationships

It is not allowed to hire permanent staff at LS, to which a manager or an employee has a special relationship. This applies to:



- A spouse, partner or boy-/girlfriend
- Parents, grandparents, children or stepchildren

As for siblings, other relatives or other related persons, it should be brought to the CEO's attention and requires his approval, before such employment is entered into.

Emerging relationship

If there is a relationship between a manager-employee or employee-employee in the same department, the one party should seek transfer to another department.

Responsibility for handling

If a relationship occurs, the parties have an obligation to inform the immediate manager. The manager will then have a discussion with the parties involved with a view to finding a solution, i.e. to move to another department within the company.

2.12. Finder's fee

Refer a new employee to Lyngsoe – and get an Apple iPhone!
Max. one per year per employee. The iPhone is a taxable good.

Do you know someone who may be looking for a job at Lyngsoe Systems – or is not currently looking but is open to discussing fantastic opportunities?

Lyngsoe is offering some fantastic rewards for your referrals. We are grateful for your help in finding outstanding candidates and we are showing our appreciation with a prize in reward – so why not refer a friend / former colleague today! We believe, by leveraging your networks, you have the ability to recommend your friends for jobs that they might not be aware of and in the meantime, you are rewarded.

Where a candidate is referred for a permanent position, Lyngsoe will reward the referrer with the prize – subject to the below terms and conditions.

Terms and conditions:

- A reward will be given when candidates indicate that they were referred by a specific Lyngsoe employee upon initial contact with Lyngsoe OR the referrer provides the CV / contact details of the referred candidate directly to Lyngsoe.
- The candidate referred must be placed into a permanent full-time position.



- The referred candidate must remain employed for at least 3 months and one day, after which the reward will be given to the referrer.
- If the candidate is referred by more than one employee, the reward will be given to the first employee to claim.

2.13. Guest policy

Guest card

When guests arrive at LS, they must be registered at the iPad.

After registration, a guest label is printed which must be always kept visible.

When guests leave the company, it is the host's duty to escort them to the reception door and check out.

Meetings

The system notifies to the relevant employee (host) when the guests have arrived and checked in on the iPad. Guests are not allowed to wander around on their own in the buildings. After the meeting, the host escorts the guest out to the reception.

2.14. Information and communication

Information Meetings

Information meetings will be held approximately 6 times pr. year. All employees are expected to attend. It is mainly here; you get the company's current situation explained. The meetings are usually starting at 14:15 in the canteen. Slides and video from the meeting will be available on the intranet under "Management Info".

Monthly Business Review Library & Logistics

Each month the CEO and CFO and selected members from the finance team meets with the Business Unit leadership teams to discuss operational performance and strategic initiatives.

Monthly Group Coordination Meeting

On a monthly basis the business unit leadership teams from both business unit meets with the CEO, CFO, HR and Business Project Management to address company performance, coordinate mutual tasks and initiatives as well as discuss organizational issues.



2.15. Intellectual property rights policy

Subject to any statutory restrictions in force from time to time, you will assign to LS all intellectual property rights, including patents, utility models, software, designs, knowhow, copyright work, trademarks etc. created by you in the period preceding termination of employment. LS is not obligated to pay any compensation to you in that respect.

This does not apply if the rights have been created outside working hours and independently of the knowledge acquired by you as a result of being employed by LS. The assignment extends to any form of use. The Danish Employees' Inventions Act (lov om arbejdstageres opfindelser) applies.

2.16. IT policy

LS is a software company and requires the same ethics and moral from our employees as from our customers. Please click [here](#) to see the IT policy.

2.17. Mail policy

1.1.2. Incoming mail

"Shared Services" receives the incoming mail between 9am and 4pm.

"Shared Services" opens all letters sent to the company address (except for letters marked personal or confidential)

"Shared Services" then distributes the letters to the department. Each department is responsible for further distribution.

1.1.3. Outgoing mail

Please hand over any outgoing mail to the warehouse. Will properly not be sent until the next day. If urging, please contact the warehouse manager.

If you need to mail a letter outside opening hours, stamps are available at "Shared Services" – behind warehouse manager.



2.18. Media relations policy

It is imperative that the integrity of the LS brand be upheld. LS' CEO governs activities directed at the press or other media. To that end, for all employees all press calls and any intent to engage in media-related activities (press releases, dissemination of materials, by-line articles, print and broadcast interviews, appearance by the media on company premises) - whether the employee believes they are related to the company or not, must be immediately brought to the attention of the CEO. Under no circumstance should any employee speculate or share actual financial information with members of the press.

Further, employees other than CEO should not engage in public and media relations programs or contract with outside PR firms without the CEO's prior knowledge and approval. All press-related activities are subject to review and approval by CEO.

2.19. Meeting policy @ LS

1. Make your objective clear. A meeting must have a specific and defined purpose. Before you send the calendar invite, ask yourself: What do I seek to accomplish? Send the invite in as good time as possible.
2. Consider who is invited. When you are calling a meeting, take time to think about who really needs to be there. Invite relevant persons for parts of the meeting.
3. Stick to your schedule. Create an agenda that lays out everything you plan to cover in the meeting, along with a timeline that allots a certain number of minutes to each item and email it to people in advance. Once you are in the meeting, put that agenda up on a screen or whiteboard for others to see. This keeps people focused.
4. Take no hostages. Nothing derails a meeting faster than one person talking more than his / her fair share. Establishing ground rules early on will create a framework for how your group functions.
5. Start on time, end on time. Do not schedule any meeting to last longer than an hour. Sixty minutes is generally the longest time employees can remain truly engaged.
6. Ban technology. Only the note taker should have an open laptop.
7. Follow up. It is quite common for people to come away from the same meeting with very different interpretations of what went on. To reduce this risk, forward minutes highlighting what was accomplished to all who attended within 24 hours after the meeting. Document the responsibilities given, tasks delegated, and any assigned deadlines. That way, everyone will be on the same page.



2.20. Mobile data policy / guidelines

Your Danish Telenor subscription includes free calling, SMS in EU and 4GB data usage in DK (2GB in EU), please note that data usage outside EU can be quite costly. (75 to 110 DKK per MB). There is a limitation of 450 DKK worth of data usage per month on your cell phone. You will receive a text message when you have reached 80 and 100%. It is possible to request an increase of the amount via SMS, but IT urges that this to be used extremely limited.

What can I use abroad? When roaming, consider only using basic office apps like mail, CRM etc. all other applications should be closed down, and any push or update functions related to these should be disabled.

2.21. Non-harassment policy

At Lyngsoe Systems, we all have the right to be treated with respect, and we all have an obligation to treat each other with dignity. It involves, among other things, that we accept each other's differences, and that we talk to each other daily - even when difficult. Offensive behavior such as mobbing, violence, and sexual harassment are not accepted.

Such unacceptable behavior is harmful to our company. It is our joint responsibility to put an end to such incidents. Therefore, we each have the responsibility and duty to help preventing, or resolving these situations or serious conflicts, whether you are a victim, or you are bystander. This may be by

- 1) Saying it directly to the person who exhibits abusive behavior
- 2) Asking the victim about his/her feelings in the situation
- 3) Asking your AMO representative, stress coach or leader to take up the matter between the two parties. These will process any such cases professionally and confidentially.

2.22. Office hours

Normal office hours are Monday - Friday 8am - 4pm. The reception will be staffed during office hours.

Normal working hours are 37 hours/week (excluding lunch).

2.23. Onboarding – introduction program

LS believes that a good start is vital to a long-lasting work relation. As a new employee, you will follow a carefully planned onboarding program, which will provide you with a thorough introduction to LS.

