



#teamlidl

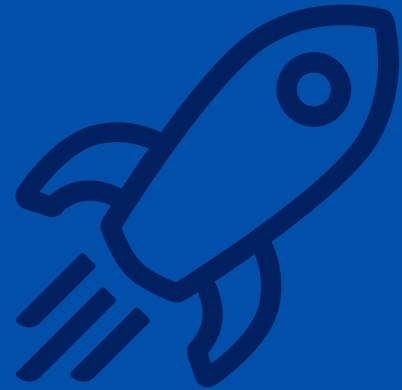
# Employee Handbook

Lidl Danmark K/S



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# Welcome on board #teamlidl!



## Dear colleague

Welcome to #teamlidl. We are super happy to have you on board. You have joined a large organization with more than 3,700 colleagues across the whole country, who work every day to achieve our shared vision of becoming the Danes' first choice.

As a new employee at Lidl there is a lot you must deal with and therefore, we have created this employee handbook as an extra help for you to get a good start.

In the employee handbook, you can find answers to many of the questions that might emerge during your employment process. You can e.g. read more about our personnel policies and how you should behave if you get sick. You can also read about our employee benefits and the behavior we expect from you and your colleagues in everyday life.

The employee handbook is general and addresses all employee groups in Lidl Denmark, except for individual sections which are only targeted at you in Stores or in our Warehouses.

## Welcome!

# Our management and company principles

In this section, you can read more about our management and company principles, which forms the basis of our approach to each other and our way of working. The principles also reflect the behavior we expect from you and your colleagues in everyday life.

## High Five Management Principles

We have five management principles that we call the High Five:

- **Leading through communication** means that we are honest and direct in our communication.
- **For us, developing employees is a prerequisite** for us to have and continue to have the best employees in Lidl.
- **Continuing to perform at a high level** and being dynamic means that not two days are alike – neither in our shops, warehouses, or offices, because we are constantly striving to deliver better results than we did yesterday. We believe that "the one that stops getting better stops being good".
- **Creating trust and acting fairly** means that we trust our employees and trust that they live up to the responsibilities they have been given – and we make room for making mistakes without losing trust in each other.
- **Taking responsibility and being a role model** means that we actively take responsibility for solving our core tasks and are aware of being role models.

## Company principles

As an international company, we are aware of our size and public presence. We respect different cultures and understand each other's values and traditions. This is also expressed through our company principles, which characterize our work processes and ways of doing things every day;

- Customer satisfaction characterizes how we act.
- The relationship between superior quality and the lowest price determines our market position.
- We grow through expansion and continuous improvement of our stores.
- As a grocery chain, we work systematically.
- Short decision-making paths and simple work processes ensure our success.
- We comply with applicable law and internal guidelines.
- In our day-to-day business, we assume economic, social, and environmental responsibility.
- We always treat each other fairly.
- We respect and support each other's development.
- Agreements are kept in a trusting environment.
- Praise, recognition, and the ability to give and receive constructive criticism characterize our day-to-day work environment.
- We surround ourselves with "strong" employees, so that deputies in all functions are secured.

# Personnel policies

In this section, you can read more about which personnel policies apply to you during your employment at Lidl.

## **Diversity**

We respect different cultures, values, and traditions. We want to support our employees and help them make the most of their individual competencies. We see a strength of having diversity in our workforce. Our differences make us strong. We have room for everyone, and all our employees must feel comfortable with us - regardless of gender, religion or belief, political opinion, sexual orientation, age, disability or national, social, or ethnic origin.

## **Harassment and bullying**

It is important that all employees thrive in their daily work and that Lidl Denmark is a good place to be. We treat each other with respect and therefore consider offensive actions as unacceptable. We emphasize that any problems or misunderstandings are resolved or clarified before the situation is allowed to develop. Behavior that can be perceived as offensive is not accepted, and you must therefore speak up if you feel harassed or bullied. Your immediate manager is responsible for stopping the offensive behavior, regardless of whether it is bullying or harassment. If your immediate manager is the problem, you must proceed to their manager or contact your employee adviser.

