

EMPLOYEE

HANDBOOK

Dansk
Supermarked

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WELCOME

As an employee at Dansk Supermarked, you are part of Denmark's biggest retail group. Every day throughout the year, we work together to give our customers the best possible shopping experience. It is important for us that you receive a thorough introduction and get off to a good start in your new job. This employee handbook tells you about some of the topics which

employees need to know about. Big differences exist between the different Dansk Supermarked workplaces, and therefore it is your line manager who is responsible for daily management. This employee handbook covers the most important rules which apply to employees. We offer lots of opportunities and staff benefits, but there are also some

rules which you have to adhere to. Therefore, you should read this handbook from start to finish as it is part of your introductory course as a new employee.

It is important that you regularly check the handbook for any updates.





**WE OFFER LOTS OF
OPPORTUNITIES AND
STAFF BENEFITS, BUT
THERE ARE ALSO SOME
RULES WHICH YOU
HAVE TO ADHERE TO.**

This section outlines the rules and policies which apply to your employment

// TERMS OF EMPLOYMENT

Your terms of employment are stated in your contract of employment and/or in the applicable collective agreements. If you breach the rules of employment/internal rules, it may have consequences for your employment.

// WORKING HOURS AND BREAKS

Your work plan shows when you are working and when to take breaks. You must be dressed for and ready to start working when you are due to commence work.

Breaks for eating, smoking and resting may only be taken at the scheduled times.

// PAY AND PENSION

Upon commencement of your employment, an agreement will be made as to whether you will be paid a fixed monthly salary or whether you are paid by the hour. In both cases, your pay is disbursed monthly in arrears and is paid into your NemKonto "easy account" on the last bank day of the month. Your payslip is sent to your e-Boks.

If you do not want to use your NemKonto account, contact the HR Hotline

and tell them which bank code and account number your pay should be paid into.

If you are an hourly paid worker, your pay is calculated on the basis of the number of working hours you have said you have worked or your chip registration, which is approved by the person responsible for pay, number of hours worked, days off sick etc.

If you are paid a monthly salary, you will be paid a fixed amount for a full calendar month with supplements or deductions for overtime, hours off etc. Your pension scheme depends on your contract of employment. For more information about the various schemes, please see DS Intra.

// COLLECTIVE AGREEMENTS

As an employer member of the Danish Chamber of Commerce, Dansk Supermarked is covered by collective agreements which it has entered into with HK Commerce (HK Handel), which is part of HK, the union for salaried employees, the United Federation of Danish Workers (3F) and the Danish Food and Allied Workers' Union (NNF). The collective agreements can be found at www.danskerhverv.dk.

// TAX CARD

Your tax card (*skattekort*) is automatically sent to us by SKAT, the Danish tax authorities. If you do not have a primary tax card (*hovedkort*), but only a tax exemption, we will receive this instead.

If you want to use a secondary tax card (*bikort*), you must contact the HR Hotline.

If this is your first job, you will need to contact SKAT so they can issue a tax card which we will then receive electronically. If you fail to do so, SKAT will deduct 55% of your pay.

// HOLIDAY

You will earn 25 days' holiday in the course of a calendar year, i.e. 2.08 days per month. You must take holiday which you have earned in the following holiday year, which runs from 1 May to 30 April.

Summer holidays are taken in the period from 1 May to 30 September. Normally, you can take max. three weeks' holiday in this period.

If you have not earned 25 days' holiday, you can still take holiday, although it will be at your own expense.

// SPECIAL HOLIDAY

All employees employed under a collective agreement who have been employed for at least nine months are entitled to five extra days of special holiday in the course of each holiday year. Payments for days of special holiday not taken are made according to applicable collective agreements. The rules for special holiday for managers are stated in their contract of employment.

// OVERTIME

In so far as possible, your team leader must warn you at least one day in advance that you need to work overtime, which is remunerated in accordance with the applicable collective agreement.



