



# HSM INDUSTRI EMPLOYEE HANDBOOK



*HSM Industri was founded on April 15th, 1975 by Esben Møller under the name Hammelev Smedie - and is today known as HSM Industri A/S.*

# Welcome to your new job at HSM Industri A/S

At HSM Industri, craftsmanship, responsibility and teamwork go hand in hand. We believe that strong professional skills are essential, but they are not enough on their own. The way we collaborate, show commitment and take responsibility for our work is just as important.

We have a shared set of values and unwritten rules that shape everyday working life. One of our most important principles is freedom under responsibility. This means that we trust each employee to use sound judgement in the many situations that arise during a working day.

Even so, experience shows that certain questions often recur. This handbook therefore outlines a number of basic guidelines to support clarity and consistency.

We are confident that your colleagues will help you settle into your new role, and we hope this handbook will serve as a useful guide and a starting point for what we aim to be a long and positive collaboration.

# Table of Content

Welcome at HSM Industri A/S.....	2	Digital Time Tracking .....	9
<b>1. HSM INDUSTRI A/S</b>		Material Slips .....	9
History .....	4	Employee Association.....	9
Business Area .....	4	Workwear .....	9
Goals and vision .....	4	Insurance.....	9
Organisation .....	4	Health Insurance.....	9
Employees .....	4	Employee Discount Schemes .....	9
Quality management .....	4		
Environment.....	5	<b>6. STAFF FACILITIES</b>	
Working Environment .....	5	Lunch room .....	9
Cooperation Committee.....	5	Laundry Room and Lockers .....	9
Training Committee.....	5	Parking Facilities.....	9
Union Representative .....	5		
		<b>Appendices</b>	
<b>2. WORKPLACE</b>		Local agreement.....	10
Company Cars.....	6	First day of work for hourly employees .....	16
Fruit Arrangement .....	6	Overview map of HSM Industri.....	17
Friday Breakfast Rolls.....	6	Contingency plan .....	18
Smoking and Eating Policy .....	6	Introduction to quality management.....	20
Social events.....	6	Quality policy.....	21
		Work environment policy .....	22
<b>3. INTERNAL INFORMATION</b>		Environmental policy .....	23
Notice Boards and Info Screens.....	7	Smoking + eating policy.....	24
SMS Information .....	7	Rules for waste sorting .....	25
E-learning.....	7	CLUB 92.....	26
Staff Meetings .....	7	Safety rules from HSM Industri .....	27
HSM News.....	7		
<b>4. APPRENTICES</b>			
Education.....	7		
<b>5. EMPLOYEE CONDITIONS</b>			
Employment.....	8		
Normal Working Hours .....	8		
Errands During Working Hours .....	8		
Overtime and Time Off in Lieu .....	8		
Breaks.....	8		
Important Information for New Employees	8		
Salary Payment .....	8		
Local Agreements.....	8		
Illness and Absence.....	8		
Vacation and Days Off .....	8		
Private Work.....	8		



” HSM Industri A/S has about 200 employees

# HSM Industri A/S

## History

Esben Møller, while still an apprentice blacksmith and only 19 years old, took over his master's business, located where the parking lot by the community hall in Hammelev was later established. The workshop quickly became too small, and a few years later a new forge was built nearby.

Initially, customers were primarily local farmers in need of repairs to agricultural tools. Over time, the customer base expanded to include large industrial companies in Grenaa.

As the business grew, more employees were hired, and the facilities were extended. Eventually, further expansion was no longer possible, and in April 1997 the company moved to its current premises on Bredstrupvej.

Today, HSM Industri serves customers both nationally and internationally, delivering a wide range of projects. More information can be found at [www.hsm.dk](http://www.hsm.dk).

HSM Industri A/S is part of a group that includes:

- Grenaa Hydraulik A/S
- BP Soendergaard A/S
- GSM Maskinfabrik A/S

- Grenaa Skibsværft
- JKJ+D3S Stålteknik

## Field of operation

HSM Industri A/S operates within the iron and steel industry.

Our core competencies include:

- Industrial service
- Construction
- Design
- Production
- Installation
- Project planning
- Surface treatment

We deliver solutions across a wide range of areas:

- Steel construction
- Offshore installations
- Industrial technical plants
- Construction and civil engineering
- Bridges
- Gangway systems
- Bicycle parking systems.

Most of our projects are custom-made and produced to individual specifications. We also carry out series production where relevant.

## Goals and vision

Our goal is to be the preferred partner for industrial service and installation, and the leading supplier of complex steel structures and industrial technical plants. We strive to build long-term partnerships by delivering reliable solutions that meet both technical requirements and customer expectations.

## Organisation

Please refer to the organisational chart on the following page.

## Employees

As an employee at HSM Industri, you become part of a professional and committed team. We place great emphasis on safety, working environment and personal well-being, and we offer opportunities for both professional and personal development.

Our personnel policy aims to create the best possible framework for collaboration and performance. We know that our success depends on each employee's versatility, flexibility and motivation.

## Quality Management

Our services must be delivered in ac-

cordance with agreed specifications, prices, schedules and conditions.

HSM Industri is certified according to ISO 9001, ISO 3834 and DS/EN 1090-1.

Our quality level is the result of many years of systematic work and is documented in our QHSE management system. All employees are expected to contribute by working with quality awareness in every task and at every level. Our objective is to meet customer requirements and expectations consistently. See quality policy in appendix page 21.

### Environment

HSM Industri's environmental policy applies to all company activities.

The company is certified according to ISO 14001 and is GMC certified by Norddjurs Municipality.

Through defined processes in the QHSE management system, we ensure that operations, subcontractor deliveries and services to customers are carried out with maximum consideration for the external environment.

All employees are expected to comply with environmental guidelines and actively contribute to reducing environmental impact. All applicable legislation must be followed.

See environmental policy in appendix page 23.

### Working Environment

The working environment policy applies to all employees.

HSM Industri is certified according to ISO 45001.

Through compliance with safety procedures and employee involvement, we aim to create safe and healthy working conditions, eliminate hazards and reduce risks. The working environment organisation ensures compliance and continuous improvement.

See working environment policy in appendix page 22.

The Working Environment Management is carried out by the Working Environment Organization, whose purpose is to ensure compliance with the described working environment processes and to achieve continuous improvements in relation to the company's occupational working environment performance.

The members of the Working Environment Organization are: Lotte Borch Glarmbæk, Kaj Sørensen, Stefan Møller, Kaare Sørensen and Mikael Allermand.

All employees are obligated to report risks, near-miss incidents and accidents through the QHSE system.

### Cooperation Committee

The cooperation committee works to strengthen communication across professional groups and to improve

both competitiveness and employee satisfaction. The committee meets twice a year unless otherwise agreed.

Members of the cooperation committee are:

Stefan Møller, Mark Møller, Nick Palk, Henrik Soelberg, Kaj Sørensen, Ole Byvald Pedersen, Gitte Korsgaard Christensen, Mitch Gerlach og Mads Müller Hansen.