## **Particular attention to sexual harassment**

Sexual harassment is a particular form of bullying which we do not accept. Examples of sexual harassment could be:

- Unwanted touching.
- Suggestions of sexual intercourse.
- Improper questions regarding sexual matters.

- Other unwanted sexual references via e-mail, text message, photo material, etc.

## **Contingency Plan**

We take reports of offensive behavior, including bullying and sexual harassment, very seriously. Any report will be thoroughly investigated and followed up with the necessary measures.

If you are subjected to offensive behavior or become aware that your colleagues are being subjected to offensive behavior, we encourage you to either:

- Enter dialogue with your immediate manager
- Contact your employee adviser, who guarantees professional secrecy – you will find information and phone number on Mit Lidl, on the employee app or on posters in the shop/warehouse/department.
- Otherwise, you can use our whistleblower scheme, whereby you can call or write anonymously and report any violations. You can read more about the scheme and how to use it on Mit Lidl or the employee app.

The employees who deal with your inquiry are instructed to handle your inquiry seriously and to keep the information confidential to unauthorized people. Depending on the specific situation, you can also receive advice on how to handle the situation in the future.

## **Sanctions**

Depending on the specific situation, the person who has acted in an offensive manner may be given a verbal or written warning or may be given notice of termination or

dismissal. The sanction will be assessed in each individual case based on the seriousness of the offensive behavior and the circumstances in general. If it is relevant, we will attempt to mediate between the parties involved.

### **Relationships and close relatives**

It is not possible to work in the same store/department if you are part of a relationship with or related to another member of staff, as this can create a conflict of interest and cause discord in the workplace.

As an employee, you have a duty to inform your immediate manager of such a relationship, after which the immediate manager is responsible to move one employee to another store/department.

If you need help or wish to discuss the matter, you can contact your employee adviser.

### **Mobile phones**

As a store and warehouse employee, it is not permitted to carry or use a private mobile phone at work. If you bring your mobile phone with you, it must be stored in your staff locker during working hours. During your break, you are of course allowed to use your mobile phone.

### **Alcohol and drugs**

It is forbidden to be drunk at work or to be under the influence of drugs.

Alcohol or other forms of drugs must not be consumed during working hours, on the company's registers or properties.

On special occasions, such as at the end of a course, end of education or at a wine course held on the company's premises, the rule may be deviated from.

During school trips or when attending courses which are held outside Lidl Denmark's registers or properties, alcohol may be consumed to a limited extent according to rules prescribed by the school or course venue. We always expect good and proper behavior in connection with the consumption of alcohol.

Failure to comply with the rules may have employment law consequences.

### **Smoking policy**

During your breaks, you may smoke in the designated areas. Always make sure to dispose your cigarette butts etc. in the designated waste containers. In this way, you keep the area clean and actively work against the risk of fire.

Smoking is not allowed in premises, in enclosed courtyards or on top of the buildings, so that smoke can enter through windows, ventilation openings, etc.

Smoking is also prohibited in the "dispo-biler" and company cars in general.

This also applies to electronic cigarettes, snuff and similar. You can read the entire smoking policy on Mit Lidl under work environment.

### **IT guidelines**

The use of IT equipment must always take place in a way that minimizes the risk of breaches of or impact on the IT security. All employees are responsible for immediately reporting incidents, problems or simply suspicions of irregularities that may affect the IT security. Reporting must be done to the IT department in room 139, via IT4YOU at Mit Lidl or by sending an email to iso@lidl.dk.

### **Data protection**

In your day-to-day work, you will, to a greater or lesser extent, come across the personal data of either colleagues, customers, or

business partners. It can e.g. be a customer's lost wallet, credit card or other personal belongings. It can also be application papers or other personal documents. In this case, you must pay particular attention to the fact that:

- We respect the privacy of our employees, customers, and partners.
- We protect the personal data of employees, customers, and business partners.
- We ensure that personal data is not lost or falls into the wrong hands.
- We only collect, process, and use personal data when it is necessary and serves a purpose.
- We inform employees, customers, and partners about the handling of personal data.