**ANY
QUESTIONS?**

SEND AN EMAIL TO
HRHOTLINE@DSG.DK
OR CALL 8778 5200

// REASSIGNMENT OR TRANSFER

If you want to carry out different work or be moved to a different department, you have a right to be given priority when vacant positions in the company need to be filled. In your contract of employment, it states that you can also expect to work in other departments on the instructions of the management. It is important that you are flexible so that we can always provide the best possible service to our customers. Therefore, temporary transfers according to the company's wishes (short-term help or assistance in other departments) must be respected.

// JOB VACANCIES/INTERNAL JOB CHANGES

Job vacancies are normally advertised on DS Intra and at www.danskesupermarked.dk. You have a duty to inform your line manager if you are summoned to an interview for a vacant job in the company. The earliest you can start in a new position internally in the company is one month after the end of the current month.

// TERMINATION OR RESIGNATION

If you decide to leave your job, or if you are dismissed for any reason, the resignation or dismissal must be submitted in writing. If you want to hand in your notice, there is a standard form on DS Intra which you can use.

Your line manager must sign the form to confirm receipt of your resignation. You must submit your resignation sufficiently well in advance for you to comply with the notice period in your collective agreement or contract of employment. If you are in doubt about your notice period, then please contact your line manager.

// CONFIDENTIALITY CLAUSE

Any information you receive – or which comes to your knowledge – in the course of your employment is confidential and may not be disclosed to persons outside the company. This also applies after the end of your employment and when using social media.

We generally expect you to handle and treat confidential information with care to ensure that it is not passed on or left unattended in a way which would allow unauthorised persons – external and internal – to gain access to such information.

// LOYALTY

Even when not at work, you must still be polite to both customers and colleagues – also on Facebook, Twitter and other social media. Even though you are expressing your own



views, you are still an ambassador for your company when participating in discussions that relate to your workplace.

You are obliged to be loyal to your employer, and any damage to the company's image resulting from your statements may have consequences for your employment. In other words: Show respect and be polite to customers and colleagues – both in the real world and online.

// PRIVATE MOBILE PHONE CALLS

If you have a private mobile phone, it can only be used during your breaks. If you need to make a private phone call during working hours, it must be arranged with your manager.



**AS AN
EMPLOYEE YOU
HAVE A RIGHT
TO BE GIVEN
PRIORITY WHEN
VACANT POSI-
TIONS IN THE
COMPANY NEED
TO BE FILLED**



Dansk Supermarked employees are often given considerable responsibility for both goods and money. This area is therefore covered by a number of rules

// STAFF ENTRANCE AND CHECKS

If you are employed at Bilka, fØtex or Salling, you must always use the staff entrance when arriving at and leaving work. The shop or internal auditing department can conduct checks on anyone leaving the workplace at any time. Before passing through the staff entrance on your way out of the building, you must press the control button or use the chip which is located at the entrance. If the light turns green, you can just walk out. If the light turns red, you need to show security what you have in your bag, packs etc.

It is not permitted to leave the shop until you have been checked, so if the staff entrance is unmanned, you must summon security. You must be able to produce a receipt (possibly an electronic receipt from kvittering.dk) for any goods which are sold in the shop. It is therefore important that you look after your receipts so there can be no doubt as to whether you have paid for your goods. Similar measures apply at all warehouses.

// STAFF SHOPPING

If you want to shop while you are at work, you must do so in one of your breaks.

Once you have paid for your goods, you must check that the quantities and products match what is stated on the till receipt. You must always be able to document that you have paid for your goods. Therefore, always remember to have the till receipt signed by the checkout operator if you shop while at work.

If you work in Netto, there are rules about placing green labels on the food products which are consumed by staff in the shop.

If you work in fØtex, Bilka or Salling, special rules apply for returning goods. Here, you need to have a signed staff proof of ownership (*personaleejendomsbevis*) if you bring a product purchased in the shop with you to work which you want to return or exchange. It is extremely important that you comply with the rules for staff shopping.