Our onboarding program will ensure that you as a new employee

- are quickly integrated and feel comfortable with your new colleagues and the LS organization.
- learn the relevant procedures, systems and processes.
- become an active part of relevant networks within LS;
- have an ongoing dialogue with your direct manager on tasks, responsibility and expectations.



- know the business strategy and development plan for your department.

A designated tutor will help you with an introduction to our organization and systems and to answer any questions that arise along the way.

2.24. Out-of-office policy

Please make sure that your “out-of-office” is visible by updating your status in your “Teams” and Outlook. Please click here to find out how to set up your Outlook correctly: [LS Out of office cheat sheet](#)

2.25. Personal data policy

As part of your employment, LS will process an amount of ordinary personal data about you. Data will be processed in accordance with good data processing practices and as prescribed by the current Danish Act on Processing of Personal Data (persondataloven) which has been updated to reflect (incorporate) the GDPR; General Data Protection Regulation (EU).

2.26. Posting / Expatriation

LS has subsidiaries in the Germany, US, Finland, UK and Canada.

If applicable, you may be offered to be posted. Details will be agreed individually with CEO.

When working for clients both here in Denmark and abroad, you may be offered a temporary assignment. Details are to be agreed with CEO.

2.27. Recording your time

The purpose of recording hours is to give both the departments and the company a detailed tool for controlling and estimating projects, and to bring about accurate accounts. The recording of hours is also necessary to prepare customer billings.

You must record your hours for a given week no later than Monday 10am the following week. At a month end, all remaining hours must be recorded on the first workday in the following month. – at 10am at the latest.

Please use our Clepsydra system – find it here: [Clepsydra Setup](#)

When recording hours in Clepsydra, please state the exact number of hours. For instance, when working 5 hours, you register 5 hours - when working 9.75 hours, you register 9.75 hours.

All registrations must be in accordance with the work plan assignment/approval by the project manager (or sales manager/other project owner, as applicable). If you are unsure which project number to use, please contact your project manager/responsible person.



All employees subject to this policy are required to accurately record all time worked.

2.30 Recruiting

LS' recruiting policy is:

- that all positions will be filled by the best candidate based on an overall assessment of academic and personal qualifications according to the needs of each position;
- that apart from the large human and financial responsibility associated with attracting and retaining talented employees, LS will always use appropriate resources in connection with any recruitment or internal job rotation;
- that each individual assessment is made with high quality, accuracy and ethics so that LS and the applicant can make the right choice. It is important that candidates are compared fairly throughout the recruitment process;
- that our recruitment process ensures that applicants have subsequently had a positive experience and continue to see LS as an attractive workplace;
- that all inquiries are treated confidentially;
- that applicants experience a professional and efficient processing of their application;
- that we encourage everyone regardless gender, age, religion to apply for the job;
- that reference taking is solely made when agreed with the candidate.

2.28. Release of employee information

LS maintains strict confidentiality of employee records. However, operating requirements of the company may necessitate disclosure of employee information to authorities and external organizations (banks, insurance providers, etc.). Employee information is only disclosed to authorities and external organizations upon receipt of a properly authorized request to release information or initiate deductions from employee pay. In this case, LS will release salary information and begin deductions from pay.



Lyngsoe Systems will provide limited employee data to prospective employers of former Lyngsoe Systems employees.

Lyngsoe Systems will provide information for these purposes limited to job title(s) held, dates of employment, and will verify the accuracy of earnings at termination. This limited information will be provided only, if a written consent form with the former employee's valid signature is forwarded to Lyngsoe Systems along with the reference request.

2.29. Retention

LS will always make an active effort to retain the good and competent employees. It is LS' objective that employees should thrive in their workplace. When you thrive at work, both you and LS benefit from this. At the same time, LS puts great emphasis on maintaining and expanding a work environment that is characterized by cooperation and knowledge sharing across the organization.

2.30. Senior Policy

LS wants to provide motivation and opportunities for senior employees so that the employment relationship is beneficial to both company and employee over a very long period. This means that in practice, we evaluate employees on their behavior and qualifications, not on how old they are.

It is individual how the job content needs to be in order for senior employees to develop according to individual and organizational needs. However, the flexible job characteristics and organizational placement need to ensure development – and not phasing out.

The senior employee must be flexible, open and willing to learn what is needed so that job content changes in a direction that both meets the company and employee needs. In turn, LS is willing to provide the resources this development requires, e.g. training or education.

2.31. Smoking policy

You are not allowed to smoke inside the premises of LS. You are only allowed to smoke either outside by the mounted ashtrays or in the designated smoking pavilion outside the building between the Europe Hall and building B. Always use the ashtrays.

If you violate the smoking policy, the consequences will be according to the Industrial Disputes rules (DK: fagretlige regler).



2.32. Termination of employment

Terminations are to be treated in a confidential, professional manner by all concerned. This policy and its administration are implemented in accordance with the Danish Act on Salaried Employees (Funktionærloven).

Either the employee or employer can terminate the employment relationship with the company at any time and for any reason – and of course observing the rules and regulations of the Danish Act on Salaried Employees (Funktionærloven).

Terminated employees are entitled to receive all earned pay including earned vacation pay.

Employment with the company is normally terminated through one of the following actions:

1. Resignation - voluntary termination by the employee
2. Dismissal - involuntary termination for substandard performance or misconduct; or
3. Layoff - termination due to reduction of the work force or elimination of a position.

If you want to terminate employment, you must give notice at least one month before to the end of a month unless otherwise stated in your employment contract. You must hand over written notification to your direct manager.

A useful checklist has been designed that provides a step-by-step guide for managers to navigate this program.

2.33. Travel policy

The purpose of this policy is to provide guidelines for business travel and entertainment for all employees to ensure effective use of your time and minimize expenses. While this policy is intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. Consequently, you are expected to conservatively apply the guidelines in this policy, consistent with normal living standards, and where the policy is silent, to exercise good business judgement or ask questions in advance.

The policy on travel time and travel / work allowances applies to the employees covered by this scheme (Please see table in section “5.2 Job-based Salary” for further information).

1.1.4. Working hours during travel

Working hours can be a combination of customer related hours or hours spent on other tasks agreed with your manager.



1.1.5. Travel allowance

The first day of any travel with accommodation, will result in a travel allowance of 650 DKK. For each subsequent overnight stay (whether in hotel or on plane), an additional travel allowance is paid. If the travel is without accommodation, but at least 10 hours has been worked, a travel allowance of 650 DKK is also available.

1.1.6. One-day travel

The first day of any travel will result in a travel allowance of 650 DKK. A one-day travel will thus result in a travel allowance of 650 DKK. However, the travel's length must be minimum 10 hours.

1.1.7. Work allowance

If you work normal work day hours on a Saturday, Sunday or other day off, a work allowance of 1,850 DKK will be paid (this does not apply if you are paid on an hourly basis). As all employees are hired according to the Danish working time rules, the Danish public holidays apply. If during the travel, a local holiday occurs, and the site is closed, you get a day off. On the other hand, you get nothing extra for working that day. If you work onsite on a Danish holiday, you will therefore receive a work allowance.

1.1.8. "Changing work site" allowance

Taking due consideration to employees, who travel from site to site (and thus have extra travel time), a "changing work site" allowance has been introduced. The allowance is paid on travel days, when employee travels to new site after a normal working day.

The site must be so far away from the previous site that it is necessary to change hotel. As a rule, this means two different cities. You can maximum obtain one allowance per day.

1.1.9. Travel time

Travel time on normal business days is included in the travel allowance.

If traveling more than four hours on a Saturday, Sunday or other public holiday, a work allowance will be paid, as it is assumed that you are ready to work full hours on the following day / alternatively have worked a full working day prior to departure.