If you have any doubts about anything in relation to data protection, you can contact your immediate manager or Lidl's data protection adviser at [databeskyttelse@lidl.dk](mailto:databeskyttelse@lidl.dk).

### **Social media**

We have the following general rules and advice regarding the use of social media:

- The terms of your employment contract are also applied to the use of social media. You are obligated by professional secrecy in connection with company information such as key figures, employee-sensitive information, and business processes/projects.
- You can only comment as a private individual. You must always clarify this with the Communications Department if you wish to speak on behalf of Lidl and use protected trademarks and logos.
- If you want to take photos or videos at the workplace during working hours and post them on the internet, this must always be clarified in advance

with the Communications Department. Unless otherwise notified, you may take photos or videos at public events (e.g. DHL races) and post them on the internet as a private individual.

- Remember that social media are just as public as if you spoke to the newspapers, so pay attention to what you say/write.

### **Communication policy**

In a private context, you are welcome to talk about your work or express your opinion of the company (however, remember the conditions in your employment contract concerning professional secrecy and generally to show loyalty to your workplace and your colleagues). If you encounter criticism of Lidl, you may react, but only as a private individual.

Only employees who have been given permission by the Communications Department may make statements on behalf of Lidl Denmark. If you receive an inquiry from the press, you must therefore refer to the Communications Department at the head office.

Photography or video recordings for the press must also be with the consent of the Communications Department, which can be contacted at [presse@lidl.dk](mailto:presse@lidl.dk) or on the telephone number: **(+45) 76 35 00 10**.



# Security and control



In this section, you can read more about security, video surveillance and inspections, which aim to create the best possible experience for both our employees and our customers.

## Video surveillance

In order to make customers, employees, and visitors feel safe, Lidl's buildings (store, warehouse, and head office) are subject to video surveillance in selected areas.

- The video surveillance and processing of the video material is carried out in accordance with DA and LO's agreement on control measures.
- Danish Chamber of Commerce Employer and HK TRADE "Joint recommendation of guidelines for good practice in connection with video surveillance in the store".
- Video Surveillance Act.
- Applicable legislation in the area.

A notice will appear wherever video surveillance is performed, and we do not utilize hidden video surveillance or audio recordings.

Handling/review of recorded video material takes place exclusively within the framework of the guidelines for video support. In cases where something criminal has taken place, which can be seen on the video surveillance, the material will be handed over to the police.

If you have any questions about video surveillance in your work area, you can contact your immediate manager or our data protection officer via the e-mail address [databeskyttelse@lidl.dk](mailto:databeskyttelse@lidl.dk).

You can find information about your rights in relation to the processing of your personal data in the document provided with your employment contract or on the intranet.

## Inspections – store employees

At Lidl Denmark, we have several

inspections in the stores to ensure the best experience for both the employee and the customer. These inspections include the following:

- At the cash register area, user statements are produced for all employees after they have finished working at the cash register. This helps minimize the risk of shortages. In addition, centralized and decentralized cash audits are carried out by Lidl International and the district manager.
- Follow-ups on arrival and departure times in the store to ensure the correct remuneration of the employees. Follow-ups are also performed on the attachment and detachment of alarm tags.
- Mystery Shopper, who visits the store to check out various items from a customer perspective.
- Test purchases, which typically, but not exclusively, test correct use of PLU numbers.
- Random checks of employee bags, etc. in connection with ex. staff purchases.
- Unannounced inspections carried out by the national audit department. The aim of the audit visits is to check the shopping experience for the customer, compliance with applicable national and international guidelines or processes as well as legislation. Ex. of control points on audit visits include missing goods on the shelves, cleanliness in the shop, presentation of the goods and the process at the checkout.

In addition, some stores will also be able to be checked by the international audit department, where some of the abovementioned inspections also take place.



Failure to participate in the checks and violations of the guidelines can have consequences to the employment.