The rules are designed to protect you from being suspected of theft, which may otherwise result in dismissal.

// PERSONAL PROPERTY

It is always your responsibility to ensure that there can never be any doubt as to whether a product belongs to you or the shop.

Deodorants, hygiene products, sweets, cigarettes, fruit and vegetables are not covered by the 'staff proof of ownership' (*personaleejendomsbevis*) requirement. However, unopened items must be initialled/stamped at the staff entrance or accompanied by a valid till receipt.

Other property brought onto the premises, such as iPods, MP3 players, bicycle lights, mobile phones etc., is not subject to the documentation requirement when it is obvious that they have been used.



**ANY
QUESTIONS?**
THEN ASK YOUR
LINE MANAGER

// PRODUCT SAMPLES

If your manager allows you to take a product sample home – either free of charge or at a heavily discounted price – you must obtain a product sample receipt (*vareprøvededel*) signed by your line manager before you leave the shop. This applies irrespective of where or from whom the product sample was received. The product sample receipt must always be handed in at security before you leave work with the product. Breaching the rules for product samples may be regarded as theft.

// THEFT (EMPLOYEE)

We all need to look after our workplace and our valuables. We do not accept theft, fraud or attempted theft or fraud either from or directed at Dansk Supermarked or any other company. This will result in dismissal, regardless of the value of the stolen item(s), whether it is money or goods, and whether it happens while you are at work or in your leisure time.

If you are worried or suspect that anyone is ignoring our rules, you should contact your manager and share your concerns with him/her. Dansk

Supermarked also has a whistle-blowing system where you can report your concerns.

[For more information about the whistle-blowing system, click here](#)

// CASH REGISTER RULES

If you work at the cash register, it is important that you read the cash register rules thoroughly so that you know which rules apply. For this reason, you also need to sign to confirm receipt of the cash register rules and that you have understood them.

Contact your line manager if you have not received a copy of the cash register rules.

Read more about the rules by clicking on the rules for your shop:

[Bilka's cash register rules](#)

[fotex's cash register rules](#)

[Netto's cash register rules](#)

[Salling's cash register rules](#)

[Starbucks' cash register rules](#)

[Carl's Jr.'s cash register rules](#)

LOOKING FOR THE CASH REGISTER RULES?

CONTACT YOUR LINE MANAGER IMMEDIATELY AND ASK FOR THEM

// PRICE REVISIONS AND REDUCTIONS

Prices may only be revised by persons who are authorised to do so according to the list on DS Intra. If you are in the slightest doubt, then ask your line manager.

Violation may have consequences for your employment and result in dismissal or expulsion.

// CCTV

To ensure the safety of employees, closed-circuit TV has been installed in places where we know it can help to prevent crimes such as theft and robbery; for example, at entrances to warehouses and offices, cash registers in the shops, goods yards, shop store-rooms, near safes and in other locations where money is handled.

In connection with CCTV, the following applies:

- The purpose of CCTV is to prevent and solve burglaries and any internal theft etc.
- The store manager or department manager conducts spot checks and views the CCTV recordings in the case of suspected irregularities.
- The CCTV recordings may be handed over to the police in connection with a reported crime and must be treated in confidence.

// IT SECURITY

Many employees at Dansk Supermarked use IT in connection with their work. A framework for using the IT systems has been prepared. Employees are expected to know and comply with the IT security guidelines.

[Read the guidelines here](#)



The rules governing your dress, appearance and personal hygiene are intended to ensure that we are always perceived as being presentable and professional vis-à-vis our customers. Please note that special rules may apply for the particular area in which you work.

// STAFF CLOTHING

If your job involves having to wear staff clothing, you will be supplied with clothes, name tags and, depending on where you work, possibly trousers and shoes.

You must ensure that your clothes are clean, ironed and intact. If you are employed in a delicatessen, bistro, canteen, bakery, Quickfood or butcher's department, your clothes are cleaned by the company.

