



Personnel manual for utleie personnel

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PERSONNEL MANUAL

WELCOME TO STAFFING AGENCY EDLI AS

We are pleased to welcome you to EDLI and that you have become one of our skilled employees. We will do our best to ensure that you have a challenging and exciting workplace. This Personnel Guide is intended to be an encyclopedia where you can find answers to some of the things you as an employee need to know about EDLI, as well as useful information related to your working relationship with us. The manual also describes your rights and obligations as an employee of the EDLI.

If there is anything you cannot find an answer to in this manual, please contact your staffing consultant.

WHO IS STAFFING AGENCY EDLI?

EDLI is a staffing and recruitment company with an emphasis on providing personnel in the areas of transport, production and warehousing. Our goal is to provide flexible and efficient staffing solutions. With more than 10 years of experience from the industry, we have valuable knowledge of the market and our customers, and know how important good relationships are to achieve the right result. We hire out personnel and contribute in recruitment processes to our customers.

As an employee of EDLI, we hope you will find that you are our most important resource, and we put a lot of energy into safeguarding your interests. Our task is to provide you with a safe and stable working day. We will give you good follow-up and feedback during the assignment period. We want a two-way communication and encourage you to give us feedback. A good dialogue is crucial to improving things. It is important to provide good service, and our customers should feel that they are the focus.

You are the face of EDLI and it is you that the customer relates to in everyday life. It is your expertise, creativity and personal qualities that make the customer excited, and we trust you as an EDLI employee to do your utmost to make the customer happy. We are here to help you do the best possible job.

QUALITY ASSURANCE

EDLI has developed a quality system that aims to get satisfied customers and employees, by having good routines for all our activities. An important part of quality assurance is clear rules and guidelines for our treatment of you as an employee. In the following, we inform you about the most important rules and how you as an employee of EDLI can help ensure quality and thereby satisfied customers.

HSE (Health - Environment - Safety)

It is the client who has the right to instruction at the workplace and who must ensure that the HSE requirements and routines at the workplace are followed. You must comply with the client's HSE routines and use its safety delegate if necessary. If in your employment you find that the HSE requirements are not complied with, you must raise this with your contact person at the client. If you experience not receiving a response through the client's routines, you must contact your staffing consultant at EDLI.

PRIVACY

As an employer, we need to register information about you. To ensure your privacy, sensitive information is only recorded if required by law or by your own consent. The Act also gives you access to access to the personal data registered in our system. For questions or access, please contact your staffing consultant. Please see our Privacy Policy for more information. This is available on our website - www.edli.no

EMPLOYMENT

Employee is permanently or temporarily employed to perform work for EDCI's customers. The employee shall carry out work as stated in the confirmation of assignment with the customers who will hire personnel. Each agreement on assignments between EDLI and the employee will be confirmed. Such confirmations of assignment are to be regarded as part of this employment agreement.

In all working conditions, the Working Environment Act (AML) regulates the relationship between the employee and the employer, and your employment agreement has been prepared in accordance with these rules.

EDLI is responsible for the payment of salary and holiday pay, as well as the payment of tax deductions, employer's National Insurance contributions and compulsory occupational pension (OTP). It is a prerequisite for your employment that you have a valid work and residence permit at all times in Norway.

It is important to be aware that even if you are employed by EDLI, you are subject to the guidelines that apply in the individual workplace. This also applies to working hours.

Before starting all assignments, you will receive a confirmation of assignment. Here you will get information about the individual assignment, the duration of the assignment, working hours, work tasks, place of work, contact person, hourly wages, etc.

If the customer wishes to extend the contract, and this complies with your wishes, we will send you an assignment extension. We always confer with you before we give such confirmation. It is important that you inform us as soon as possible if the customer asks you directly if you can be for a longer period than first agreed.

Should problems arise in connection with your work, please contact us as soon as possible. When concluding an assignment, it is important that you give your consultant feedback on experiences in this assignment.

DISMISSAL

Should you wish to terminate your assignment at the agreed time, it is the termination provisions of the employment agreement that apply. We also follow the general rules of the Working Environment Act.

SALARY ROUTINES

We have monthly earnings, and the salary calculated on the basis of your timesheets through stamping/registration with the client and on the internet in EDCI's hourly registration portal. Your registration is also an invoice basis for the client. Therefore, record your hours accurately. The timesheet must be registered/delivered to us no later than the 5th of the following month. Salaries will be paid on 15 January 2021. In the month. If the payout date falls on Saturday, Sunday or public holidays, pay is paid on the first and subsequent working day.