**Inspections – warehouse**

- Follow-up on coming and going times in the warehouse to ensure the correct remuneration of the employees.
- Random checks in the form of searching personal items, bags, etc., to ensure

compliance with the guidelines, among other things. the rules on staff purchases.

- Exit control to prevent losses and prevent unauthorized access to the warehouse.

Failure to participate in the checks and violations of the guidelines can have consequences to the employment.

# Terms of employment

In this section, you can read more about the terms of employment that apply during your employment at Lidl in relation to e.g., leave of absence, holidays, and days off.

## **NemKonto**

We use NemKonto and it is therefore important that you ensure that you have a NemKonto. Otherwise, you cannot receive your salary.

If you are uncertain if this applies to you go check it at [NemKonto.dk](http://NemKonto.dk) or contact your bank.

It is especially young workers who are not automatically attached to NemKonto.

## **Changes to master data**

In order to ensure that your salary can be paid correctly and to be able to inform you about personnel matters, you must notify us if there are any changes to your personal circumstances. If there are changes in your personal circumstances, e.g., name, address, or phone number, you must change and update the information in Mit Lidl. If there are changes to your withdrawal percentage, you must inform the Personnel Administration via tel.: **(+45) 76350135** or via the "Stamdataændring" form, which must be completed and sent to the Personnel Administration. The form can be found under "Blanketter" on Mit Lidl.

## **Collective agreements**

Lidl Danmark has collective agreements with HK and 3F.

- Store assistants, trainees, sales managers, and deputy managers are covered by the Store Agreement.
- Employees with administrative functions (secretaries and office assistants) are covered by the employee agreement for Trade, Knowledge, and Service.

- Hourly-paid warehouse employees are covered by the joint collective agreement between DI and 3F.

## **Taking holidays and extra days of holiday**

We make it a top priority to ensure that you take your holidays and extra days of holiday. If you wish to take holidays or extra days of holiday, you must fill in the form "Ferie- og frihedsansøgning" on Mit Lidl. In the form, you must write your holiday wish, which will then be approved by your manager. It is not always possible to fulfill your wish for a holiday if, for example, several people want a holiday in the same period. Summer holiday must be taken in the period 1 May to 30 September, and you can normally take a maximum of three consecutive weeks of summer holiday. The rest of your accrued holiday will be taken during the remainder of the holiday year.

Holidays cannot be taken in advance.

## **Time off in the event of bereavement and blood donation**

In the event of a bereavement in the immediate family (i.e., wife, husband, partner, siblings, children, grandchildren, parents, and grandparents), time off is granted with pay on the day of death and for the funeral/the day of the funeral.

Paid time off is granted for blood and plasma donation.

You must submit the form "Ferie- og frihedsansøgning", which you can find on Mit Lidl.

## Anniversaries

In the event of special red-letter days, you are entitled to paid leave if the day falls on a workday. The following days are included

- Your own 25th anniversary in the company.
- Your own 50th and 60th birthday.
- Your own wedding.
- Your own silver wedding anniversary.
- Parents' golden wedding anniversary.

## Additional time off with pay

As a rule, doctor's and dentist's appointments should take place in your own time. In the event of an urgent need for a visit to the doctor/dentist, this is equivalent to illness and must be treated as such.

Paid time off is granted in connection with pregnancy examinations.

In the event of absence for the above-mentioned reasons, you must submit a "Tro-og loveerklæring" (Solemn Declaration), which you will find on Mit Lidl.

## Pregnancy/adoption and maternity leave

Having a baby is a joyful event. As far as possible, we try to adapt the work conditions so that you have the opportunity to remain in your normal working situation for as long as possible during your pregnancy. Once you have notified your pregnancy, your immediate manager will refer you to the leaflet "Du kan trygt vente dig – hos Lidl Danmark" on Mit Lidl. Under the "Arbejds miljø" section on Mit Lidl, you can also read our entire pregnancy policy. The rights and obligations in relation to maternity/paternity and leave of absence rules follow the effective legislation at any time and the collective agreement applicable to you. If the employment relationship is not regulated by a collective agreement, the rules on maternity, parental and paternity leave in the National Collective Agreement for Shops between Dansk Erhverv Arbejdsgiver og HK HANDEL shall be applied.

