



**DANISH
TECHNOLOGICAL
INSTITUTE**



The Danish Technological Institute

Personnel Policy

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Introduction

The Danish Technological Institute was founded in 1906. From its foundation, the objective of the Institute has been to support and strengthen industry, trade and society through the development and communication of technological progress. We have a shared responsibility for ensuring that the Institute meets these objectives by creating sustainable and industry-leading results. The Danish Technological Institute's Personnel Policy forms a framework that enables employees to achieve goals and develop strategies for the Institute with the high level of integrity that has been the hallmark of the Institute since its foundation.

Core values – what makes us who we are?

As employees, we adhere to the fundamental philosophy created by the Institute's founder, Gunnar Gregersen. We are a development-oriented company that affords a high degree of freedom and we act in a responsible and committed manner at all times.

Not only does this mean that we are driven by our initiative and enterprise, but it also requires us to collaborate and pool our great expertise in order to solve our assignments in the best possible way.

We are proud to work for the Danish Technological Institute, and we undertake our work with impartiality and a high level of credibility.

We demonstrate openness, dedication, responsibility, initiative and have respect for and a desire to create and learn within a common framework.



Brand Promise – our promise to our customers

We want to show our customers our core values, and we want to convey to them the high level of commitment that they can expect when working with us. To support this, we have developed our Brand Promise – a promise that embraces all of our employees.

Expertise: We know what we are doing

We combine advanced knowledge with practical experience. Our services and offerings are built upon our specialist professional competencies and state-of-the-art equipment.

Integrity: We do what we say we will

We take an open and fully committed approach to all of our professional collaborations and partnerships. Our credibility rests upon honesty, transparency and impartiality.

Result-driven: We keep our word

We deliver solutions that create value for our customers. Our dedication and insight drives us to achieve the highest quality results.

Pioneering: we are at the cutting edge of development

We translate tomorrow's technology into practical applications. We set the direction for how technology is used within Danish industry and commerce.

Building knowledge and building relationships

Developing solutions in collaboration with leading Danish and international milieus in order to create value for our customers is a primary focus area at the Danish Technological Institute

We endeavour to establish cross-disciplinary relationships where this is appropriate for developing the best solution and where it serves to further the Institute's position as an international development-oriented organisation.

We have a desire to promote the accumulation of knowledge and to strengthen the Institute's specialist professionalism by collaborating with innovative companies and institutions.

We believe that this will also strengthen the Institute's position as both a place of learning and as an economically sound business, to the benefit of employees, partner companies and society at large.





Learning and collaboration

We strive to boost the Institute's position as a company where employees are able to develop continually - both professionally and in relation to the function being undertaken.

An essential driver for this development is the Motivation and Development Dialogue. This dialogue forms the basis for defining and clarifying goals and any need for further training and development in relation to the Institute's expectations for employee development.

At the Danish Technological Institute, the term 'development' ranges from traditional and on-the-job training to participation in new and developing projects.

Because the Institute has a broad framework for utilising and developing competencies, each employee must take a high level of personal responsibility for his or her own development and ability to stay at the cutting edge of the latest developments within his or her own specialist field.



Recruitment

At the Danish Technological Institute, employees are our most essential resource. Retaining and attracting the right employees is crucial for the future development of the Institute.

Using targeted recruitment procedures, we aim to attract the best-qualified employees for vacancies within the Institute.

We are continually seeking candidates who possess the Institute's core competences and who have a level of integrity that corresponds to the Institute's core values and Brand Promise.

Our greatest tool for recruiting qualified candidates in the future is our current staff. Our objective is for all employees to promote the Institute as an attractive place of learning, place of work and place of development for future employees.

Induction and mentoring programme

It is essential for new and existing employees that all new employees enjoy the best possible start to their new jobs. Not only does this enable an employee to thrive from their first day at work, but it also ensures that productivity can be achieved more rapidly.

Our induction programme has been designed to provide new employees with the requisite tools in order to be able to undertake their job as best possible, and this ensures employees quickly become acquainted with new values, systems and methods.

As soon as an employee begins working at the Institute, the mentoring programme pairs each new employee with a personally assigned sparring partner/contact person.