### Training Committee

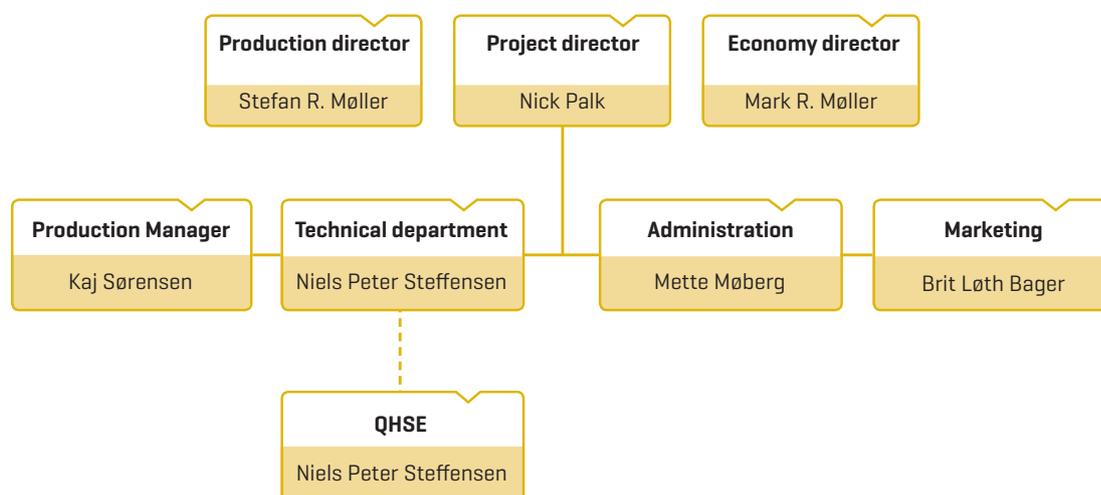
**[Kaj Sørensen+Brit L. Bager]**

The training committee prepares individual training plans for employees, including certification requirements and competency development.

### Union Representative

Mitch Gerlach is the union representative and can be contacted on tel.: 22 87 01 84 for further information.

## Management functions at HSM Industri



# 2. Workplace

## Company Car

The company car and driving policy serves as guidance for all employees on what is expected of and required from persons who are drivers of an HSM company vehicle. Our vehicles represent HSM Industri A/S as they travel on Danish roads between HSM customers and other road users, who may also become potential customers. Therefore, we aim to present a positive image on the road to our fellow road users.

For this reason, the following rules must be observed:

1. Any driver of a company vehicle is responsible for the condition of the vehicle in accordance with the Danish Road Traffic Act, and must also ensure that the vehicle has no defects or deficiencies, such as incorrect oil or fluid levels, which could lead to further damage.
2. If any faults or defects are identified, or if the vehicle is due for service, it is the driver's duty to notify the workshop manager after use. Outside normal working hours, this must be reported in writing.
3. The driver is responsible for ensuring that the vehicle's load is properly secured and marked.
4. After use, or at least once a day, all waste and any bottles must be removed from the vehicle. The vehicle must be cleaned and tidied throughout after use.
5. Company vehicles must be washed at least once a week. Every Thursday and Friday between 2:30 p.m. and 6:00 p.m., our car wash staff are available. Employees with a company vehicle may wash the vehicle themselves if they are unable to use the car wash staff.

6. Use of company vehicles for private purposes is not permitted.
7. Accidents or damage, including minor dents, must be reported immediately to the workshop manager.
8. Driving must always be conducted in accordance with the Road Traffic Act. In addition, courteous behavior towards other road users is expected, including no reckless overtaking and compliance with all applicable speed limits.
9. All company cars and motor vehicles are equipped with GPS tracking.
10. Consumption of alcohol by the driver while driving is strictly prohibited. If passengers consume alcohol in the vehicle, this must be done very discreetly.
11. Smoking in company vehicles must comply with applicable legislation.
12. All employees are expected to treat company vehicles with care so that they remain in good condition and serve as a positive representation of the company.
12. The driver is personally liable for fines resulting from violations of the Road Traffic Act. Any parking fines not necessitated by the nature of the task are the responsibility of the driver.

## Fruit Arrangement

We have a fruit scheme, which means fresh fruit is delivered every Monday and Wednesday.

## Friday Breakfast Rolls

Every Friday, employees present at the factory receive one bread roll during the morning break at 9 o'clock.

## Smoking and Eating policy

It is HSM Industri's highest priority to ensure that employee safety and health are managed in a legally compliant manner. The smoking and eating policy is based on health considerations, with the aim of creating a healthy workplace that promotes well-being and job satisfaction. Everyone at HSM Industri shares responsibility for ensuring that the working environment is safe and healthy.

Please refer to the guidelines for smoking and the consumption of food and beverages in production areas in Appendix, page 24.

It has been decided that one smoking break is permitted during the following time periods:

- Between 7:00 a.m. and 9:00 a.m.
- Between 9:15 a.m. and 12:00 noon
- Between 12:30 p.m. and 3:30 p.m.

In addition, smoking is permitted during the morning and lunch breaks.

## Waste Sorting at HSM industry

It is important to the company that all employees follow the company's waste sorting instructions. Therefore, all employees and visitors are expected to familiarize themselves with the posted pictograms and waste fractions before disposing of waste.

Please refer to the waste sorting guidelines on page 25.

## Social Events

Social events are organized under the auspices of Club 92. Please see the attached appendix on page 26.

# 3. Internal information

## Notice Boards and Info Screens

Internal information such as safety updates, new orders, visitors, new employees and upcoming events is continuously displayed on notice boards and information screens in the workshop. Employees are expected to stay informed by checking these regularly.

## SMS information

Important information relevant to all employees, such as invitations, requests for tools or operational messages, is sent via SMS to your private mobile phone or company phone. If you do not receive these messages,

please contact Brit Løth Bager in the Technical Department.

## E-learning

Through the e-learning platform XpressU, employees receive training and information related to quality, working environment and environmental matters.

All employees are expected to participate actively and complete assigned modules within the given deadlines.

## Staff meetings

An annual staff meeting is held where all employees gather. At the

meeting, the past year is reviewed and upcoming initiatives and goals are presented and discussed.

## HSM News

HSM News is published four times a year and provides insight into orders, projects, customers and company initiatives.

Please contact Brit Løth Bager on tel.: 22 43 74 66 if you have good ideas or relevant themes for HSM News.



# 4. Apprentices

## Education

As a general rule, HSM Industri employs approximately 20 apprentice metalworkers.

All apprentices must complete a basic course at Grenaa Technical School. The education consists of practical training at HSM Industri

combined with theoretical instruction at the technical school.

The aim is to provide a broad and solid education covering the key techniques of the trade. The apprenticeship concludes with a journeyman's examination.



## 5. Employee conditions

### Employment

For salaried employees, employment is governed by the individual employment contract and the Danish Salaried Employees Act.

For hourly paid employees, employment is governed by the individual contract and the applicable industry collective agreement. Any deviations are described in the local agreement attached as an appendix.

### Normal Working Hours

#### Hourly paid employees

Monday to Thursday 7.00 a.m. to 3.30 p.m.