If you need help or wish to discuss the topic, you can contact your employee adviser.

You can read more about maternity leave rules, deadlines and how to plan and transfer your leave at [www.borger.dk/barsel](http://www.borger.dk/barsel).

## Unpaid leave

Employees who have been employed at Lidl Danmark for more than five years can take leave.

Leave can be taken within the following framework:

- The first time the leave is used, your length of service within the Schwarzgruppen (including Lidl) must be at least five full years at the beginning of your leave.
- The earliest you can take a subsequent period of leave is 5 full years after the end of your previous period of leave.
- The leave must last at least 1 month and no more than 3 months.
- It is guaranteed that you will return to the same job after your leave.
- You will not be paid during the leave but can choose between two contract models:  
Model 1: All work tasks and salary obligations are put on hold during the leave period.  
Model 2: All work tasks are put on hold during the leave period. Prior to the leave, there is an accrual period of the same length as the leave.

For more information, contact your manager, your Person of Trust or HR ([hrdelvelopment@lidl.dk](mailto:hrdelvelopment@lidl.dk))



# Working environment and well-being



It is important to us that all our employees feel safe and happy when they are at work. In this section, you can read more about how we create a good working environment together.

Lidl's working environment must be safe and healthy for all employees, and our goal is to prevent accidents and injuries. It is therefore important that:

- All employees, and especially senior managers/operations managers, take responsibility for health and safety within their area of responsibility.
- We strive to avoid personal injuries, damage to property and the environment within all work processes and work areas through preventive measures.
- Employees are provided with training and instruction in the working environment in accordance with their work area.

You have a responsibility to follow and comply with the guidelines for the working environment, as well as to report any errors and omissions, so that we can take preventive action. You can find more information about the working environment on Mit Lidl and in the employee app.

## **Working hours**

Your exact working hours are planned in dialogue with your immediate manager and depending on your own and the department's needs and opportunities.

Your weekly working hours are specified in your employment contract, and reference is also made to the applicable guidelines in the

area, e.g., in the collective agreement or in the Danish Salaried Employees Act.

The expectation is that you will be ready to start work when working hours begin.

## **Breaks and rest periods**

It is important that you, as an employee, take your breaks and get the necessary rest between your scheduled working days.

It is a good idea to talk to your immediate manager about how breaks can be taken in the best possible way. Please note that breaks must be taken and that all breaks are self-paid. Breaks must not be taken at the start and end of working hours.

## **Health and safety representative**

Your occupational health and safety representative represents you and your colleagues and has an influence on our work to ensure a good working environment. You can see who your health and safety representative are on the notice in the store/warehouse/kitchen.

## **Person of Trust**

If you are worried about your daily work, are in a difficult situation or have questions that you cannot immediately talk to anyone about, you can always contact your Person of Trust (Medarbejderkonsulent). All inquiries and conversations will be treated confidentially,

and your manager will not be involved unless you have given your consent/requested this.

All employees in Lidl are assigned to a Person of Trust.

You can read more about the Person of Trust and find contact information on My Lidl, the employee app or the notice in the store/warehouse/tea kitchens at HQ.

### **”An early effort” – Danica Pension**

In order to increase well-being and reduce absenteeism in Lidl Denmark, we have made an agreement with Danica Pension.

If an employee is on the way with a potential sick leave due to stress, Danica Pension can help with "early intervention", which can support the employee with the necessary psychologist sessions.

If you, as an employee, go and do not feel well, you must contact your Person of Trust, who will help you further in the process.

### **The working environment handbook**

In our working environment handbook, you can find useful information about policies, guidelines and other things in the area of working environment. You will find our working environment handbook on “Mit Lidl”

### **Contact**

If you have questions about the working environment area or questions about the election as a working environment representative, you can contact the working environment manager, Helle Krab Skøtt at [helle\\_krab.skott@lidl.dk](mailto:helle_krab.skott@lidl.dk) / **+45 7635 0215**.