Your paycheck is sent to you electronically, so remember to provide the correct e-mail address.

EQUAL TREATMENT

We practice the principle of equal treatment. That is, you must have the same pay and working conditions as the client's own employees. We therefore use the same collective agreement as the client does for its own employees. This also applies to basic schemes such as the use of self-notices, working hours and additions for uncomfortable working hours. Often, several benefits will be available to you at the client, such as access to work clothes, use and prices in the employee's canteen. Such benefits will be provided to you by the client, should you be wondering, you can ask your staffing consultant.

TAX DEDUCTION CARDS

The employer collects your tax card electronically from the Norwegian Tax Administration after you have ordered it. That means you can't get it home in the mail. If you earn NOK 60,000 or less during 2022, you do not have to pay tax and must order an exemption card instead. <http://www.skatteetaten.no/no/Skjemaer/Skjema-for-a-bestille-skattekort/>

ORDINARY WORKING HOURS

Ordinary working hours mean the working hours that are common with the client you work for. If the client practices shortened working hours or is completely closed on certain days (e.g. Wednesday before Maundy Thursday), you will be paid for the number of hours, or according to the percentage of employment in your employment agreement if there are fewer hours.

OVERTIME

Working hours and overtime are regulated in the Working Environment Act. All overtime must be agreed and approved with the client in advance. Unless otherwise applicable to the tenant in the individual assignment, you are obliged to carry out overtime work and/or additional work in comply with the working environment act's rules. Overtime pay is covered by the equal treatment principle. The "equal treatment principle" means that you who are hired via EDLI are entitled to overtime pay corresponding to what you would receive if you were directly employed by the customer in a similar position. It is enshrined in the legislation that overtime work, together with ordinary working hours, must not exceed a total working time of more than 10 hours in one day. Overtime work must also not exceed 10 hours in a single week and no more than 25 hours for 4 consecutive weeks, or 200 hours in the calendar year (by appointment this can be extended). For some positions, special overtime rules apply. This is agreed between EDLI and the client before the start of the assignment.

SICK PAY

Sick pay is paid from the day you become ill, provided that the statutory rules have been followed.

SELF-NOTIFICATION

You must have been continuously commissioned for us for a minimum of 2 months before self-registration can be used. In case of stays of more than 14 days between assignments, a new 2-month period must be worked up. Self-registration can be used for up to 3 full calendar days. In the event of new sickness absence within 14 days, previously approved absence days are included unless sick leave is available. If you are ill beyond the self-registration period and there is no sick leave from a doctor, the right to sick pay is also lost for the self-registration days. During a 12-month period, an employee can use up to 4 self-reports.

The right to sickness benefit is lost if notification is not given before 09:00 on the day in question (SMS will not be accepted), (this also applies to subsequent days if self-registration is used more than 1 day). Notification of illness must be given within the deadline of both EDLI and the client by telephone. Self-notification sent must be completed and sent back to EDLI in firmapost@edli.no.

SICK LEAVE

You must have been in continuous assignments for us for a minimum of 8 weeks before sick leave from a doctor can be used. These 8 weeks are earning time. If you have a stay between assignments of 14 days or more, which is not legally agreed upon holiday, a new waiting time must be prepared before sick leave can be used.

SICK PAY IN CASE OF ABSENCE DUE TO CHILDREN'S ILLNESS

According to the Working Environment Act, employees who care for children up to the age of 12 are entitled to leave up to 10 days when the child is ill. If you have more than 2 children, the number of days is increased to 15. If you are a single parent, you can take leave for up to 20 (or possibly 30) days. One must have been in continuous assignment at least 4 weeks in order to be entitled to a care salary in the event of a child's illness (provided that one has daily care for the child).

It is a prerequisite that notification of sickness absence is called in (SMS will not be accepted) to both EDLI and the client before 09:00 on the first day of absence.

SICK PAY BASIS

Sickness benefit is paid with 100% of the average income in the last three months before sickness absence, with a limit upwards equivalent to 6 x the basic amount which as of May 2021 is NOK 106 399. The next adjustment will take effect from 1 May 2022.

ABSENCE

It is important that EDLI is promptly notified if you are prevented from showing up at the workplace. It is also important that the customer is notified as soon as possible.