Friday 7.00 a.m. to 1.15 p.m.

There is no lunch break on Fridays.

At installation sites, local working hours may apply.

#### Salaried employees

Monday to Thursday between 7.00 a.m. to 4.00 p.m.

Friday between 7.00 a.m. to 3.30 p.m.

### Errands During Working Hours

Doctor's appointments and other private errands during working hours are at the employee's own expense.

### Overtime and Time Off in Lieu

Rules regarding overtime and time off in lieu are described in the local agreements attached as appendices.

### Breaks

Morning break: 09:00 - 09:15 a.m.

Lunch break: 12:00 - 12:30 p.m.

### Important Information for New Employees

Within the first days of employment, the following information must be submitted to administration:

- Bank name, registration number and account number
- Completed form regarding legally required competencies
- Completed emergency contact and health information form

### Salary Payment

Hourly paid employees are paid every second Thursday in odd weeks. The pay period covers two weeks.

Salaried employees are paid on the last working day of the month.

All documentation and supplements must be submitted no later than six working days before payday.

### Local Agreement

Local agreements for hourly paid employees and apprentices are negotiated annually, typically in February or March. Any wage adjustments take effect from 1 May.

### Illness and Absence

In case of illness, employees must call the foreman's office between 06:30 and 07:00 on tel.: 30 94 14 70 or 86 32 66 66 to report absence and, if possible, the expected duration.

Absence may not be reported via SMS.

### Vacation and Days Off

At the beginning of each calendar year, a vacation reservation list is distributed together with a salary payment.

Vacation requests are handled on a first-come, first-served basis. A maximum of 30 percent of employees may take vacation during weeks 28, 29 and 30.

### Private Work

Employees may perform private work in the workshop outside normal

working hours, provided permission has been obtained in advance from the foreman's office.

All materials used must be recorded on a material slip and submitted to the foreman's office the following working day.

### Digital time tracking

Each employee receives a personal login for the Navidoc time registration system.

You can access Navidoc via the Navidoc Time app or via computer at: <http://workflow.navidoc.dk/Account/LogOn>. Computers are available in the workshop for time registration.

Time registrations must be completed daily and must include the following information:

- Project no.
- Category
- Number of hours
- Start and end times
- Approver
- brief description of the work performed.

Driving, travel time, training, time off, vacation, and sick leave must

also be registered.

Per diem allowances must be registered collectively on the day of return.

*Time registrations must be submitted for approval every day. This applies to workshop hours, installer/technician hours, as well as salaried employee hours.*

*Please remember that your time registration forms the basis for correct payroll payment.*

### Material Slips

Whenever materials are taken from storage, a material slip must be completed with date, employee number, order number, quantity and description.

This ensures correct billing and documentation.

### Employee association

Please refer to the statutes for "Club 92" enclosed.

### Workwear

Upon employment, employees receive three pairs of work trousers

and three jackets. Additional clothing items such as T-shirts, sweaters and beanies are provided as needed.

Workwear remains the property of HSM Industri and must be returned upon termination of employment.

### Insurance

HSM Industri has taken out all legally required insurance coverage.

### Health insurance

Employees may choose to take out health insurance through HSM Industri for themselves and their family. The insurance is paid by the employee and deducted through salary.

Coverage ends upon resignation or termination.

### Employee Discount Schemes

The company has discount agreements with selected local shops. Details are provided in a separate folder together with this handbook.

## 6. Employee facilities

### Lunch room

Employees receive an access card that also functions as a key to the lunchroom.

Free coffee and fruit are available. A vending machine offers a selection of items for purchase.

### Laundry Room and Lockers

Production employees are assigned a locker located close to the shower facilities.

### Parking Facilities

Employees must park in the designated staff parking area.

Parking spaces near the technical department are reserved for technical staff. Guest parking spaces must remain available for visitors.

## APPENDICES

- Local agreements
- First working day instructions
- Overview map of HSM
- Emergency plan
- Introduction to the QHSE management system
- Quality policy
- Working environment policy
- Environmental policy
- Smoking and eating policy
- Waste sorting rules
- Club 92 rules
- Safety rules for HSM Industri A/S

HSM-News

Employee discount schemes

# HSM Industri A/S

## Local Wage Negotiations 2025

On 16 May 2025, the parties concluded the local wage negotiations at HSM Industri A/S with the following result.

It has been agreed that the local agreement will be taken up for negotiation concurrently with the collective bargaining negotiations between the labour market parties. The next negotiation will take place in 2028.

The minimum wage for skilled workers follows the industrial collective agreement.

There will be an individual wage agreement between HSM Industri A/S and each skilled worker. The wage will be determined according to the assessment principles described in the section on qualification supplements under afsnittet kvalifikationsstillæg.

In addition, it has been agreed that installation work at DAKA triggers a dirt allowance of DKK 15.00 per hour.

The minimum wage for unskilled workers and adult apprentices is as follows:

**Minimum wage as of 1 May 2025**

DKK 139,90 per hour

**Minimum wage as of 1 March 2026**

DKK 143,40 per hour

**Minimum wage as of 1 March 2027**

DKK 146,90 per hour

In connection with the local wage negotiations, all local agreements have been renegotiated. Therefore, with effect from 24 April 2017, no other local agreements or practices apply than those described in this agreement.

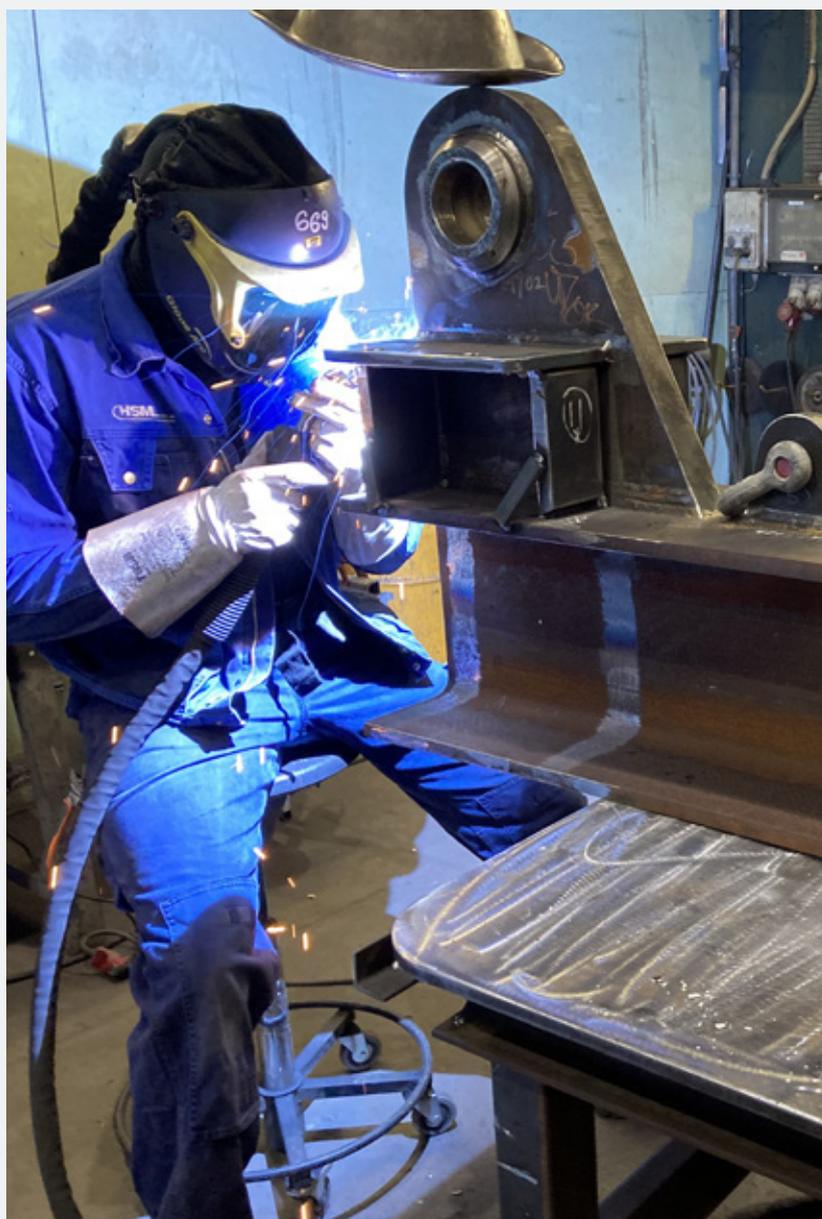
The employees present decided to authorize Mitch Rønde Gerlach to review and sign this agreement.