# Sickness

It is probably most people who experience sickness during their working life. This is handled with both respect and understanding. In this section, you can read more about how to behave if you get sick.

## **Own sickness**

Here you can read about our basic principles in connection with your own sickness:

In the event of sickness, you must contact your immediate manager or his/her deputy by phone call. This must be done as soon as possible and at the latest at the beginning of working hours. Reporting sickness by text message, e-mail or other media is not accepted. If you fail to call in sick, this will be treated as non-appearance, which may have legal consequences for your employment, including dismissal.

- If you have been absent, you must always complete and hand in a declaration of faith and law. The declaration of faith and law must be sent to HR & Personnel on the third day of absence or on the next working day at the latest. Make sure you have some copies at home. You can find it in our document archive on this page.
- You must keep your immediate manager informed about the progress of the illness, including when it is possible for you to return to work. You must register as soon as possible, even on a possible day off. And you must call and tell your immediate manager or his/her deputy when you can return to your work.
- Your immediate manager must and will gladly hold absence interviews in order to uncover the possibilities for you to return to your work. Such a conversation will most often aim to prevent and minimize future absenteeism. In connection with the absenteeism interview, it may be relevant to use a declaration of possibility. The second

part of the options declaration must be completed by your doctor. We pay the costs associated with it.

Failure to participate in the abovementioned or lack of documentation for absence may have employment consequences.

In relation to absence, you are obliged to participate in the municipality's ongoing follow-up. Non-participation is considered a breach of the employment relationship, and Lidl is entitled to set off lost reimbursement in the salary.

If you need help or support, you can contact the Person of Trust.

NOTE: Phone number for store **+45 82 38 7 \_ \_** (the last 3 digits of the phone number are the store number for the store you want to contact).

## **Children's sickness**

If you have a child or children under the age of 14 living at home who become ill or hospitalized, you may be entitled to paid time off.

- Employees employed under a collective agreement who fulfill the seniority requirements of the collective agreement are entitled to time off with pay in the event of a child's illness and hospitalization in accordance with the collective agreement applicable at any time to the employment relationship, cf. the employment contract. You can read more about the rules that apply to you in your collective agreement at Mit Lidl.

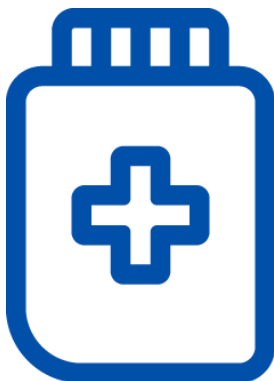
- Employees not covered by a collective agreement who fulfill the length of service requirements of the collective agreement are entitled to time off with pay in the event of a child's illness and hospitalization in accordance with the applicable National Agreement for Stores between the Danish Chamber of Commerce Employer and HK TRADE, regardless of whether the employment relationship is otherwise not regulated by a collective agreement. Read more at [danskerhverv.dk](http://danskerhverv.dk) or on Mit Lidl.

Remember the "Tro- og loveerklæring" in the

event of children's sickness. You can find the form on Mit Lidl.

### **Contact from the Person of Trust**

In connection with sickness, you may be contacted by your Person of Trust. This inquiry is confidential and just to follow up on whether you are getting the necessary help and to answer any questions you may have. You are of course also welcome to contact the Person of Trust yourself.



# Clothing and personal appearance



Store

As a store employee, you represent the company, and therefore we also have several expectations for your clothing and personal appearance when you are at work in the store.

## Work clothes

Your clothes should be clean, tidy, and intact when you arrive at work. Your own clothing used at work must be appropriate for the work you are doing. Requirements for special clothing and safety equipment must be observed and will be provided.