HOLIDAY AND HOLIDAY PAY

Holidays must be arranged at least 14 days before the holiday is to be discontinued and must be approved by the client before the holiday can be granted. In addition, the provisions of the Holiday Act apply. Holiday pay is regulated in the Working Environment Act. Earned holiday pay is generally paid on 15 June. When you leave with us, earned holiday pay is paid, ref. Section 11.3 of the Holiday Act. This applies in the event of a final settlement, and not if there is only a stay between two assignments.

HOLIDAYS

Maundy Thursday, Good Friday, Easter Sunday, Ascension Day, Pentecost of Christ, Pentecost, Christmas Day and New Year's Day. Salaries are paid in accordance with the standard of the client.

PUBLIC HOLIDAYS (MAY 1ST AND 17TH)

In order to be entitled to pay on 1 and 17 May, you must have been in continuous work for us for a period of at least 30 days, and you must be in work on the last day before and the first working day after the day in question. In addition, you are required to have worked on the day of the week on which the holiday falls.

PARENTAL LEAVE AND PARENTAL BENEFIT

You are entitled to parental benefit if you have been employed and had a pensionable income for at least 6 of the last 10 months before the start of the benefit period. Annual income must have been at least half of the basic amount (G) in the National Insurance Scheme. Contact NAV or see their website for more information - www.nav.no

In connection with childbirth, the father is entitled to 2 weeks of unpaid care leave to assist the mother. The leave shall be taken in connection with the birth and the father cannot demand that the leave be divided. There are no legal rules that entitle the father to salary or social security benefits during this leave.

COMPASSIONATE

If you need welfare leave, contact your staffing consultant immediately. If you have worked more than 750 hours in the last 12 months, you may be granted welfare leave with salary in the following circumstances: Leave of absence for 1 day in the event of death and for participation in funeral/funeral in the case of the immediate family (spouse, cohabitant, children, siblings, parents, in-laws, grandparents or grandchildren).

PENSION

Compulsory occupational pension (OTP) In accordance with the Act relating to compulsory occupational pensions, all employees who have reached the age of 20 and who are members of the Norwegian National Insurance Scheme are enrolled in EDFI's OTP scheme. This means that EDFI saves 2% of your income between 1 G and 12 G (G = The basic amount in the National Insurance Scheme). This pension is in addition to payments from the Norwegian National Insurance Scheme when you retire. After having been enrolled in the scheme for 12 months, you will be granted full ownership of the savings (free policy).

When you become a member of the OTP scheme, you will receive a pension and insurance certificate from "My Page". Here you can also choose to change the desired risk profile.

EDLI bulges Danica Pension for OTP. Danica Pensjon specializes in retirement savings and personal insurance and helps approximately 1 million customers in Norway and Denmark to ensure financial security in all phases of life. Remember to notify Danica Pensjon if you move to an address abroad. As a member of the pension scheme, you get a discount on a wide range of products in Danica Pensjon, such as extra pension, savings products, and various insurances.

YOUR STAFFING CONSULTANT IN EDLI

If problems arise in the workplace or if you have questions about working conditions, tasks or working conditions in general, please contact your staffing consultant. Remember also that your own salary is a private matter between you and EDLI.

CONFIDENTIALITY

All our employees are required to maintain a duty of confidentiality on all business matters at all times with us and our customers. You sign this in the employment agreement.

OCCUPATIONAL INJURY INSURANCE

As an employee of EDLI, you are insured in accordance with the Act relating to occupational injury insurance. If you are a victim of injury or illness in connection with your work, it is important that you notify your EDLI advisor as soon as possible.

INSURANCES

EDLI has occupational injury insurance for its employees. Compensation is given to the employee or bereaved in the event of occupational injury or illness leading to permanent disability or death. The size of the compensation is determined by the Social Security Administration. Insurance also includes travel that takes place from and to work.

Welcome to EDLI - We look forward to working with you and hope you will enjoy it!

Good luck!

Egenmelding ved sykefravær

Navn og etternavn
Fødselsdato og personnummer
Arbeidssted

Fravær

Fra og med	Til og med
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Fravær skyldes egen sykdom

Fravær skyldes sykt barn

Jeg er alene om omsorgen for barnet: JA NEI

Barnets navn og etternavn
Barnets fødselsdato og personnummer

Ansatt

Dato	Underskrift
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Skjema fylles ut, signeres og sendes inn elektronisk på: firmapost@edli.no

Arbeidsgiver

Dato	Underskrift
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