All of these initiatives ensure that new employees enjoy a positive experience from the moment they join the Institute. This also strengthens the employee's professional competencies within his or her new position, and ensures a smooth introduction into the company culture. Throughout the induction process, there is focus on our core values and Brand Promise.

Management

As a manager at the Danish Technological Institute, you are responsible for ensuring that the Institute's overall strategy and guidelines are adhered to. Alongside this, you must manage the development of your own specific areas of responsibility in relation to both business development and your employees. This will be charted by means of the Institute's Employee Satisfaction Survey.

All new managers will be introduced to the Danish Technological Institute's expectations for leadership-level employees. This will be done through a series of meetings and by means of participation in a range of specific development activities designed to professionally equip managers for their new leadership roles.

The cornerstone of leadership within the Institute is the ability of our managers to motivate, engage, develop and delegate.

Our goal is to recruit the majority of our new managers internally. Here, the Institute's Talent Management Programme plays a key role in ensuring a professionally managed Institute well into the future.





Communication

At the Danish Technological Institute, our aim is to ensure an open and solution-oriented dialogue at all times. Key to this are the concepts of trust, responsibility and independence.

Every employee is welcome to talk openly about his or her professional specialist field upon prior agreement with his or her immediate superior, affording due respect to the Institute's general interests and the employee loyalty and confidentiality clauses.

As an employee, it is your personal responsibility to remain updated in terms of what information is being communicated on the relevant media platforms.

If an employee's opinion towards an issue differs from that of the Danish Technological Institute – either professionally or in any other way – the employee is under obligation to discuss this with an immediate superior or the Personnel and Development department. Unless prior written authorisation has been obtained from a managing or administrative director, divergent opinions may not be expressed to customers of the Danish Technological Institute or in public. Any enquiries made to the Personnel and Development department may be submitted either anonymously or by name.



Behaviour

All employees are expected to behave in a professional manner that is sympathetic to the Danish Technological Institute in general. This applies in relation to contact with customers, partners and colleagues.

All forms of substance abuse that could have a detrimental effect on an employee's ability to carry out his or her job, either in the workplace or elsewhere, will not be tolerated. This applies to alcohol, medicine and drug abuse. Furthermore, smoking indoors at the Danish Technological Institute is prohibited.

Employees must dress, communicate and act in a professional manner, appropriate to any given situation.

In all circumstances, employees must show mutual respect to each other and act in a loyal manner.

Conditions of employment

Prior to commencing work, all employees will receive a contract of employment that is accordance with existing rules and valid agreements. As an employee, you are employed within the framework of the Institute's policies and agreements to which you must adhere and follow throughout your term of employment.

Workplace safety is a key focus area at the Danish Technological Institute; consequently, employees are obliged to remain fully informed at all times about existing safety regulations and safety directions, as set by the working environment committee.

The Institute strives to provide a good physical and psychological working environment, and discrimination of employee groups will not be tolerated.

In cases where an employee becomes affected by illness, the situation will be dealt with as soon as possible through dialogue and through the implementation of initiatives aimed at facilitating the employee's return to work.



Different stages of life

Depending on which stage of life an employee may find him- or herself in, certain specific needs may arise that must be met. This applies to young families and to employees who are planning their retirement years. Such needs are recognised by the Institute.

The Institute looks favourably upon part-time agreements that allow an employee to schedule and perform his or her work in a manner suitable to a given situation.

By offering employees a selection of options, we believe that we can provide equality for all.

As far as possible, we strive to create a harmonious work-life balance by providing flexible working conditions – both in terms of time and in terms of assignments – throughout an individual's career.





When paths part

Whether due to internal situations within the company or an employee's own personal situation, dismissal of an employee will always be undertaken in a respectful and dignified manner.

A reason will always be provided, and we will endeavour to clarify this as best possible to the dismissed employee.

Dismissed employees are welcome to apply for vacant positions at the Danish Technological Institute for which they may be qualified.

As an alternative to dismissal, the Danish Technological Institute – where appropriate – may initiate a dialogue with an employee with a view to adjusting conditions of employment towards resignation.



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