1.1.10. Conversion of allowances to days off

Accrued and unpaid work allowance can be converted 1: 1 to day off. Accrued and unpaid travel / "Changing work site" allowances can be converted 3: 1 to day off.

If you want to save overtime pay and / or travel - / "changing work site" allowances to days off, you must notify the Finance Department via your expense report.

If you have been traveling for 2 weeks, you have, for example, 12 travel allowances and 2 work allowances. Here you can ask e.g. to get 3 travel and 1 work allowances saved for later days off (2 days). The rest will be paid.

Information Regarding Your Trip

Before departure, you must inform your direct manager and reception desk of your detailed travel itinerary. Lyngsoe Systems must know where you are in case we need to contact you.

Under certain circumstances, you may choose to travel as per account or per diem according to Danish per diem rates. To some extent, the two options depend on the customer's wishes. Before you commence on the travel, it must be decided whether you travel as per account or per diem. It is not possible to change your mind during the trip.

As Per Account

When traveling as per account, you must remember to collect all receipts (including a clear cost specification) in order to fill out and sign a complete travel expense report to be handed over to Finance. Credit card / payment slips are not accepted.

Per Diem

When traveling per diem, you must note that - according to SKAT – per diem cannot be claimed in below situations:

- For travels under 24 hours
- For travels without overnight stay

When you receive a per diem allowance, please note that this covers expenses such as:

Food (all meals, drinks, etc.)

Pay-TV

Minibar

Magazines, newspapers

Private phone calls

Transport to and from restaurants

According to SKAT, the per diem rate must be deducted a proportional amount of



- 30 per cent if you receive a lunch from a third party
- 30 per cent if you receive dinner from a third party
- 15 per cent if breakfast is included in the price of the hotel room. If this is not the case, it is your responsibility to ensure that this appears from the hotel bill in order to get the entire per diem amount. Otherwise 15 percent is deducted – and according to SKAT, it is irrelevant whether you actually do eat breakfast.

Please remember to deduct 30% from your per diem allowance if you have lunch/dinner with a customer and LS picks up the bill.

For trips lasting more than two weeks, LS covers reasonable expenses regarding laundry.

Flights

You must use the LS travel portal to book flights <http://travel.lyngsoesystems.com/>, please see more information here: <https://bridge.lyngsoesystems.com/Wiki/Wiki%20Pages/Travel%20booking.aspx>.

Click here to see the more about your rights for compensation and support in case of boarding rejection / cancellation / long delays.

When choosing a flight, the cheapest alternative must always be selected, unless it entails an unreasonably extended trip or unreasonable route.

Lyngsoe Systems has made an agreement with BCD Travel (BCD), and the travel agency must always be used when booking company paid trips. Our travel insurance is an integrated part of the booking.

Note that the BCD Travel agreement (portal) is not to be used for private purposes.

Hotel

When booking a hotel, a standard room must be chosen.

Book your hotel with your flight at the LS travel portal <http://travel.lyngsoesystems.com>.

Car Rental

When booking a rental car, the cheapest alternative must always be selected. The standard is a compact car.

LS has made an agreement with AVIS car rental regarding rental in Denmark and abroad. You can acquire an Avis Express Preferred Card. Please contact Finance department. The card is a combined payment and service card, which makes car rental more convenient. When booking a car, the card number is given. As the card is also a payment card, an invoice is sent to LS so that you do not have to have any out-of-pocket expenses.

Note that the Avis card is not to be used for private use.



Please remember to add the card number to your profile in the LS travel portal:

<http://travel.lyngsoesystems.com>.

Please note that if you book a car directly in the USA, you must always include the following insurance:

- LDM (loss damage waiver – selvrisiko)
- ALI (additional liability insurance – 3. parts forsikring)

When ordering via the LS travel portal, these two insurances are always included.

Train travels

Domestic travel is DSB 1'. Abroad a similar product is chosen.

Train travels cannot be booked via LS' travel portal at the moment and must be booked online instead.

Ferries in Denmark

Standard ferry crossings can be booked.

Taxi

If you need transport over short distances, and public transportation or car rental is not practical, you are permitted to take a taxi. In Aars, LS has an agreement with taxi operator "Gunnar's Taxi" – tel. no. 9862 3333. Please remember to state your name / department when ordering taxi.

Credit cards

LS does not issue company credit cards but ask that you obtain a credit card of your own, which you only use for business travel (e.g. standard MasterCard). Any expenses associated with the card in terms of business travel, e.g. annual credit card fee (up to 800 DKK), interest free, will be reimbursed after approval by your direct manager upon submitting receipts as part of an expense report.

Subject	During trip	Upon return
You need cash	Make a cash withdrawal in bank and make sure to get a receipt	Receipt will be used to calculate the exchange rate.
Payment in restaurant or similar	Generally, you pay with your credit card – remember receipt.	Receipt is included in travel expense report and handed over to Finance.
Surplus cash	Exchange your money to DKK in either departure or arrival airport	Generally, it is your own responsibility to exchange the money into DKK.
You need more money	You must send a budget (and/or any receipts already incurred) to Finance. LS will transfer the amount to your bank account immediately.	



Generally, it is very important that you remember all your receipts!

Traveling Expense advances

It is possible to apply for an advance of traveling expenses. Generally, you can only get an advance, if you can see that the trip involves financial costs that cannot be paid via your credit card. LS' bank transfers the amount to your bank account. When you are back, all costs must be settled, and repayment of advance may occur.

New advances can only be obtained after settlement of old advances.

Business travel insurance

When you are on business travel, you are covered by LS' travel and medical insurance. You will get an insurance card from Finance.

Please click [here](#) to see the coverage provided by LS's insurance company, Europæiske. Any area not covered by Europæiske is covered by PFA Pension, so you are fully covered.

In case you have been in treatment for a serious illness up to two months before a business travel, we need to contact Europæiske to ensure the coverage or alternatively to buy separate insurance. The business trip may be cancelled (especially for trips outside of EU).

Training courses and seminars

Travel and work allowances cannot be claimed, when you attend training courses, seminars and similar. In case accommodation and meals are not included, your reasonable costs will be reimbursed as per account.

Entertainment

LS will reimburse your reasonable expenses incurred through pre-approved entertainment.

Vaccination

When traveling to high-risk disease areas, you need the necessary vaccinations. Please book with your own GP. LS covers any related costs.

Travel Expense Report and Reimbursement

You must upload and submit your travel expenses to Acubiz immediately upon return from a trip.

Your manager must approve in Acubiz, and LS will reimburse salary related expenses via your salary and non-salary related expense we aim to pay out every week.

The right to reimbursement lapses after two months after the end of the trip.



Baggage delays and damages claims

In order to obtain compensation for delayed/lost/damaged baggage or other none-personal damages during travel, your claim must be submitted to Europæiske using the following link/address:

<https://www.europaeiske.dk/erhverv/skadeanmeldelse/>

Use the Lyngsoe Systems policy number (008-296150) and select the type of damage/claim in question. Note that the screen will prompt you to the documentation necessary before you proceed. Make sure you have this at hand (note that it is possible to submit further documentation subsequently). You may also use a manual (paper) form:

https://www.europaeiske.dk/globalassets/gemensamt/danmark/pdf/skadeanmeldelser/bagage-bti_skadeanmeldelse_dk.pdf

When this has been filled in, it is to be sent as an e-mail including supporting documentation on erhverv-skade@erv.dk.

Mileage allowance according to Danish government tariffs

If you use your own car/motorcycle for business purpose, you will recoup the cost according to Danish government tariffs. The distance for which you can be reimbursed is the shortest distance from work or starting point for the travel, to where you are travelling to. So in case there is 100 km from your starting point (normally your home address) to where you have a meeting and there is 65 km from your work location (Aars) to where you have the meeting you will be reimbursed for the 65 km.