As an employee in a shop, you must wear a name badge. In addition, you must wear the provided work clothing when attending work, which for shop workers are:

- Polo t-shirt
- Softshell jacket (if cool)
- Possibly provided trousers

And for sous chefs and store managers are:

- Shirt
- Pull-over, vest or cardigan
- Softshell jacket (if cool)
- Possibly provided trousers

As a new employee, you will be given your work clothes, name badge and a "New colleague badge" in connection with your start-up.

You can order new work clothes, trousers, etc. through your store manager if you need it.

If you don't use trousers provided by Lidl, you are expected to show up in dark trousers,

such as jeans. It is not permitted to wear shorts, sweatpants, training pants or similar while working in the store.

Lidl provides work clothes, and therefore you are generally responsible if private items of clothing such as your own trousers are damaged while you are at work.

## Headwear

You may wear headwear at work if it has a work-related purpose, e.g., for safety or hygiene reasons and for special occasions. This must always be agreed with your immediate manager.

It is also permitted to wear headwear if you have a religious affiliation that has been approved as a religious denomination. The requirement for headwear is that the face must be visible so that your mouth, nose, and eyes are visible.

In addition, the headwear must be neutral and unicolored and can only be used if it is compatible with the hygiene and safety requirements in the workplace.

## Jewelries & tattoos

Simple and discreet jewelry must be worn to the extent that it does not present a health and/or safety risk.

A visible tattoo is permitted as long as it does not contain religious and political messages



or contain symbols that may appear discriminatory or offensive (e.g., face tattoos are not permitted).

### **Personal appearance**

We expect that in your work involving customers, guests, and colleagues in general, you show commitment and energy in your body language and your behavior. To give customers and other visitors a good experience at Lidl, it is expected that you greet them in a pleasant manner as they circulate around the store. You should also come across as interested and present.

Chewing gum, snuff and food consumption are not permitted while you are in contact with customers. If you sit at the checkout for extended periods, you are welcome to bring an unmarked bottle of water.

### **Use of our headsets**

We have headsets in our stores that employees can use to communicate with each other. Headsets are a work tool that should make everyday life easier, communication faster and distances shorter. With headsets, the employee at the checkout can quickly and easily call the store manager or ask a colleague a professional question.

We do not use headsets for private conversations. This means that we do not communicate about the weekend's parties, personal relationships, etc. through headset. We save these conversations for the staff room or free time.



# Electronic Time Registration



We have electronic time registration, which means that you must register your working hours yourself - both when your working hours start and when you finish your work in the store.

## Here's how you do it:

- You must register when you enter the store to start your work and once again when you have finished your work.
- When you begin your work, you hold your chip up in front of the reader and you will be presented with some of the icons below.
- Tap the correct icon and you will be welcomed to work.
- When you have finished your work, you hold your chip up in front of the reader and you will again be presented with the options.
- Tap the correct icon.
- If you present your chip, but do not then press an icon, your check-in/check-out will not be registered.

## Meaning of the icons



**“Tjek ind”** Your start time will be your scheduled time.

**“Tjek ud”** Your end time will be your scheduled time.

**“Mertid/overtid”** Your start/end time will be your stamped time.

**“Mødt for sent”** Your start time becomes your stamped time.

**“Ej planlagt”** Your start/end time will be your stamped time.

## Working hours principles (store)

- Every employee is covered by time registration.
- Timetable even suggests the planned working time as your actual working time. Any corrections to this starting point are made by the store manager.
- We pay for all minutes worked in accordance with current regulations.
- All additions and changes to the working hours are made only by agreement with you.
- You have the right to access your time data at any time.
- With the pay slip, you will receive an overview of the hours paid and the underlying documentation for this.

## If you have any questions

If you have questions or if you lose your chip, you can contact the personnel administration on tel. **+45 7635 0135** and follow the instructions.

# Staff purchases



As an employee, you may need to buy products in the store. Therefore, we have the following guidelines to ensure that there can be no doubt as to whether you have paid for your goods or not – both for our sake and for your sake.