**[ 1 ]  
LOCAL AGREEMENT ON SAVING UP  
HOLIDAY**

Hourly paid employees, including apprentices at HSM Industri A/S, have entered into an agreement on saving up one extra week of holiday, which is taken during periods of reduced order intake.

The agreement, which follows the holiday year, only applies to employees who have an equivalent number

of overtime hours or more than the hours to be taken as extra holiday during the holiday year. The timing of the holiday is agreed with the foreman's office, and employees participate in rotation so that everyone who is obliged to participate has taken one extra week of holiday before a new round begins.



The financial aspect is determined individually, but saving overtime is recommended, as this will function as time off in lieu. Any saving is agreed individually with the payroll office.

**[ 2 ]  
LOCAL AGREEMENT ON TRAVEL ALLOWANCE**

Mileage allowance in a company vehicle is calculated, in cases where driving takes place outside working hours, as follows:

The addresses between which driving takes place are registered in Navidoc, which calculates the driving time via Google Maps and forms the basis for the remuneration.

Excluded from this is driving in connection with travel abroad and installation work with overnight stays, which are remunerated at the normal hourly wage. Travel time is by definition a maximum of 8 normal hours per calendar day. If travel time exceeds 8 hours per calendar day, remuneration is agreed prior to departure.

If a company vehicle is taken to the employee's home address, the employee is considered to be on standby for possible call-out.

**[ 3 ]  
LOCAL AGREEMENT ON WORK CLOTHING AND SAFETY FOOTWEAR**

**Issued work clothing:**

Employees at HSM Industri A/S who are engaged in production or installation work receive, immediately after employment, three sets of work clothing consisting of overalls and a jacket. HSM Industri A/S provides weekly laundering as well as necessary repair or replacement of the aforementioned work clothing. Six

units are available; it is up to each individual employee how many units are blue and how many are orange.

The issued work clothing remains the property of HSM Industri A/S and must be returned if the employment relationship ends. The individual employee is liable for compensation if the issued clothing is lost or damaged due to gross negligence or intent.

**Supplementary work clothing:**

Employees in production, schooling, training courses, or installation work earn, with effect from 5 May 2003,

Accrual as of 11 January 2021  
Totals 1.50 points per worked hour, as subsequently adjusted by agreed indices.

Accrual as of 1 May 2025  
Totals 2.25 points per worked hour.

0.55 points per worked hour. Points may only be used for the purchase of supplementary work clothing [1 point corresponds to DKK 1] and cannot be paid out. An employee may have a maximum of 3,000 points on their account. The employee is responsible for having safety boots and ATEX-approved safety shoes if required to perform work at a given customer.

If the account exceeds minus 2,000 points/DKK, the excess amount will automatically be deducted from wages on the next payday. If employment ends and the account is negative, the amount will be deducted from wages. Work clothing points may only be used for the purchase of supplementary work clothing. Upon new employment, two T-shirts, two sweatshirts, and one pilot jacket or softshell jacket are issued.

At HSM's warehouse, the following items can be collected in orange and blue versions:

- Pilot jackets
- Softshell jackets



Work clothing with logos.



- Fleece sweaters
- Sweatshirts
- T-shirts
- Beanies
- Shirts
- Thermal coveralls

HSM has entered into an agreement with a hardware store where the following items can be collected using work clothing points:

- Light work trousers (model determined by HSM)
- Thermal underwear
- Winter socks
- Safety shoes

Prescription safety glasses can be purchased from the optician using work clothing points.

This is purchased outside working hours, and the clothing is supplied with a logo before being issued. Washing, repair, and replacement are the responsibility of the individual employee.

During working hours, visible

clothing must be HSM work clothing.

Upon termination of employment at HSM, it will not be possible to use accumulated points to purchase work clothing.

#### [ 4 ]

##### **LOCAL AGREEMENT ON PAY DURING FURTHER AND CONTINUING TRAINING**

Employees who are sent on courses receive their normal hourly wage during the course, and the reimbursement accrues to HSM. Where possible, a company vehicle may be used for travel to and from the course.

#### [ 5 ]

##### **LOCAL AGREEMENT ON MEALS DURING OVERTIME**

For overtime on weekdays that has not been scheduled before the start of the day, of four hours or more, excluding travel time, the daily special may be purchased at the nearest restaurant.

For overtime performed at the workshop in Grenaa, the meal is collected by an apprentice if one is present. For overtime performed off-site, the meal is scheduled as part of the work so that it may be eaten on the way home.

For work performed on Saturdays and Sundays with a duration of ten hours, excluding travel time, the same rules apply.

The scheme is for guidance only and is agreed each time with the supervisor.

- Maximum amount as of 1 May 2023: DKK 100.00 per meal
- Maximum amount as of 1 May 2025: DKK 120.00 per meal

A requisition **MUST ALWAYS** be submitted to the restaurant with the names of all participants.

In special cases, if due to the planning and execution of the work it is not possible to purchase a meal, a taxable allowance up to the maxi-

mum amount may instead be paid under the same rules.

These rules do not apply to employees who receive per diems.

**[ 6 ]  
LOCAL AGREEMENT ON PAYMENT  
FOR SHIFTED WORKING HOURS AND  
OVERTIME**

It has been agreed that no notice is required prior to the establishment of shifted working hours. For shifted working hours, the rates below apply. If overtime is required in connection with shifted working hours, overtime supplements are also paid.