The tax-free allowance is reimbursed via your salary. As on 1 January 2022 the tariffs are as follows:

- Driving up to 20,000 km per year: 3.73 DKK per km
- Driving in excess of 20,000 km per year: 2,19 DKK per km

The tax-free allowances can be found here: <https://www.skat.dk/SKAT.aspx?old=2234870>

You must make a travel report in EPR system, where you insert the number of kilometers driven.

1.1.11.60-day rule

If you are required to work at another site than the LS headquarter, you are entitled to tax-free allowance for up to 60 days within 12 months. Read more about the rules here: SKAT, 60-dages-reglen.



1.1.12. Tips / gratuities

Tips and gratuities when traveling in the USA, UK and Asia and such countries outside Europe, where tips and gratuities are custom, will be reimbursed when considered reasonable as defined by the below services required and received. In Europe, tips and gratuities are not relevant. Please always provide documentation for tips and gratuities to be used for your travel report.

Restaurant meals:

The allowable limits are listed below:

- Below average service = 5%
- Good service = 10%
- Exceptional service = 15%

Bellhop:

You should always carry your bags yourself, unless the hotel insists on providing this service. In this case, the limits are listed USD2 for first bag, USD1 per additional bag.

Doorman:

You should always carry your bags yourself and hail any cab, if needed, unless the hotel insists on providing this service.

- A smile and “thanks” when he opens the door
- USD1-USD4 for carrying bags
- USD1-USD2 for hailing cab

Taxi:

- Up to 10% of the fare dependent on level of service. Same service levels as restaurant meals.

2.34. Travels to Norway (reporting requirements workforce)

According to Norwegian tax law, Lyngsoe is obliged to report hours worked in Norway on projects to the Norwegian authorities including travel additions and allowances as well as travel costs reimbursed (accommodation, food, taxa etc.).

These guidelines are available on

<https://www.skatteetaten.no/person/utenlandsk/skal-du-arbeide-i-norge/skattekort/>

On this link, you will find the link to the template to be filled in to apply for a Norwegian identification card (D-number) / Taxation Card.

The first time you travel to Norway to work, you must go to the nearest municipality (Kommune) office where your work is to be conducted and in person apply for the D-number/Taxation Card.



You can find the municipality addresses on the website listed above. The tasks when at the office are:

- Show valid legitimation (passport (/ driver's license))
- Documentation of the work contract or other confirmation of the work to be undertaken
- Submit application for the D-number/Taxation Card on template RF-1209 (also found on the website)

Following approval, the D-number/Taxation Card will be mailed to your home address.

Immediately upon your return from the work in Norway, contact Finance BBR.

Finance will ensure that the obligatory reporting is made to Norway.

Any questions, contact SCH.

NT1 Declaration

Furthermore you have to fill in below declaration (find in link) in order to receive a declaration from the Danish authorities confirming that provisional tax is paid in Denmark. You reply for a one year period – this is to avoid hopefully that you get taxable in Norway

[https://indberet.virk.dk/myndigheder/stat/SKAT/02015 -
_Erklaering om indeholdelse af forskudsskat i Danmark ved arbejde for dansk arbejdsgiver i et andet n
ordisk land](https://indberet.virk.dk/myndigheder/stat/SKAT/02015_-_Erklaering_om_indeholdelse_af_forskudsskat_i_Danmark_ved_arbejde_for_dansk_arbejdsgiver_i_et_andet_nordisk_land)

2.38 International Social Security

When travelling / working outside Denmark you have to apply for International Social Security by following below link. When filling in the application you have to choose "All EØS Countries and Schweiz". If travelling to USA or other countries, then you specifically have to choose the current country. This is to secure that you as an employee is secured by Danish social security when travelling and still have access to Danish Social Services

If you travel to one of the EØS countries or Schweiz you are able to apply for 1 year at a time – be aware if you have entries to other countries, you have to apply specifically for this entry.

Above concerns all travelers and for all periods. For further assistance please contact SCH

<https://indberet.virk.dk/international-social-sikring/international-social-sikring>

2.35. Working @ home policy (ad-hoc)

Working from home is a flexible scheme under which part of the defined working hours can be carried out in the employee's home. As a starting point, there will be an opportunity for 1-2 days of work at home per week, this must be agreed with the immediate manager.



It must be possible to get into contact with you when working at home at all times - either via Teams, Outlook or phone.

Link to policy: https://lyngsoesystems.sharepoint.com/bridge/_layouts/15/DocIdRedir.aspx?ID=LSID-913279225-92

2.36. Personal purchases

It is not possible to make personal purchases through Lyngsoe Systems unless there are exceptional offers that has been pre-approved.

3. STAFF BENEFITS

3.1. Birthday arrangements

For birthdays there is a tradition that the birthday boy/girl arranges breakfast event for his/her closest colleagues (i.e. only to colleagues in the same department). The costs will be deducted from your salary.

You must arrange date and book birthday arrangement with the canteen manager in good time.

3.2. Christmas party

Every year on the first or second Friday in December, the company will sponsor a Christmas dinner at one of the local inns / hotels. This party is for employees only. The Party Committee/HR is in charge of this arrangement.

3.3. Coffee/tea etc.

LS pays for coffee and tea, which is served from a cart in each section as well as in the canteen. You are required to put your used cups etc. back on the cart every day. There are also machines for tea, coffee, chocolate, etc., which you can take free of charge.

3.4. Company agreement – Europæiske Rejseforsikring

Our business travel provider, Europæiske Rejseforsikring, has given LS employees the opportunity of buying private holiday insurances with a discount. Via www.bti.dk you can log onto the BTI portal (Business Traveler Insurance) using the following information:

Customer number: 15333000

Username: personale

Password: ferie

Click on "Holiday Insurance" in the blue bar at the top of the page.



From here you can buy private insurances at 15-20 per cent discount.

3.5. Company agreement – Louis Nielsen Briller / Specsavers

Employee Discounts on private glasses

All employees at LS are covered by Louis Nielsen Premium Club Employee Discount - a system which ensures discount for you and your family, whatever private glasses you want to buy from Louis Nielsen.

Before you can use the scheme, click onto LS's own unique Premium Club website. Here you will find current offers and register your personal discount coupon.

The site also links to the Premium Club Family, where you can register coupons with special offers for your immediate family.

Link to Premium Club: <http://premiumclub.louisnielsen.dk/lyngsoesystems>

If you have questions regarding Premium Club, the Louis Nielsen staff in the stores is always ready to help and guide.

3.6. Friday breakfast arrangement

PLYS is sponsoring rolls, cheese, jam, honey, cold cuts etc. every Friday for all employees in the house.

3.7. Fruit

In each building and in the canteen, you find tables with various fruits, which you are welcome to take free of charge.

3.8. Job Anniversaries

When you have been employed at LS for 10, 15, 20, 25, 30, 35, and 40 years, this will of course be celebrated appropriately.

10th anniversary: employee receives a check for one week's pay and a bouquet of flowers from LS, along with a gift from PLYS on the anniversary day. In return, the employee may offer a breakfast arrangement in the canteen to the nearest colleagues. Danish flag is hoisted on the outdoor flagpole.

15th anniversary: employee receives a box of wine and a bouquet of flowers from LS along with a gift from PLYS on the anniversary day. In return, the employee may offer a breakfast arrangement in the canteen to the nearest colleagues. Danish flag is hoisted on the outdoor flagpole.



