

## **Human Relations Policy for Norðlenska ltd.**

The goal at Norðlenska is to always be at the forefront of their field and employees play an important role in achieving this. Norðlenska is constantly striving to improve quality, working conditions and processes. The HR policy sets clear objectives relevant to staff matters taking into account gender equality and the family responsibilities of employees. By pursuing these objectives, it is hoped that the staff can be proud of working for the company.

### **Human resources and recruitment:**

- Norðlenska strive to always have qualified and ambitious staff.
- In job advertisements both gender have equal opportunity of employment.
- All candidates have an equal opportunity and employment is based on the skills, education and experience of the employed. Consideration should be given to gender equality of employment and the transition between jobs.
- Interested parties can submit an application electronically through the Norðlenska webpage

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### **Introduction of new staff:**

- The supervisor is responsible for the introduction and training of new staff. The accordance checklist will be carried out and the new employee signs that the introduction has been carried out.
- Employees fill out a salary information sheet with information including banking and account numbers, to ensure salary can be paid. Salaries are paid monthly. Tax card can be returned to the head of staff office.
- All new staff attend courses on health and hygiene rules that the quality manager organises. Staff are required to sign the health statement from MAST.

## **Wellbeing in the workplace**

- So employees are comfortable and feel well working at Norðlenska, management are quick and efficient to provide assistance if something goes wrong, for example, in communication between staff. It is important, however, that every member of staff makes an effort to create a positive and friendly atmosphere with courtesy and respect for his colleagues and the workplace.
- Bullying and sexual harassment is not tolerated at Norðlenska and action will be taken in such cases. If any member of staff feels they are being harassed they are advised to seek advice from their employer, the confidential liaison and/or their supervisor.
- The company tries to meet employees' requests for flexibility if needed to avoid disagreement or tension.
- Employees are asked to maintain confidentiality and the confidentiality of any sensitive issues that they may come across in their work.

## **Staff responsibilities:**

- It is important that staff are punctual to work and are ready to begin work immediately after meal and refreshment breaks. This shows respect for colleagues and promotes a good atmosphere.
- It is important that staff respect the equipment and tools owned by Norðlenska, as well as raw materials and company products. This is a value that all should be concerned about.
- Before beginning a break staff should ensure they have cleared away raw materials/products in the correct manner to prevent any possibility of damage. Also, ensure work equipment is left in a way so as not to endanger others.
- Refrigerator and freezer storage doors must be closed after each use.
- Front doors must always be closed, and it is important nothing obstructs entrances or exits.

- Employees are encouraged to consult their supervisor with any questions.

### **Facilities and security issues:**

- Managers must ensure that all facilities and health and safety issues in the workplace are in compliance with laws and regulations.
- The foreman in charge of staff ensures that all staff have appropriate work clothing and protective equipment.
- Employees shall be obliged to comply with the demands made of them in terms of safety and care in their work. Employees shall discuss any unsatisfactory issues with their supervisor, regarding improvements. If the issue is not resolved the employee shall raise the issue with the safety officer and/or the safety liaison that shall pursue the matter with management.

### **Distribution of information:**

- Organised staff meetings are held four times a year. Brief information meetings are held as and when needed.
- On an annual basis employees are offered to discuss issues related to themselves and the work environment. Salaries are not discussed in staff interviews; however you can request a meeting about salaries with the supervisor of each department.
- At the beginning of each year summarized information is collected about absenteeism of employees for the past year and sent to each employee. If absences exceed the criteria defined in the absence policy, the employee will be asked to attend a meeting with the supervisor.

### **Lifelong learning and career development:**

- Staff can discuss wishes and suggestions about continuing training/learning with the head of staff and personnel. Attention is drawn

to the support for continuing training/learning offered from businesses, trade unions and education funds.

- Efforts are made to offer vocational courses for staff when necessary. Consideration should be given to gender equality regarding the possibility for continued education and training.
- If staff members are interested in developing their career, changing their occupation or assume more responsibility, they are encouraged to speak to the head of staff. Such requests are catered when possible.

### **Incomes:**

- Salary decisions take into account the nature of work, working hours, employees' skills, education and experience. This ensures gender equality.
- Issues relating to the trainee in the meat industry follow uniform procedures of the company. It is possible to find more detailed information from the supervisor or head of staff.
- The contract of employment will be completed within two months after the commencement of employment.
- Employees of the company can buy its products on special terms introduced regularly.
  - The company provides the staff with soft drinks. Staff are required to keep the dining hall in an acceptable condition and clear away after themselves. An option of meals is offered to staff (i.e. breakfast Mon-Fri, or alternatively breakfast Mon-Fri and lunch Mon-Thurs) at a fixed monthly rate.
- At the beginning of permanent recruitment, all the employees are invited to join the workers association of Norðlenska. If staff would like to leave the workers association they can talk to the head of staff.
  - A yearly festival and Christmas buffet is organised annually in cooperation with the workers association.

- The company strongly encourages that spouses and children of staff member have the opportunity to participate in public events when possible.
- Norðlenska provides permanent staff who have worked for more than 3 consecutive months with a pass for regular exercise. Payment upon presentation of invoice. The same rules apply to the contribution from the workers association. For further information, please contact the head of staff.
- The company try to be as flexible as possible regarding family matters concerning employees. Matters must be discussed with the supervisor in a timely manner.

### **Illness and accidents:**

- Reports of all sickness and accidents, including the illness of children must be made. Reports of illness must be made by phone daily to the workers supervisor. Notifications by SMS will not be accepted. Employees are kindly requested to notify absences as early as possible.
- Illnesses need to be reported to Heilsuverndar on the first day of illness (or the next day regarding nightshifts). Employees do not need to provide a doctors statement, unless specifically requested. If absences are not reported as stated above they are not paid.
- At Heilsuvernd Norðlenska staff members have access to nurses for advice on health issues.

### **Retirement:**

- The aim is that employees will retire at the age of 67 and not later than the age of 70 and can thus enjoy a good old age.
- Employees who are close to retirement age are encouraged to look at the possibility of a transfer and/or a change of working hours, with their supervisor if they desire.

- All resignations shall be made in writing and notice will be worked in agreement with the union contract, unless otherwise agreed with the management.

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Revised: January 2015  
Responsibility: Head of Staff