Shirts look best when they are tucked into the wearer's trousers. However, this does not include shirts larger than size 46 and maternity shirts and blouses. A polo top looks best when it is worn outside your trousers.

Rules may stipulate that managers must wear a tie or a scarf.

Name tags must always be clearly worn on the left breast. Your manager will show you how to wear your badge.

// USE OF OWN CLOTHES

If you wear your own clothes to work, the clothes obviously need to be clean, not have any holes or tears, and they must be suitable for the work you perform. For example:

- Men must wear long trousers, for example canvas trousers or jeans, a shirt, polo shirt or T-shirt (either long-sleeved or short-sleeved).
- Women must wear long trousers, for example canvas trousers or jeans, a dress or skirt, shirt, polo shirt, blouse or T-shirt (either long-sleeved or short-sleeved).
- Both men and women must wear shoes which match their clothes/uniform.
- Employees are not permitted to wear jogging/training pants, leggings or thigh-short dresses/skirts or shorts,

and underwear and long-sleeved T-shirts must not be visible beneath your clothing/uniform. However, warehouse employees are allowed to wear shorts.

If your clothes become damaged beyond repair during working hours, you can ask to have them replaced provided that you first hand in the old clothes. Contact your manager who can find out whether this is covered by insurance.

// APPEARANCE AND PERSONAL HYGIENE

When you arrive at work, you must be clean and well-groomed, and your hair must not be dyed in unnatural colours. To ensure compliance with food hygiene and bacteriology requirements, artificial nails and jewellery on hands and arms are not permitted for employees in the production departments. Wedding rings may be worn provided that gloves are also worn.

// HEADGEAR

Headgear may be worn if the wearer follows a religion which is recognised and approved as a religious community.

Dansk Supermarked A/S has a company headscarf which must be used for this purpose. The scarf must be tied so that the ends of the scarf are within the clothes and it does not cover the uniform.

As with your own clothes, you must ensure that your headgear is clean and intact. If you are employed in a delicatessen, bistro, canteen, baker, Quickfood or butcher's department, your headgear is cleaned by the company. If your religion stipulates a different

sort of headgear to scarves, you must ensure that it is neutral and plain in colour, and that your face and neck are exposed so that your facial expressions are visible. Headgear can only be worn if it complies with the hygiene and safety requirements which apply at your workplace.

// JEWELLERY, PIERCINGS AND TATTOOS

Simple and discreet jewellery is permitted. A visible tattoo is allowed, as long as it does not contain political, religious or other characters or symbols that are discriminatory or offensive.





**ONE OF OUR MOST
IMPORTANT TASKS IS TO
GIVE CUSTOMERS THE BEST
SHOPPING EXPERIENCE**

The safety, health and well-being of its employees are high priorities for Dansk Supermarked. The safety of our customers is also a priority.

// WORKING ENVIRONMENT

We want to ensure a good working environment in our day-to-day running of the company. Our aim is to prevent accidents at work and injuries. As an employee, you are expected to play your part in cooperating on safety and health. You have a duty to comply with and observe guidelines (for example lifting techniques) and to call attention to errors and non-conformities so that we can prevent accidents at work. You can always contact your occupational health and safety (OHS) representative if you have any questions.

If you are pregnant, it is important that you inform your line manager as soon as possible, and no later than three months before the due date so that your individual situation can be taken into account and changes to your tasks planned and implemented. Your working environment group will prepare a workplace assessment (WPA) once the shop is informed of your pregnancy. The aim is to enable you to continue working for as long as possible.

The psychological working environment is just as important as the physical working environment. It is important that staff treat each other properly and contribute to a healthy psychological working environment. It is important that you enjoy your job and that you get on well with both your colleagues and customers.

// "BAROMETERET" – EMPLOYEE SATISFACTION SURVEY

At Dansk Supermarked, our employees are our most important resource. Therefore, how you experience your workplace is important. Every year, Dansk Supermarked conducts an employee satisfaction survey, "Barometeret" (The Barometer), in which you

are able to say exactly what you think about your workplace in complete anonymity.