- Payment for shifted working hours as of 1 May 2025:  
DKK 45.90 per hour [3.5%]
- Payment for shifted working hours as of 1 March 2026:  
DKK 47.51 per hour [3.5%]
- Payment for shifted working hours as of 1 March 2027:  
DKK 49.17 per hour [3.5%]

**Overtime rate 1**

It has been agreed that no notice is required when an employee is called in for overtime. For overtime, a fixed supplement (overtime rate 1) is agreed for all hours, amounting to DKK 61.95 per hour. The fixed overtime supplement is adjusted in line with adjustments to the highest overtime rate in the collective agreement, with the proviso that adjustments can only take place in connection with the annual wage adjustments.

- Overtime payment as of 1 May 2025: DKK 93.75 per hour [3.0%]
- Overtime payment as of 1 March 2026: DKK 96.56 per hour [3.0%]
- Overtime payment as of 1 March 2027: DKK 99.46 per hour [3.0%]

**Overtime rate 2**

The fixed supplement for overtime rate 2 is adjusted in line with the highest rate in the collective agreement, with the proviso that adjustments can only take place in connection with the annual wage adjustments. Employees employed with flexible working hours receive an

overtime supplement of DKK 40.00 per hour. The supplement is for extraordinary savings in connection with, among other things, leave during return journeys and self-chosen periods of absence.

- Overtime payment as of 1 May 2025: DKK 52.89 per hour [3.0%]
- Overtime payment as of 1 March 2026: DKK 54.48 per hour [3.0%]
- Overtime payment as of 1 March 2027: DKK 56.11 per hour [3.0%]

If an employee is called in during their leisure time on weekdays [Monday to Thursday after 16:30 and Friday after 14:45] to work the same day, or on weekends, Sundays, and public holidays to work the same day, this is remunerated with a call-out allowance corresponding to one hour of overtime, which is a fixed amount of DKK 500. The call-out allowance must be approved by the foreman in each individual case.

Travel time is not included in the normal weekly working time of 37 hours unless otherwise agreed with the company.

Overtime is earned for work performed outside the normal working hours set for the individual week, currently 37 hours per week. In special call-outs and with prior agreement and approval from the workshop manager, overtime may be paid without the normal weekly working time being achieved.

**[ 7 ]  
LOCAL AGREEMENT ON PER DIEMS**

The following per diem rates have been agreed for off-site work.

Per diems are settled per full 24-hour period; any excess hours are settled at 1/24 of the per diem per hour. HSM's current rates are:

Europa	
1 May 2023:	DKK 331.00
1 May 2025:	DKK 381.00

**[ 8 ]  
LOCAL AGREEMENT ON QUALIFICATION PAY**

Between the company and the skilled workers employed at the company

who are covered by the DS collective agreement, an agreement has been made to introduce a qualification-based pay system.

**Purpose**

The purpose of the qualification pay system is to promote the company's productivity and competitiveness, thereby ensuring continued employment, good earnings, and good working conditions for employees.

**Structure of the system**

In addition to the applicable basic wage, and possibly supplemented by collectively agreed special allowances and performance pay, employees are remunerated with a qualification supplement.

The qualification pay system aims at a systematic, individual, and objective determination of employees' personal wages in relation to their individual tasks and qualifications.

Based on an analysis of current and future qualification requirements, the following qualification factors of significant importance to the company's development and competitiveness have been selected:

- Education
- Job knowledge and special qualifications
- Cooperation and flexibility
- Productivity and quality
- Care and orderliness
- Work supervision [not general]

**Assessment**

The assessment of the employee is carried out by the managing director and the foreman.

The employee receives an explanation of the assessment from the foreman during the employee appraisal.

Assessment takes place once a year, at the latest one month after the wage negotiations have been concluded.

Newly hired employees receive collectively agreed wages plus any temporary qualification supplement. No later than three months after employment, a qualification assessment is carried out, after which

the final personal wage is determined. The newly hired employee then enters the normal assessment procedure.

#### **Wage adjustment**

If the assessment is changed in an upward direction, the wage is adjusted at the next wage payment.

In connection with local wage negotiations, new values may be set, which only take effect once agreement has been reached.

If the qualification assessment results in a lower assessment, there will be a direct reduction in wage.

#### **Entry into force and termination**

The agreement enters into force upon signature and may be terminated in accordance with the collective agreement's rules for termination of local agreements.

After the expiry of the agreement, remuneration will be at the personal hourly wage applicable at that time.

#### **[ 9 ] BONUS AGREEMENT FOR HSM INDUSTRI'S EMPLOYEES**

The basis for the bonus calculation is the internal operating accounts. A bonus is calculated when profit is equal to or exceeds DKK 1,000,000. The calculation basis is the year's result before tax plus the year's bonus. The bonus amounts to a total of 20% of the calculation basis.

Distribution among employees is such that the salaried employees' group receives 20% of the year's bonus amount for equal distribution, while the remaining employees receive 80% of the year's bonus amount. Distribution to individual employees is based on the number of hours worked by each employee during the year.

The above distribution applies as long as the relationship between the salaried employees' group and the other employees does not change. The salaried employees' group constituted 15% of the total number of employees at the time the agreement was entered into. It is management's decision when the distribution ratio is to be changed.

The scheme applies to employees who are at work on 10 December in the year in which payment takes place, regardless of whether they have been given notice or have resigned at that time. Furthermore, employees who have gone on early retirement, retirement, or who have been called up for military service during the year participate in the scheme for the part of the year during which they were employed.

The bonus is a gross pool and includes holiday pay, free choice account, pension, etc. The individual employee has freedom of choice regarding the use of the calculated personal bonus.

#### **[ 10 ] LOCAL AGREEMENT ON ATTENDANCE BONUS**

With effect from 26 April 1999, an agreement has been entered into on an attendance bonus for hourly paid employees, including apprentices in production roles.

The attendance bonus is calculated with effect from 1 April according to the following guidelines:

April 2017  
0.00% absence = DKK 10.00  
per worked hour  
1 day's absence = DKK 3.50  
per worked hour

The attendance bonus is not affected by absence in connection with maternity leave, section 56, doctor's visits, or work-related accidents that must be reported to the Danish Working Environment Authority, where absence exceeds one day.

The attendance bonus is affected by absence due to illness and a child's illness. If the workplace is left before the end of working hours due to illness, the bonus is reduced proportionally by the number of hours.

Apprentices earn attendance bonus in connection with school attendance. Absence from school affects the bonus. Attendance bonus is earned in connection with company-required courses.

The attendance bonus is calculated and paid quarterly. As of 1 May

2025, a trial period has been agreed during which payment takes place every two months.

It is up to management to determine the length of the trial period and whether it is to be made permanent. Management has the right at any time to revert to the original agreement under which the bonus is paid quarterly.

During the calendar year from 1 January to 31 December without absence, one day is earned, which can be used in the following year in connection with the reduction of any absence. The first earning year started on 1 January 2008. Employees who join during the year are entitled to earn from the following 1 January. A maximum of two earned days may be held in the account, and they cannot be used on an hourly basis to reduce any absence.