20th anniversary: employee receives a gift at a value of 1,000 DKK and a bouquet of flowers from LS, along with a gift from PLYS on the anniversary day. In return, the employee may offer a breakfast arrangement in the canteen to the nearest colleagues. Danish flag is hoisted on the outdoor flagpole.

25th anniversary: employee receives a check for 10,000 DKK after taxes, a gift and a bouquet of flowers from LS, along with a gift from PLYS on the anniversary day. LS is hosting a buffet breakfast in the canteen for all employees, and CEO / manager holds a little speech. The employee is not expected to work on the anniversary day. Danish flag is hoisted on the outdoor flagpole.

30th anniversary: employee receives a travel voucher (value 20,000 DKK before taxes) and a bouquet of flowers from LS, along with a gift from PLYS on the anniversary day. LS is hosting a buffet breakfast in the canteen for all employees. Danish flag is hoisted on the outdoor flagpole.

35th anniversary: employee receives a gift and a bouquet of flowers from LS, along with a gift from PLYS on the anniversary day. In return, the employee may offer a breakfast arrangement in the canteen to the nearest colleagues. Danish flag is hoisted on the outdoor flagpole.

40th anniversary: employee receives a check for 20,000 DKK after taxes, a gift, a 40-year medal of merit and a bouquet of flowers from LS, along with a gift from PLYS on the anniversary day. LS is hosting a buffet breakfast in the canteen for all employees, and CEO / manager holds a little speech. The employee is not expected to work on the anniversary day. Danish flag is hoisted on the outdoor flagpole.

3.9. Lunch

You are welcome to bring your own lunch, but you can also buy hot / cold food. As an employee in DK you pay DKK 500.00 per month. You sign up for the scheme in general and pay 11 months a year (July is free of charge due to holidays). We know there can be challenges for salespeople and service engineers. They will have the opportunity to sign up for the scheme in general and unsubscribe the week before leaving.

The following applies in July and December:

In week 29-30-31 there will only be access to a simple lunch consisting of bread and cold cuts.

Around (depending on when Christmas falls) and between Christmas and New Year the canteen is closed.

You can order e.g. bread and cake for your birthday and other occasions from canteen manager. Please do so well in advance.

The canteen has a small range of biscuits and candy as well as a wide range of cold drinks for sale. You pay for biscuits, sweets and cold drinks using MobilePay.



3.10. Staff Association

The Staff Association at LS is called "PLYS". All employees who are permanent employees of LS, may voluntarily choose whether they wish to be a member of PLYS and participate in its events. By default, all new employees are members of PLYS. It costs 100 DKK per month to be a member of PLYS. Finance automatically deducts this amount from your salary.

If you do not wish to be a member, you must put in your written resignation to the board of the association. A more detailed presentation can be acquired via PLYS' statutes.

The staff association marks the following anniversaries:

- * 30, 40, 50 and 60th birthday
- * 10, 15, 20, 25, 30, 35 and 40 years of service anniversary
- * family expansion
- * wedding, 12½ and 25 year wedding anniversaries
- * when resigning from the company, if you have been employed for a minimum of 12 months

3.11. Summer party

Every year in June or August, a summer party is held for all employees. Our Party Committee is responsible for this event.

3.12. Wedding anniversaries

LS provides one day off with full pay if an employee so requests, in connection with own or relative's (parents / in-laws, and children) wedding, silver wedding or golden wedding anniversary.

4. TIME OFF AND ABSENCE

4.1. Adoption / childbirth

The current rules regarding pregnancy and childbirth are complicated. In addition, rules on the right to leave and the right to payment in the leave periods can be found in several different laws. At LS, rules are the following:

4.2. Pregnancy leave

As a female employee, you are entitled to absence for four weeks before birth (pregnancy leave) based on a medical statement about the expected date.



The four-week pregnancy leave is extended in case of:

- the birth takes place at a later date than the doctor expected;
- from a medical point of view, it is estimated that pregnancy with continued employment will lead to a health risk for the mother or fetus.

An extension of the four-week period (pregnancy leave) does not result in a shortening of the maternity leave period.

4.3. Notification of pregnancy leave

Within three months before the expected due date, you must give notice to LS on the expected date, and whether you intend to exercise the right to be absent before birth (pregnancy leave).

4.4. Compensation during pregnancy leave

LS pays full salary during the four weeks before birth (pregnancy leave).

4.5. Maternity leave

1. PURPOSE

The purpose of the maternity policy is to describe the guidelines and payment in connection with birth and maternity.

2. THE RIGHT TO ABSENCE

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

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

After giving birth, you are eligible to take 24 weeks of leave with maternity pay as a mother and 24 weeks of leave with maternity pay as a father/co-mother.

11 of the 24 weeks of leave with maternity pay are earmarked. The earmarked weeks cannot be transferred to the other parent. If the earmarked leave is not taken, the leave as well as the maternity pay for the period will expire.

The remaining 13 weeks of leave are transferable, which means that you can transfer these weeks to the other parent.



If you take your own weeks of leave and have the maximum number of weeks transferred, you can normally take 37 weeks of leave with maternity pay.

There are rules in the Maternity Act regarding extension, postponement and partial resumption of work, etc. In this connection, employees are referred to borger.dk.

3. ADMINISTRATIVE PROCEDURES

An overview of the planned leave must be sent to Susanne Christensen and HR.

4. SALARY IN CONNECTION WITH THE ABSENCE

Irrespective of the rules in the collective agreements, you, as a female employee at Lyngsoe Systems, will be eligible for at least full salary up to DKR 40.000 pr month for 4 weeks before the expected birth and 11 weeks after the birth, after which the female employee will be eligible for maternity pay.

The father/co-mother will be eligible for 2 weeks of maternity leave with full pay in connection with the birth, and 9 weeks legal leave with full salary up to DKR 40.000 pr month.

If in doubt about the payment rules in general, please contact HR.

5. NOTIFICATION OF THE TERMINATION OF THE LEAVE

In connection with taking leave, it is important that you ensure that you comply with the notification rules in the Maternity Act. Leave must be notified in accordance with the guidelines below:

Notification rules	3 months prior to the expected birth	4 months prior to the expected birth	6 weeks after the expected birth	8 weeks after the expected birth
Mother	Inform Lyngsoe Systems of the due date and pregnancy leave.	Inform Lyngsoe Systems of the transfer of all or parts of the leave within the first 10 weeks after the birth and whether another leave is to be taken instead.	Inform Lyngsoe Systems of taking the remaining leave.	Notify Lyngsoe Systems of postponement of legal leave (retsbaseret Orlov)
Father/co-mother		Inform Lyngsoe Systems of taking 2 weeks' leave in connection with the birth.	Inform Lyngsoe Systems of taking transferred leave if the leave is to be taken	Notify Lyngsoe Systems of postponement of legal leave (retsbaseret Orlov)



		Notify Lyngsoe Systems about taking transferred maternity leave or other leave, if the leave is to be taken within the first 10 weeks after the birth.	after the first 10 weeks after birth. Inform Lyngsoe Systems of taking the remaining leave.	
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4.6. Adoption

Compared to birth parents, the only difference when adopting is that the pregnancy leave for four weeks before birth cannot be claimed.

4.7. Notification when adopting

The same rules apply as during pregnancy, except for the pregnancy leave, which cannot be claimed.

4.8. Compensation during adoption

The same rules on compensation apply for adopting parents as for birth parents.



4.9. Bereavement

LS provides paid bereavement leave in the event of the employee's absence from work due to the death of a member of the employee's immediate family. You may take one day of paid excused absence from work to arrange and/or attend the funeral in the event of a death of an immediate family member.