We process the results of the survey so that we can quickly implement improvements for you and your colleagues.

// DIVERSITY

Dansk Supermarked is a socially responsible company, and we therefore offer job schemes to particularly vulnerable groups. The purpose of the job schemes is to retain and integrate these people in the labour market.

We welcome employees who, for various reasons, start on a practical placement course with us. These new employees must be treated on an equal footing with all other employees while respecting their special needs. It is our responsibility to give these new employees a chance to test their skills within the retail trade with a view to clarifying their situation and/or offering ordinary employment or employment on special terms such as flex or sheltered jobs. We show a high degree of inclusiveness towards all employees in Dansk Supermarked.

// SENIOR POLICY

We know that age and experience go hand in hand, and our senior policy therefore seeks to give you the best possible working conditions while you are a 'senior' employee. At Dansk Supermarked, you are a 'senior' employee from the age of 58 until retirement. As a 'senior' employee, you are invited to attend an interview with your line manager, after which interviews are offered at suitable intervals or as desired.

For further information about our senior policy, please see DS Intra.

// ALCOHOL AND DRUGS

It is not permitted to consume or be under the influence of alcohol during working hours or breaks. Your manager is authorised to waive this rule for special occasions. See the group's alcohol policy on DS Intra for more information.

It is not permitted to take or be under the influence of euphoricants during working or in breaks. This also applies to parties organised by the company. To be intoxicated or under the influence of drugs during working hours may result in immediate expulsion.

These rules also apply when you are attending courses or schooling. Alcohol may be enjoyed in limited quantities according to the rules stipulated by the school or course venue.

If an employee is suspected of either alcohol or drug misuse, they will be summoned to attend an interview with their manager. At the interview, an agreement will be made on the subsequent course of action.



Read here what to do if you fall ill or if you need to go to the doctor or dentist

// CALLING IN SICK

If you are ill, you must call your line manager before you are due to start work at the latest. It is not acceptable to call in sick by sending a text message, an email or by using other media. Failure to call in sick is on a par with unauthorised absence, which may result in you being dismissed from your job.

// DOCUMENTATION OF ABSENCE DUE TO ILLNESS

Absence due to illness must always be documented with a solemn declaration. You will receive an example of this declaration together with your contract of employment. If you are absent for max. three days, you must submit the declaration to your line manager when you report again for work. If you are ill for more than three days (including work-free weekdays), the solemn declaration must be handed in to the shop after no more than five days of absence due to illness. You must always ensure that you have a copy of the solemn declaration to use in the event that you are ill; declarations can be printed out on DS Intra.

In special cases, your manager can request medical documentation that you have been off work due to illness. If there is any doubt as to which functions you can perform despite being ill, you may be asked to submit a statement of fitness for work (*mulighedserklæring*), which consists of two parts. The first part is completed together with your manager, while the second part must be completed by your doctor.

We pay the costs in connection with obtaining the medical information.

If you are absent due to illness for a longer period of time, you will be asked to attend an obligatory meeting at which your possibilities for returning to work – either full-time or part-time – will be clarified. Likewise, you are obliged to participate in your local authority's ongoing follow-up, among other things repayment of sickness benefit. Failure to participate in the above or inadequate documentation for your absence can have implications for your employment rights.

Please see the provisions of the Danish Sickness Benefit Act (*Sygedagpengeloven*).

// SICKNESS POLICY

At Dansk Supermarked, we have an absence due to illness policy. The intention is to ensure a sound basis for collaborating on absence due to illness and returning to your workplace. Through seeking to prevent illness and taking other measures in good time, we can improve job satisfaction and well-being for the individual employee while creating a healthy business. See more about our sickness policy on DS Intra.