#### **[ 11 ] EFFECTIVE DATE FOR LOCAL AGREEMENTS**

With effect from 7 May 2001, an agreement has been entered into stating that the effective date of future local agreements will be from the first full pay period in May of the relevant year.



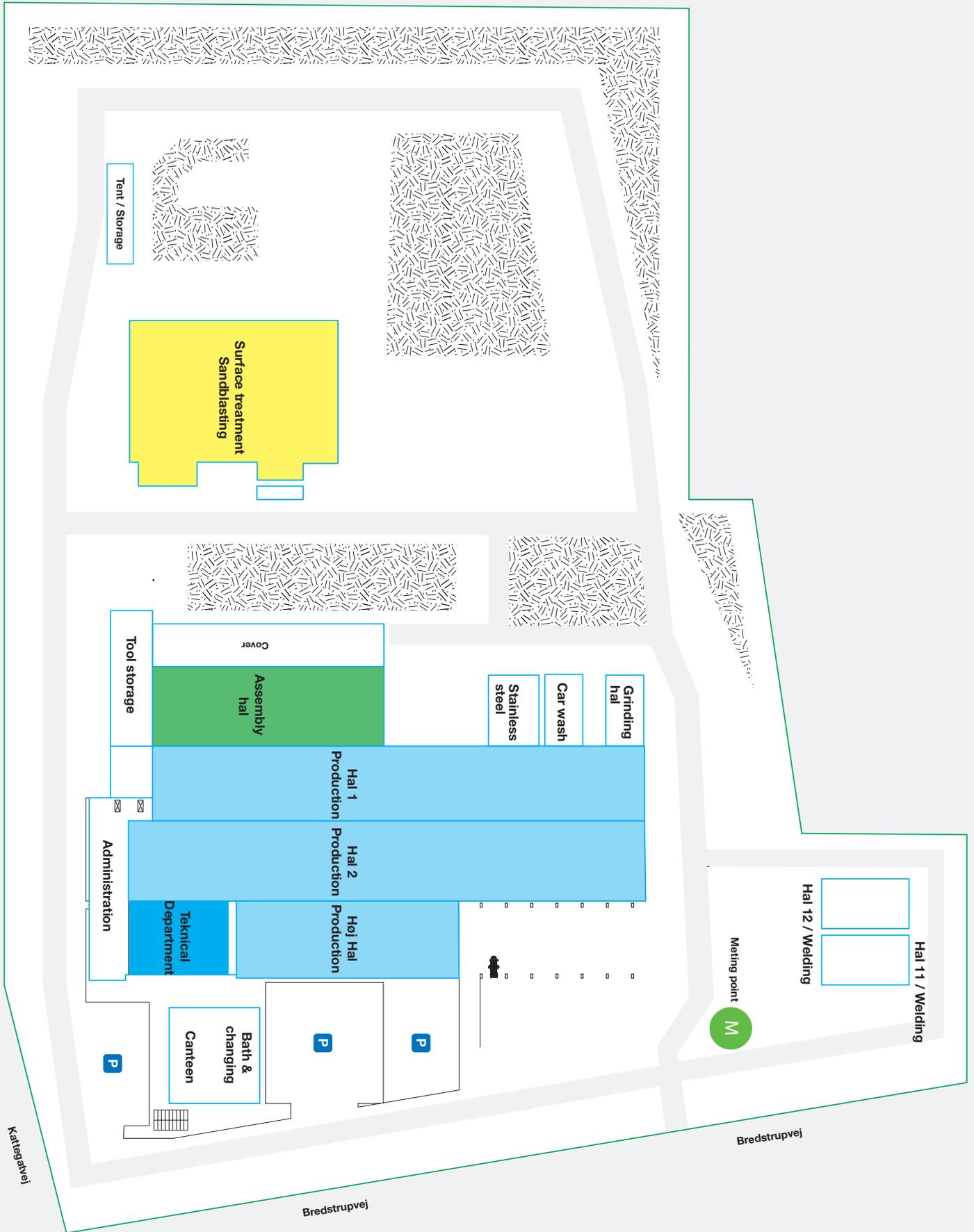
# Checklist for the first day of work for hourly-paid employees

It is important that you contact your occupational health and safety representative before starting work at HSM. The following will be reviewed on the first working day:

## 18 items

1. Employee handbook, safety book etc. handed out
2. Tax card, account no., personal information handed in
3. Work clothes, tool box and tags handed out
4. Access card and code handed out
5. Information about safety
6. Viewed dressing and lunch rooms
7. Tour of the administration and technical department
8. Presentation of the daily management
9. Information about filling in day and week sheets
10. Information about fiddling and cars
11. Information about material release from storage
12. Information about tools, handed in for repair
13. Information about damaged lifting straps
14. Information about clean-up
15. Information about hygienic work instructions
16. Information about acid and pickling
17. Instructions for use of machines in the workshop
18. Information about using the tools and setups of others

You must also contact the QHSE responsible employee in the Technical Department, to receive QHSE instructions within the first 30 days of employment.



# Contingency plan

INCIDENT	REACTION	REGISTRATION	1-1-2
<b>Personal accident</b> 	Stop the accident. Give life-saving first aid. Call 1-1-2 in case of serious accidents. [REMEMBER to open the outer gate after 4:30 p.m.] Give basic first aid. Safety data sheets for chemical products are printed from ECO online.	In the Sherlock Web Log: Work environment incident. Possibly report to the labor inspectorate at EASY in Denmark.	In the event that an ambulance has been called and the outer gate is closed, it must be opened.  Use the provided card or key.  When the gate is open, press the emergency stop [located on the right side of the gate].  If possible, leave a man at the gate until the ambulance arrives, so he can quickly inform the Falck people about the scene of the accident.
<b>Fire/Explosion</b> 	Secure yourself. If possible, try to get your employees out of the area. If possible - stop the accident/limit the fire with a suitable extinguishing agent. But only if you yourself are not in danger. Make sure fire doors and windows are closed. Activate fire alarm. Go to the assembly point marked M on the overview map. Emergency valves at tank facilities are closed.	In the Sherlock Web Log: Work environment incident or environmental incident.	
<b>Oil spill to ground</b> 	The contaminated soil is shoveled into a collection container, which is disposed of as hazardous waste.	In the Sherlock Web Log: Environmental incident	
<b>Oil spill to sewer</b> 	Use oil absorbent material or "stop sausages" and place the material after use in barrels set up for the purpose. Inform the relevant authorities [Norrdjurs Municipality's Technical Department] immediately if the sewer outlet is connected directly to the municipal installation. Used material is disposed of as hazardous waste.	In the Sherlock Web Log: Environmental incident	
<b>Derivation of chemicals to sewer or ground</b> 	The contaminated soil is shoveled into a collection container, which is disposed of as hazardous waste. If discharge to sewer use "stop sausages". Inform the relevant authorities [Norrdjurs Municipality's Technical Department] immediately if the sewer outlet is connected directly to the municipal installation. Used material is disposed of as hazardous waste.	In the Sherlock Web Log: Environmental incident	
<b>Siren alarm (Emergency agency's sirens)</b> 	Keep all doors and windows closed, and stop all air intakes. Wait for a message from the Emergency Management Agency.	In the Sherlock Web Log: Environmental incident	

**Grenaa Emergency room**

Open 8am-10pm / Contact your own doctor etc. at 08.00-16.00 first for minor damage.