For the purpose of this policy, immediate family is defined as:

Spouse/partner
Children, step-children
Brothers and sisters, step-brothers and -sisters
Parents, step-parents
Parents-in-law

For the purpose of this policy, those family members that are not considered to be immediate family are as follows:

Grandparents
Grandparents-in-law
Sisters-/brothers-in-laws
Aunts/uncles
Nieces/nephews

It is your responsibility to notify your direct manager that a death has occurred and that you will be taking bereavement leave. You should inform your direct manager if you plan to be off of work for longer than the time allowed for the bereavement leave. If additional time off of work is required, you may use vacation time. If you have no vacation time available, you may request excused absence without pay.

In case of a death among the employees, LS will send flowers and a letter of condolence to the bereaved. At the same time, LS will place an obituary in one of the newspapers. The employee's direct manager is responsible for making sure that LS is represented at the funeral and visits the bereaved family if requested.

Compensation after death

According to §8 of the Danish Act on Salaried Employees (Funktionærloven), the company's obligation to pay salary ceases the day after the employee's death.

If a salaried employee dies and leaves behind spouse/partner or children under the age of 18, these are entitled to a compensation paid by the company as follows:

- After one year of employment: one month's salary
- After two years of employment: two months' salary



- After three or more years of employment: three months' salary

Holiday amounts accrued until the date of death will be paid to the estate of the deceased according to the Danish Holiday Act. Any earned bonus will be handled in the same way as the holiday amounts.

4.10. Blood donor

If you are an "emergency blood donor", you will have the necessary time for this. Please register your time in Clepsydra as "sickness" with emergency blood donor in the comment field.

If you are an ordinary blood donor, it is considered as private appointment, which must be agreed with your manager.

4.11. Child's first day of sickness

In connection with your child's first day of sickness, you have the right to one paid day off, if the sick child cannot be cared for.

You must notify reception desk and your manager via phone or e-mail of your child's sickness between 8am and 9am on the day of your absence.

After your absence, you must upon return complete the form "Absence Documentation" and personally deliver it for signature to your manager.

4.12. Compassionate care leave (Plejeorlov)

After agreement with employee, LS will allow the employee to take unpaid leave to provide care and support to a family member in situations where the family member is gravely ill with a significant risk of dying. "Family member" means spouse/partner, child, or parent.

From 2 August 2022, employee have the right to take care leave five days a year. Carer's leave can be taken if you have to provide care to a close relative who needs significant care or support due to a serious health condition.

It can be care or support in a situation where it is necessary to follow someone who is seriously ill or is being investigated for a serious illness. It can be, for example, dementia, cancer, Alzheimer's or Parkinson's. Close relationships



It is the closest relations who have the opportunity to hold the five annual care days. This counts, for example, for the children, spouse or partner of the patient. But it can also apply if you live with the person.

Be aware that your employer may require medical documentation of the need for care or support.

Caring days without pay

When you take care days, you don't get paid. If you have unused care days at the end of the year, they will expire at the end of the year. There is therefore no possibility of savings.

For more information please refer to The Danish "Servicelov", §104-106.

4.13. Doctor's / dentist's appointments

Private errands, including doctor's, dentist's and other clinic's appointments, should be placed outside core time, if possible.

If this is not possible, you need to make an agreement with your manager.

If you spend more than four hours in a week on doctor's / dentist's / other clinic's / hospital appointments, this is considered as sickness and is registered as such in Clepsydra.

4.14. Jury Duty

Danish authorities may require you to perform jury duty. You are entitled to have the necessary time off to attend to this. And as a rule, the time off is with pay. However, the jury duty allowance provided by the Danish authorities according to rules and regulations governing jury duty will be deducted from your pay. You must enter your hours spent on jury duty in Clepsydra as A3217x-0yy-04 (where x is your department, and yy is the last two digits of year). LS requires written proof from the Clerk of Courts or similar office that you attended court hearings for the days claimed.

You are expected to report for work when it does not conflict with court obligations.

It is your responsibility to keep your manager periodically informed about the amount of time required for jury duty.



4.15. Sickness

Reporting in sick

In order to have an acceptable telephone service towards customers, you must notify reception desk and your manager of your sickness between 8am and 9am on the first day of absence. In case of sickness for more days, you should update the reception desk at regular intervals.

You can phone or send an e-mail to your manager. If you are unable to do this, you can ask someone else to do it - by phone or in person. Your manager will then provide further information to the department.

Absence Documentation

After your sickness, you must register your absence in Lessor.

120-day rule

According to the Danish Salaried Employees Act (Funktionærloven), LS reserves the right to terminate your contract with one month's notice, regardless of seniority, if you in 12 consecutive months have been sick for one or more periods so that the total number of sick days is more than 120 days (Saturdays, Sundays and holidays included).

Reporting back to work

You must report back to work to your manager and the reception desk the morning you meet at work again at the latest.

4.16. Vacation

The Danish Holiday Act (Ferieoven) regulates vacations - to see it click [here](#) (only available in Danish language).

You must arrange your vacation with your manager, who will try to satisfy the placing of your vacation taking into account the company's operations.

All employees are entitled to five weeks of vacation for 25 days calculated on a five-day week. Paid vacation is earned according to the Holiday Act.

If you have recently graduated and not yet had the opportunity to earn vacation, LS will give you the option of 1:1 to earn a week's time off for use in the period between Christmas and New Year. Furthermore, you may, if circumstances permit and in agreement with your manager, earn for summer vacation.

Placing of vacation

The main vacation shall be 15 days or three weeks, and as a rule, be held together in the summer vacation period, which runs from 1 May to 30 September. If agreed individually, the main vacation may be reduced to 10 days.



You may place the remaining vacation, in agreement with your manager, over the vacation year from 1 September to 31 December (16 month).

Carrying over of vacation

According to the Holiday Act, there is a possibility of carrying over vacation to the next holiday year. This requires that you and your manager before Friday week 46 enter into a written agreement on the carrying over of the vacation to the next vacation year. You can find and fill in a form on your HR site.

Only vacation beyond four weeks of vacation each year can be carried over. A maximum of five carried over vacation days can be accumulated.

If you resign, the entitlement to hold more than 25 days of vacation is cancelled, and the carried over vacation will instead be paid to you in your last paycheck.

After 9 months of employment, you are entitled to 5 extra days off. The use of these is from Lyngsoe Systems determined as follows:

1. The day after the Ascension holiday (Kristi Himmelfartsdag)
2. Half Day is spent on Constitution Day (grundlovsdag)
3. Half Day is used 24 December

Remaining days can be used by agreement with the nearest manager, it applies to full-time employees and for part-time employees it is calculated proportionately.

Vacation allowance

If you have earned vacation with pay, you will usually receive vacation allowance as set out in the Holiday Act with the salary paid in May and August.

Compensation Vacation

According to the Holiday Act, you are entitled to compensation vacation if you get seriously ill during your vacation.

Below please find a number of conditions / reservations as to whether you can obtain compensation vacation:

- Qualifying period:

There is a qualifying period of five days, which means that you are entitled to compensation holiday after five sick days per holiday year (qualifying period is reduced proportionately when you have less than 25 days of paid holiday). For example if you are ill three days of your summer holiday, you will get no compensation holidays. If you are then ill for 4 days during another holiday in the same holiday year, this will result in two compensation holidays.



- Medical evidence:

It is a condition for receiving compensation holiday that you document your illness to LS. There must be medical documentation from the first day of sickness. As a rule, you must pay and present medical documentation to LS. The medical documentation under the current rules can be a "friattest" or other satisfactory medical evidence of the sickness, such as a print of the journal or similar. If you are abroad, you must obtain a certificate from a doctor in the country, which, as a minimum, contains similar satisfactory evidence of the sickness.