// DOCTOR'S/DENTIST'S APPOINTMENTS

Appointments with your doctor and dentist must be arranged outside of working hours. If this is not possible, ask your line manager whether you can take time off. Emergency visits to the doctor/dentist can be equated to illness and will be treated as such.



REMEMBER

SOLEMN DECLARATION
IN THE CASE OF ILLNESS

Talent development and ensuring that employees continually improve their skills are key focus areas for Dansk Supermarked

// YOUR TRAINING PLAN

In your contract you will find a log-in to Dansk Supermarked's training platform and instructions on how to log on. Once logged in, you will be able to see from your personal training plan which courses you need to attend and when they must be completed. If you experience log-in problems, start by contacting your manager.

// YOU CAN ALWAYS BE BETTER

Staff and management training and development is a focus area at Dansk Supermarked. It is important that our employees have the right skills to carry out and develop in their jobs. Therefore we regularly hold courses to make you – and Dansk Supermarked – even better.

We have Denmark's best trainee programme as well as a management training course, whose aim is to attract, retain and develop employees with the ambition and competencies to make a career for themselves in DS and acquire the skills for a management position.

In addition, we have targeted specialist and management training and development right up to executive level.

// COMPETENCE FUND

If your contract of employment is covered by a collective agreement, you can attend courses through the Competence Fund. There are numerous courses and continuous education programmes you can do. However, the courses must be relevant in relation to your work in the shop, warehouse or administration.

Ask your line manager or manager for more information about the Competence Fund.

// PERFORMANCE

APPRAISAL INTERVIEW

Your manager will hold a performance appraisal interview once a year. The interview is an opportunity for you and your manager to talk together about your work and that of your department. In addition, you can talk about the future, your expectations and plans and the opportunities open to you.

The interview is an important part of our personnel policy and requires good preparation by both employee and manager.



DENMARK'S BEST TRAINEE PROGRAMME



STAFF BENEFITS

There are many advantages to being employed by Dansk Supermarked. Read here about which staff benefits we offer our employees. When you receive a Salling staff card, it must be activated by sending an email to HRRabat@dsg.dk before it can be used.

// STAFF DISCOUNTS

	DS DISCOUNT CARD	SALLING STAFF CARD
Discounts	føtex: 8% Bilka: 7% on non-food and 5% on food Netto and døgnNetto: 5% Bistro/Quickfood, Starbucks and Carl's Jr.: 10% You are not entitled to discounts on e.g. tobacco, alcohol, newspapers, magazines, lottery tickets, bottle deposits and gift vouchers.	20% on textiles and other non-food 10% on food 8% on electronics You are not entitled to discounts on e.g. tobacco, alcohol, newspapers, magazines, lottery tickets and bottle deposits.
Who gets the card?	All employees receive a card after 3 months of employment. The card can be used immediately you receive it.	All employees over 18 years of age are given a card after 3 months of employment. When you receive the card, it must be activated by sending an email to HRRabat@dsg.dk before it can be used.
Who can use the card?	You, your spouse/partner, children living at home and, if you live at home, your parents.	You, your spouse/partner, children living at home and, if you live at home, your parents.
How much can the card be used?	For your household consumption.	For your household consumption.
Credit limit	(Not credit card)	If you receive a monthly salary, the credit limit is 60% of your monthly pay. If you are hourly paid, the credit limit is DKK 5,000. You can always credit your account in Salling's customer service department if you want to spend more than your credit limit permits, but you still get your discount.
Card misuse	If you misuse your card, you will be asked to surrender it immediately and may result in dismissal.	If you misuse your card, you will be asked to surrender it immediately and may result in dismissal.
How do I use the card?	The card is scanned by the cashier before payment. When shopping online at Bilka.dk, you enter the 13-digit code next to the barcode on your staff card.	The card is used as a means of payment.
How is the discount paid?	Monthly, via your payslip. Otherwise the discount can be credited to your DS savings account if preferable. In Carl's Jr., the discount is given directly with each transaction and deducted from the total purchase amount.	The discount is offset before the staff purchase is deducted from your pay. 25% of the amount payable on your account is deducted from your pay every month – however min. DKK 100. You receive a statement showing the calculation.
Questions re calculation of discounts	Via DS Intra, you can see a specification of how your discount is calculated. Find guidance on DS Intra under "Medarbejder" (Employee) → "Personalegoder" (Staff benefits) → "Tjek din DS rabat" (Check your DS discount). If you have any questions, contact HR Hotline.	You can how the discount is calculated on your monthly statement. If you have any questions, contact HR Hotline.
Can I use the card to buy gifts?	Yes, within reason.	Yes, within reason. Before the item is gift-wrapped, remember to tell the shop assistant that it is a staff purchase. You cannot purchase gift vouchers with your Salling staff card.
If you lose your card?	To order a new card, send an email to HRRabat@dsg.dk	Call the HR Hotline or Salling's customer service to have your card blocked. To order a new card, send an email to HRRabat@dsg.dk
When you leave DS	Cut the card into pieces and dispose of it. The card can be used up until and including the day on which you stop working for DS.	Cut the card into pieces and dispose of it. The card can be used up until 3 weeks before you stop working for the company when the account will automatically be closed. Any outstanding balance will be deducted from your last payslip.
Retired or taken early retirement <i>If you have been continuously employed in Dansk Supermarked for min. 15 years, you can retain your discount schemes.</i>	The DS discount card (<i>DS Rabatkort</i>) is exchanged for a Gold card (<i>Guldkort</i>), which is used in the same way as the discount card and with the same rules. The discount which you accrue is credited to your NemKonto "easy account" each month.	The Salling staff card is exchanged for an "Elitekort", which functions in the same way as a Salling customer card – except that you retain your staff discount.