**"The emergency doctor service"**

**Call 70 11 31 31**

Weekdays from 4:00 PM to 8:00 AM, plus weekends and public holidays.

**Alarm center**

**Call 112**

# QHSE



Quality



Health



Safety



Environment



# Intro the QHSE Management System

The company's QHSE management system complies with requirements specified in ISO 9001, ISO 45001, ISO 14001, 3834-2 as well as the EN 1090 series. The system aims to ensure that our services and products have a high, specified and uniform quality, taking into account the working environment, safety and external environment of all employees. The EN 1090 series aims to deliver CE-marked construction products.

The QHSE management system includes all activities at HSM Industri A/S, Bredstrupvej 50, 8500 Grenaa, as well as external assembly and industrial services.

## Ansvar og pligter

All managers are obliged to implement relevant procedures/instructions in our company, so that we comply with the requirements of the above-mentioned standards at all times. Valid versions of procedures can be found in Sherlock Web Document Management.

At HSM Industri, the management actively participates in the development and implementation of the current QHSE management system.

Management is responsible for ensuring that the necessary resources are available to ensure the continued

suitability and effectiveness of the management system.

The quality manager has overall responsibility for the QHSE management system.

The company's organizational chart and functional descriptions can be found in Sherlock Web Document Management.

All employees are obliged to work according to our management system.

All employees are encouraged to come up with ideas for improvements of any kind.

**Document managing**  
Scan the QR code here



**Reporting in Sherlock web**  
Scan the QR code here



Afvigelsesrapport



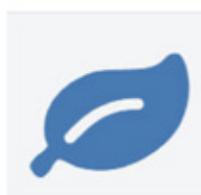
Arbejds miljøhændelse



Kundereklamation



Miljøhændelse



Reklamation til leverandør



Feedback





# Quality policy

## HSM Industri A/S' quality policy

- Aiming for 100% customer satisfaction with our services and products.
- All employees must contribute to continuous systematic improvements of our activities and management system.
- Always be at the forefront of customer and own expectations, as well as the requirements of relevant authorities.
- When preparing offers and implementing orders, efforts are made to make quality and flexibility a key word and a strong competitive parameter.
- That work is continuously done at all levels to prevent errors, rather than subsequent remediation.
- It is ensured that the individual employee has the necessary prerequisites and qualifications to be able to perform the specific job.
- The orders in all phases are carried out in accordance with Danish laws and authority requirements as well as in accordance with the customer's requirement specification and applicable quality standards.

### Goals belonging to our quality policy can be found here

Scan the QR code here



### Reporting of quality deviations and feedback via your mobile

Scan the QR code here



### Info about using Sherlock Web and mobile:

QHSE-responsible: Lotte Borch Glarmbæk

### Kontaktinfo/kvalitet

Quality manager

Niels Peter Steffensen

Welding coordinator

Karl-Martin Laursen



# Working environment policy

HSM Industri A/S working environment policy must ensure that the company's operations, deliveries and services to customers take place under sound working environment conditions.

The working environment legislation in force at all times must be followed, as well as other working environment obligations and requirements from authorities and customers.

We will:

- Commit ourselves to create safe and healthy working conditions, eliminate hazards and reduce occupational health and safety risks, prevent occupational accidents and work-related illnesses.
- Commit to involving the workers in the implementation of actions for continuous improvement of the working environment management system, and communicate the continuous improvements to the workers and the working environment representatives.
- Continually improves the working environment and the working environment management system with a view to improving the working environment performance.
- Oblige us to at all times carry out the work as a minimum in accordance with relevant legislation and the requirements of other stakeholders.
- Make the necessary resources available.
- Ensure through training that everyone contributes to creating safe and healthy workplaces and that everyone strives for a high standard for the working environment.
- Ensure that the managers are committed to the work environment work.
- Ensure that all employees and managers have the relevant working environment competencies at all times.

## Goals related to our working environment policy can be found here

Scan the QR code here



## Reporting of working environment deviations and feedback via your mobile

Scan the QR code here



## Info about using Sherlock Web and mobile:

QHSE-responsible: Lotte Borch Glarmbæk

## Contact information regarding working environment and safety

QHSE-responsible: Lotte Borch Glarmbæk  
Foreman Kaj Sørensen + Stefan Møller

Working environment representative Mikael Allermand Kaare Sørensen



Mikael Allermand



Kaare Sørensen



# Environmental policy

HSM Industri A/S environmental policy must ensure that the company's operations, deliveries from sub-suppliers, as well as deliveries and services to customers take place with the greatest possible regard for the external environment. The legislation in force at all times must be followed. This concerns laws, regulations, executive orders on the external environment as well as obligations and demands from authorities and customers.

- We want to carry out our activities in an environmentally sound manner so that it damages the surrounding society as little as possible. This must be done by reducing consumption and emissions from the company as much as possible.
- Continually improves the environmental management system with a view to improving environmental performance.
- Engage in open dialogue with the outside world on environmental issues.
- As an order-producing company, we will endeavor to recommend environmentally better alternative solutions to our customers where the opportunity arises.
- Ensure prevention against pollution, including environmental accidents, e.g. by involving all employees and making an active effort.
- Reduce waste and energy consumption and continually improve environmental conditions throughout the company.
- Achieve additional environmental benefits by requesting environmentally friendly products and services from our suppliers.
- Oblige us to comply with environmental legislation and otherwise protect the environment.

#### Goals related to our environmental policy can be found here

Scan the QR code here



#### Reporting of working environment deviations and feedback via your mobile

Scan the QR code here



#### Info omkring brug af Sherlock Web og mobile:

QHSE-responsible: Lotte Borch Glarmbæk

#### Contact information regarding environment

QHSE-responsible:	Lotte Borch Glarmbæk
Foreman	Kaj Sørensen +
Production director	Stefan Møller
Responsible external areas	Claus Frederiksen
Administration	Mette Møberg



# Policy: Smoking + Consumption of food and drink in production

## **Smoking**

- Smoking may only take place outdoors.
- Smoking in the company cars is prohibited if there is more than one person in the car.
- If you want to stop smoking, advice on smoking cessation is offered by a smoking cessation instructor.
- If the smoking policy is violated repeatedly, this may result in employment law consequences for the employee.
- The employee will receive a verbal warning for the first violation.
- The smoking policy also applies to e-cigarettes.
- It is permitted to smoke during the breaks and to take a smoking break between each of the breaks.

## **Consumption of food and drink in production**

- Employees must not consume food and drink in the production areas. Reference is made to the company's canteen and furnished welfare areas as well as outdoors.
- Drinks may only be consumed in the production areas if they are drunk from closed containers such as bottles and cups with lids. The container must be securely closed when not being drunk from.
- If this is violated repeatedly, it may result in employment law consequences for the employee.