- Notification of sickness:

You must inform LS of the sickness according to our usual rules (see above). This also applies if you are abroad. Sickness is only included in the qualifying period from the date of notification. I.e. if you first call in sick on the fourth day of sickness, a further four sick days will pass, before you are entitled to compensation holiday (or proportionately less if you have less than 25 paid holidays). In case of special circumstances, there is no requirement to report sickness on the first day of sickness, if you are unable to notify LS of the sickness due to e.g. a serious accident, severe injury or the like. In these cases, you retain the right to compensation vacation from the sixth day.

- Reporting back to work:

As a rule when you have recovered, you must come to work again. You may choose to hold the rest of the planned vacation following the notification of recovery, but this must be communicated immediately to LS on notification. (If you have been sick during employment with a previous employer, you need to document this sickness to LS.)



5. SALARY, PENSION SCHEME, INSURANCE

5.1. Salary payment

All employees have an employment contract, which is agreed individually and is to be considered confidential. All employees of LS are employed with any overtime included in the salary, i.e. job-based salary. See more about job-based salary [here](#).

Salary payment

You will be paid in arrears on the last banking day of the month. You must inform the Finance Department about your account number and financial institution to which you want your salary transferred.

Salary adjustment / talk

All salaries LS will be reviewed once a year. LS strives to complete salary talk by the end of February. With effect from 1 January, a possible pay adjustment takes effect per 1 January, no matter what month the employee is employed in. Your manager will invite you to this talk.

5.2. Job-based salary

At LS, remuneration is composed of a number of elements, which together constitute your current salary package.

The basis of each salary package is the fixed salary, which is the amount that you are sure to get paid every month. When this amount is agreed, it must therefore cover what is normal for the function in question. E.g. we know in advance that sales managers, managers and project managers travel much. Therefore, the salary covers this 100 per cent.

Furthermore, we have a goal that the salary follows the market and is based on a regular individual assessment of each employee.

Another central idea in our remuneration principles is that LS survives by delivering features and projects to our customers. The vast majority of our employees are highly educated and very independent people and therefore able to manage their own work. In other words, you are using an appropriate behavior, creative solutions, discipline, good communication with customers / internally and many other instruments opportunity to influence the effort required. We want to stimulate this through our salary packages.

A given compensation package consists of a fixed salary (the salary, which is proportionate to your job function) and a number of supplements with different purposes. The supplements must generally be perceived as motivation for a high-performance level or as payment for a definite extra effort.

Below table defines the salary packages for the various job categories. Please find an explanation of the various headers below:



Managers with bottom-line responsibility

These managers are characterized by having financial responsibility for a department or market unit. It is thus possible to measure a bottom line result with all the relevant revenues and expenses of that department / market unit forming the result. This is typically GM3 for the department / section / market unit.

Functional Managers

Functional managers are responsible for a function that cannot be directly measured on a bottom line. Instead, the focus is on how well the function is performed, and what the price is for the function. Functional managers will basically be evaluated on their ability to create short and / or long-term value of the our business as such. Furthermore, for each functional manager, key performance indicators have been set, on which they are measured.

Project managers and contract managers

The project managers and contract managers have as their area of responsibility one or more projects. An evaluation is of course primarily based on how well the projects succeed in relation to the framework that forms the starting point – i.e. orders, contracts and internal project descriptions with associated frames. Secondly, it is also important for such people to commit themselves across the organization in a way that success is based on cooperation and not at the expense of others' success.

Project members

A project member will typically refer to a project manager or contract manager with respect to the actual work. In terms of staff reference, a department or section manager will be responsible.

Sales staff

The sales / account managers are first-in-line to our customers and procure orders. A sales manager is therefore measured at the size and nature of the order intake. As something special, we measure the nature of the orders' realized gross margins. This enables us to focus on efficiency.

Field service engineers

Field service engineers are employed with the primary objective to perform installations, commissioning, service, maintenance, etc. The focus is therefore to work independently and professionally on their own. We have chosen to let the salary be variable with the number of travel days. It is also possible to work occasionally from home in the company.

Administrative staff

The tasks of this group are manifold. Administrative tasks or functions are typically canteen, storage or reception desk. Versatility is the key word. It is also essential that the administrative staff supports the business through a service-minded, focused and effective behavior. Although typically not having tasks in front towards customers, a lot depends on this staff group.

It is important to stress that no staff group can do without any of the others. The division into job functions aims to create a firm that works, and in this context to be the basis for various forms of pay.



Job-based pay

The job-based pay (basic salary) is the amount that you are sure to get paid every month. When this amount is agreed, it must therefore cover what is normal for the function in question.

Bonus

The bonus scheme aims at:

- supporting the overall objectives for LS, i.e. revenue, efficiency and EBITDA
- driving high performance and behavior
- avoiding sub-optimization between units and departments

Travels and travel time included in job-based salary

This column shows whether travels and travel time are included in your job-based salary.

Work allowance during travels

If you work on a Saturday, Sunday or other day off, you will receive a work allowance. Please also see Travels.

Travel allowance

If you travel, and travel days are not included in the job-based salary, you will get a travel allowance. Please also see Travels.

"Change site" allowance

If you travel frequently and change sites during the day and thus experience extra long work days, you will get a "change site" allowance. Please also see Travels for further explanations.

Special customer agreements

Special customer agreements are work as per expense as opposed to fixed prices. Here is an opportunity for you as employee to get paid overtime, as the customer has agreed to this. The hourly rate is calculated as the monthly salary divided by 160. In this case, you will not get above allowances.

Another example: a controls replacement over a weekend (which is calculated with e.g. six hours on Friday night, 12 hours Saturday, 12 hours Sunday and four hours Monday morning) will be considered as a special customer agreement. This is the case because of previous agreement with the customer, and you are required to put in a large number of hours during very few days according to agreed estimates.

	Job-based salary	Bonus	Travels and travel time incl.	Work allowance	Travel allowance	"change site" allowance	Special customer agreement
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<u>Managers with bottom-line resp.:</u> CEO, COO, business unit directors, VP CSS, development directors, CFO	X	X	X				
<u>Functional managers:</u> Marketing director	X	X	X				
<u>Project and contract managers</u> Project managers, senior project managers, lead project managers, program manager, senior program manager	X		X				X
<u>Project employees:</u> Developers, architects, senior developers, senior architects, lead developers, lead architects	X			X	X	X	X
<u>Technical service staff:</u> Supporters, technical supporters, application supporters	X			X	X	X	X
<u>Sales staff:</u> Key account manager, area sales manager, sales director, director – business development, account executive, senior sales executive	X	X	X				
<u>Administration staff:</u> Finance assistant, controller, senior controller, financial manager, marketing staff, business services manager, IT manager, canteen manager, store manager, project assistant, bid manager	X		X				
<u>Business Unit staff:</u> Business architect, senior solution architect, business consultant, senior business consultant, senior business development executive	X	X	X				

Under extraordinary circumstances, the above table can be waived for the payment of special bonuses. This requires in each case the recommendation of the manager and the approval of the CEO.



5.3. Pension scheme

LS has also concluded an agreement with PFA on a pension scheme for all employees. On employment, you have the option of choosing in writing whether you wish to be covered by the LS pension scheme. If you accept, LS will pay 1.5 per cent of your salary to PFA, and you must contribute with at least 1.5 per cent yourself.

normal

5.4. Insurance

Besides being covered by the LS's travel and medical insurance, you are generally covered by a health insurance package via PFA. You are welcome to contact your consultant, if you want to have the insurance scheme explained in detail.

Please also refer to the documents you received in connection with your employment. You can always obtain the current version from the Finance Department.

The health insurance scheme can also entail that your spouse/partner and children under 18 years may be covered. Contact PFA, if you wish to include spouse/partner and children.