STAFF BENEFITS

// ASSOCIATIONS

Each store has its own staff social club. The aim of the staff social club is to organise social, sporting and cultural events for you and your colleagues. As a new employee, you are automatically registered in your staff social club, and the subscription will be automatically deducted from your pay. If you do not want to be a member, you must contact the person responsible for your pay or the HR Hotline, who can deregister you.

Dansk Supermarked has a wide selection of sports activities. For example, all employees are invited to participate in the annual DHL relay running races.

// HOLIDAY COTTAGES AND APARTMENTS

Dansk Supermarked's holiday fund owns many holiday cottages and holiday apartments in Denmark and abroad. On DS Intra under "Medarbejder" (Employee) and "Personalegoder" (Staff benefits), you can see prices, locations, layout and size as well as how and when you can apply and book holiday accommodation.

// SAVINGS CLUB

All employees can become a member of Dansk Supermarked's savings club at a favourable rate of interest. A savings account will be opened in your name into which you can transfer a fixed amount each month before your pay is disbursed. Interest is paid monthly. The discounts that you earn through using your discount card in the shops can also be credited to your savings club account.

If you would like to join the savings club, contact HR Hotline, who can also tell you more about disbursement, for example.

QUESTIONS ABOUT STAFF DISCOUNTS?

CONTACT HR HOTLINE

// ANNIVERSARY RULES

We like it when our employees stay with the company for many years. We celebrate 5, 10, 15, 20, 25 and 40-year anniversaries according to the applicable rules.

// SPECIAL DAYS OFF

For special occasions, you can take paid time off work if it clashes with a normal working day. These special occasions are: your own wedding, silver wedding anniversary, golden wedding anniversary, 25th anniversary as well as your 50th and 60th birthdays.

The same rules apply in the event of deaths in your immediate family on the day on which a family member dies and the day of their funeral.

Immediate family is the employee's parents, spouse, siblings, children, grandparents and great grandparents.



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Dentist's		Jewellery	9	Reassignment		and well-being	11
appointments	12	Job vacancies	6	or transfer	6	Working hours	5
Discounts	14			Resignation	6		
Diversity	11	L					
Doctor's		Loyalty	6				
appointments	12						
Drugs	11						