**QHSE**  
Environment

# Rules for waste sorting

## Guides located in production

<h3>Sortingguide</h3> <p>Help for self-help</p>			
<p><b>CLEAR SOFT PLASTIC</b></p> <p>Clear bubble wrap Clear packaging film Clear shrink wrap Clear plastic bags</p>	<p><b>COLOURED SOFT PLASTIC</b></p> <p>Coloured bubble wrap Coloured packaging film Coloured plastic bags Coffee bags Plastic carrier bags</p>	<p><b>FOOD AND DRINK CARTONS</b></p> <p>Beverage cartons (juice, squash, milk) Food cartons (yoghurt, tomatoes, beans, etc.) Plastic containers and lids Plastic wrap and film</p>	<p><b>CARDBOARD &amp; PAPER</b></p> <p>Corrugated cardboard Cardboard Cardboard boxes</p>
<p><b>METAL</b></p> <p>Clips – paper clips Drilling shavings Aluminium trays Tea light candles (holders) Caps and lids Food cans Paint buckets (empty and dry) Metal containers (chemicals) Metal strapping Aluminium foil Steel brushes, etc. Steel wire Nails and screws Beer and soft drink cans without deposit</p>	<p><b>RESIDUAL WASTE</b></p> <p>Cigarette butts Used paint brushes (wooden handle) Disposable coversalls Disposable masks Gift wrap Rubber gloves Contaminated cloths Lunch paper / muffin paper Paper cups and plastic-coated paper Wet or dirty paper and cardboard Dirty pizza boxes Plastic strapping Tarpaulins Napkins Sanding discs (paper) Vacuum cleaner bags Welding gloves Welding chalk Tape residue Markers and ballpoint pens Earplugs</p>	<p><b>HARD PLASTIC</b></p> <p>Plastic caps for gas/oxygen cylinders Plastic from welding wire reels Plastic containers without hazard labels (no "Acute toxic" or "Health hazard" markings) Plastic bottles (no deposit) Plastic brushes (dry) Cable ties Plastic caps Safety goggles Grinding shields</p>	<p><b>ELECTRONIC WASTE</b></p> <p>Electrical tools Keyboards and mice Computers, screens Mobile phones No cables or wires</p>
<p><b>SOFT PVC</b></p> <p>Soft pipes and hoses Cable and wire insulation Mixing tubs and buckets (for masonry)</p>	<p><b>HARD PVC</b></p> <p>Electrical conduits Cable trays Sewer pipes Gutters and downpipes</p>	<p><b>SPECIAL WASTE</b></p> <p>Tarpaulins Grinding waste from sandblasting Ash from furnace</p>	<p><b>SPRAY CANS</b></p> <p>All spray cans</p>
<p><b>CABLES &amp; WIRES</b></p> <p>All types of cables All types of wires</p>	<p><b>ORGANIC WASTE</b></p> <p>Flowers Fruit and vegetables Coffee filters and tea bags (paper) Food waste Eggshells</p>	<p><b>GLASS</b></p> <p>Glass bottles (no deposit) Broken glass from the above Preserve jars Welding glass Other clean glass</p>	<p><b>TEXTILES</b></p> <p>Must be clean and dry Worn or damaged workwear Towels Dishcloths Socks</p>
<p><b>BATTERIES</b></p> <p>Equipment with built-in batteries Batteries and rechargeable batteries</p>	<p><b>HAZARDOUS WASTE</b></p> <p>Glue residues Packaging from sealants Packaging from glue Sealant residues</p>		

# CLUB 92

## Employee association HSM Industri A/S



**Kim Jensen**  
CHAIRMAN CLUB 92

### Purpose

Handling the social unity of the employees and coordination of submitted ideas and suggestions in order to create a strong social bond.

### Election

The highest authority of the club is the general meeting, taking place before the end of January. The board includes seven members and two substitutes, whereof the chairman and treasurer are elected. The rest is constituted at the first board meeting. The board must include at least one apprentice representative and one salaried employee. All members are elected for two years.

### Membership

All employees at HSM Industri A/S can become members. The membership fee is set at the general meeting and deducted from salaries every two weeks. Part-time carwash boys and cleaning ladies are exempted from paying membership fees. The membership can be terminated with a one-month notice if a member wants to withdraw. In case of terminated employment at HSM Industri A/S, no claims can be made to payment of CLUB 92 shares.

### Presents

The company gives presents in celebration of milestone birthdays from the age of 30, graduations, weddings, 12½ and 25 years wedding anniversaries, maternity and work anniversaries. Further in the event of cancer illness, hospitalisation for more than a week and funerals.

### Parties

The club's intention is to hold an annual summer party for members with trailers. The financial subsidy from Club 92 depends on Club 92's cash balance at the specific time [some years, the participants will have to pay a small amount].

Trips and excursions, arranged by members, will be granted a subsidy after presentation of a budget.

### Company sports

Members, participating in company sports can upon application be granted subsidies for out-of-town tournaments etc. Friendly tournaments, arranged by CLUB 92 with or against other companies, are paid by the club.



# Safety rules

## HSM Industri

### Workplace safety rules

The following rules apply to all employees and people from other companies, conducting work at the factory.

### Alcohol

It is not permitted to drink alcohol during working hours.

### Drugs

It is totally prohibited to take drugs.

### Smoking

Smoking is prohibited in accordance with the applicable legislation.

### Welding

- All welding activities require extraction equipment
- Work in containers further requires fresh-air breathing apparatus
- Please avoid blinding others; use screening
- Please familiarise yourself with the location of fire-fighting equipment

### Substances and liquids

Please refer to the hygienic work instructions when using substances and liquids [available at the desk, in the washing pit and lunch room].

### Use of machines

Machines can only be used upon previous instruction about the specific machine. The foreman is responsible for providing instructions.

### Scaffolding

Can only be used by persons with scaffolding certificate.

### Lifeline/passenger lift

Lifelines must be used on places with risks of falling. Lifelines must also be used inside passenger lifts.

### Cranes

Crane certificate is required when lifting more than eight tons.

### Team lifting with cranes

Team lifting with cranes must be coordinated with all actions communicated between team members. It's required, that the crane operators have a Crane Operator's Certificate.

### Forklift

Can only be used by persons with forklift certificate. However, persons with driver's license for cars and tractors can use forklifts with a lifting capacity of max. 1 metre.

### Tractor cranes

Can only be used by instructed persons, who have a valid certificate.

### Protective equipment

Protective equipment must be used. When working on several floors, a safety helmet must be used.

### Cleaning

Please use a vacuum cleaner when possible, and remember to tidy up.

### Outdoor work

Please familiarise yourself with the applicable safety rules on site.

### Damage and deficiencies

You are obliged to inform the foreman in case of damage and deficiencies. In case of doubts, please ask the safety representative, foreman or supervisor.

---

In case of doubts about the rules, please feel free to ask other HSM employees



**HSM Industri A/S**

Bredstrupvej 50  
DK-8500 Grenaa  
Tlf. 8632 6666  
hsm@hsm.dk  
www.hsm.dk