The 2017 price of spouse/partner coverage is 1,580 DKK and is subject to annual change.



6. OCCUPATIONAL HEALTH AND SAFETY

6.1. Occupational health and safety organization (AMO)

The occupational health and safety organization (AMO) at LS consists of both employee and management representatives.

Employee representatives:



Ture Nesgaard (TNE)
Building B + Europe



Laila K. Jensen (LKJ)
Building B1 + America



Poul Kjeldgaard (POU)
Warehouse

Management representatives:



Villads Thomsen (VTH)
CEO



Søren Bak (SBK)
VP CSS



Anna Larsen (ALA)
HR Manager

AMO conducts ordinary meetings four times a year. Extraordinary meetings can be called in the event of serious accidents or damage to health, and if it is deemed necessary.

AMO has the following general occupational health and safety tasks:

- To verify that the physical and mental work environment is ok (for example by preparing workplace evaluations - APV);
- To detect the employees' problems - for example through feedback from staff interviews;
- To examine problems in order to solve them - for example via external advisors;
- To draw up action plans in order to achieve and measure results;
- To implement solutions - for example through direct actions;



- To follow up - for example, through the evaluation exercise.

If you have any issues, you want AMO to address, please feel free to contact one of the members.

6.2. First aid team

LS has established a first aid team with employees who have completed a first-aid course and who are able to help in case of sudden serious sickness, accident or fire.

You should keep yourself informed of the emergency and firefighting equipment location. Right beside the first-aid kits there is also a list with the first-aid team members.

The following employees form the first-aid team:

Erik Svendsen – ESV
Jesper Boller – JBO
Jesper Egeberg – JEG
Morten Jørgensen – MOJ
Niels-Peter Jørgensen – NPJ
Thomas Pedersen – THP
Ture Nesgaard – TNE

In case first-aid is needed, call out for first-aid team member and help

1. Stop the accident
2. Provide life-saving help first
3. Call for help: Dial 1-1-2 and provide the following information
 - * where is the accident (location)
 - * what happened
 - * how many have been injured
 - * where are you calling from. Ask colleagues to go to front door to direct emergency personnel to affected person(s)
4. Administer ordinary first aid

In case fire fighting is needed, call out for first-aid team member and help

1. If possible stop the fire. For fire in electrical equipment, please use Co2 fire extinguisher.
2. If it is not possible to extinguish the fire, please make sure that ALL employees leave the area and close any doors in order to encapsulate the fire.
3. Dial 1-1-2 and provide the following information:
 - * origin of fire
 - * injuries, if any



- * where are you calling from
4. Go outside and direct fire fighters to scene.

6.3. Stress policy

Responsibility for preparation of stress policy lies with the AMO, which is also responsible for involving employees from all business areas in the work on description and policy implementation. If you have something to say, please feel free to contact the AMO.

What will the LS do to avoid stressful employees?

LS 'policy is that all employees should be challenged according to the needs, skills and abilities.

LS' policy is that extra effort as far as possible be made at home in the company. This is altogether the most expedient for all parties. In other words, we aim at an improved quality effort before delivery of the solutions.

LS will do what is possible to avoid adverse stress influences. We have already formulated rules around home travel during the commissioning and rules about working while traveling. See details under Commissioning.

LS will do what is possible so that corrective action is taken before the stress becomes harmful.

LS will ensure that employees who have been affected for long periods, will have the opportunity of calmer periods - of course, so both the employee, the company and the customers' best interests are protected.

What can you do as a colleague?

Be alert to signs of stress.

Offer your help.

Escalate to your colleague's manager.

What can you do to accommodate stress?

Get to know your stress symptoms.

Find out what it is that is stressing you - family, work, finances, demands on yourself.

Try to change that.

Try not to stress over little things that you might forget soon.

Try not to worry too much. Many things might not happen anyway.

Accept the inevitable.

Compensate in other areas. If you are unhappy on the job, make sure you have it well with friends and family. Or



the other way around.

Accept care. It's good to be able to unload.

Be realistic when you set your goals.

Get control over your life.

Try to change what can be changed - and accept what cannot.

Think positively, and appreciate the good things in life.

Do not let work be the only thing in your life.

Prioritize your family, your friends and exercise - it makes you more resistant to stress.

Try to align the expectations with your surroundings.

Say no.

Ask for help.

Read more about Lyngsoe Systems' internal stress coaches on page 68.

Facts about stress

Usually we perceive stress as a negative thing, but actually we cannot live without stress. It is not in itself a disease, but the expression of the body's attempt to overcome loads.

Without stress, you cannot deal with situations where it is necessary to provide an extra effort, e.g. a pressed deadline or if you need to run away from a vicious dog. But stress is only good in temporary situations and periods. For more permanent conditions, stress reactions will become harmful because the constant high production of adrenaline will affect your immune system.

Stress can appear in three stages:

Briefly: acute stress situation where you only have symptoms for a short time - for example an exam situation.

Prolonged: a much longer process that may take several months to get over - but it is still limited in time.

Chronic: constant stress, which both affects your health and your social life.

Stress occurs if you for longer periods do not feel that you can meet the demands that are made - and at the same time cannot do anything to influence them. The requirements may be affected by:

The employer's expectations

Own expectations to efforts – too much to do simultaneously

Requirements in your private life

(Source: Bo Netterstrøms "Straight Talk about stress")



6.4. Stress coaches

Just as there is a first aid team ready to help if you suddenly become ill or suffer an accident here at work, LS also has a small team of internal stress coaches that can help, if you are in a situation, you cannot really cope with.

The stress coaches know the consequences of stress in the short and long term. They have learned a lot about different tools you can use to prevent stress. They know when they can help and when not – and instead see to it that you get professional help.

You are welcome to consult one of the stress coaches yourself, or your manager can refer you. A third possibility is that the stress coaches themselves approach you directly.

You decide which of the stress coaches you want to talk to. Both the internal stress coach and you have the opportunity to speak out, if any of you do not feel that the necessary mutual trust and confidence is present. Your talks with the stress coach are of course completely confidential – anything said stays between you and the coach.

Your manager will only be informed that you have contacted a stress coach, but will of course be involved if there is a risk / danger that you should be on sick leave for a short time to get back on track.

Management will at senior level get information on how many people have benefited from the scheme (names are anonymous), and how many hours in total internal stress coaches and staff have used.

The following internal stress coaches are currently available:



Per Ravn (PRR)



Helle Terp Christensen (HTC)



6.5. Computer screen spectacles policy

According to the Danish Working Environment Authority (Arbejdstilsynet) Executive Order no. 1108 of 15 December 1992, you have the right to have your eyes and vision examined, if you work regularly at a computer screen. Regularly working with a computer screen means as a rule of thumb that you work about 2 hours or longer per day, and almost every day, at a computer screen.

The examination should be done by an optometrist or an eye specialist. The examination will be paid for by LS. If the examination shows that computer screen spectacles will remedy the problems, LS pays for spectacles that are designed for the work in question.

This does not apply if you have spectacles or contact lenses that can be used for computer screen work.

Price and payment

LS is only required to pay for a standard frame and glass. The spectacles are the property of LS. The optometrist sends invoice for examination, frames and glass directly to LS, and finance department pays the amount.

LS has signed special agreements with optometrists NytSyn and Louis Nielsen (price: max 1800 DKK).

Send an email to HR@lyngsoesystems.com requesting a requisition form. Then get your manager to sign the requisition and afterwards you bring it to the optometrist. You have the possibility of making a deal with your manager that you pay the difference for a more expensive frame, and you then have the right to keep the computer screen spectacles as your personal property. You must pay the difference upon collection of your computer screen spectacles.