## **Purchases of goods you take home at the end of the workday:**

- Goods may under no circumstances be set aside until they have been paid for.
- The service must always be carried out by a colleague - you must not serve yourself.
- At the checkout, your user number is given to your colleague.
- The receipt must be signed by the colleague who has just served you.
- The goods must be stored together in the staff room.
- The signed receipt must be kept together with the purchased goods.

## **Purchase of goods you leave in the store:**

- Goods may under no circumstances be set aside until they have been paid for.
- The service must always be carried out by a colleague - you must not serve yourself.
- At the checkout, your user number is given to your colleague

- The receipt must be signed by the colleague who has just served you.
- The colleague fills in the green staff purchase tag.
- The green staff purchase label is placed on the item immediately – even if you consume it immediately.

ATTENTION! Goods to be depreciated or which have already been depreciated must neither be bought or consumed. Staff may only purchase items that are for sale in the store.

Random checks will be carried out regularly.

If you have any questions about our guidelines regarding personnel purchases, please feel free to ask your store manager or district manager.



# Regulations Warehouse

We have laid down house rules that must be followed if you work in one of our two warehouses:

- It is forbidden to consume alcohol or drugs in the workplace.
- There is a 100% smoking ban inside the logistics center. Smoking is only permitted in the marked smoking area outdoors.
- Smoking/eating is only permitted during your breaks, and you must always check in and out at the beginning and end of breaks.

Rules for breaks and working time must be respected.

- Food may only be consumed in the canteen or in outdoor seating areas.
- Drinks may only be taken to the logistics center in the Lidl thermo mug provided.
- We always tidy up after ourselves – and we point out to colleagues if this should be forgotten.
- Private mobile phones may only be used during breaks in the canteen area.
- Personal items must be stored in the locker in the locker room.
- When on a break, the picking trucks must always be placed in their respective places in the charging station.
- If there is wrapping film, cardboard, paper, or wood where you are driving, it must be collected and disposed of in the installed collection boxes.
- If we destroy something or see something that is damaged, we always notify our immediate manager and/or Facility Management.
- All traffic to and from the logistics center come and go via the staff entrance.
- Parking is only available in the installed parking spaces. Other traffic rules on the site must be observed.
- Emergency exits must be kept closed and only used in an emergency. Emergency/fire passages must be kept clear.
- Keep all doors and gates closed. Nothing may be placed in the access doors to the logistics center at any time.
- Theft results in immediate dismissal and will be reported to the police.
- If you bring items with you to work that are in Lidl's product range, you must always be able to present a valid receipt and apply the staff purchase label.
- Goods purchased from the To Go-unit must be paid for before they are consumed and must otherwise be consumed in the canteen immediately after purchase.
- If there are personnel in the logistics center who are not employed by Lidl, or who you have not seen before, approach the person in question and ask them what they are doing there, then contact your immediate manager and make them aware of their presence.
- The rules, guidelines, and instructions for working and moving around the logistics center must always be followed.
- Your work clothes must be clean, neat, and intact when you arrive at work. Requirements for personal hygiene, e.g., handwashing and correct wound management must be observed.
- Safety training must be followed.

Failure to comply with house rules and instructions may result in consequences for your employment.

# Electronic Time Registration



We have electronic time registration, which means that you must register your working hours yourself.

## Here's how you do it:

- You must stamp when you start your work and again when you have finished your work.
- You must stamp when you start your break and again when you have finished the break.
- In addition, when working in the cold/freezer area, you must stamp in the terminal in the respective work area when you start your work in the work area. In these work areas, you must also stamp out every time you take a break and when you leave the work area.
- When you begin your work, you hold your card up in front of the reader and you will be presented with some of the icons below.
- Press the correct icon, if entered correctly, "thank you" will appear on the screen.
- When you have finished your work, you hold your card up in front of the reader and you will again be presented with the options.
- Tap the correct icon.
- If you show your card, but do not subsequently press an icon/color, your stamp in/out will not be registered.

## Meaning of the icons



## Stamp rules:

Working time must be stamped correctly, and the employee must be ready/prepared for work before stamping.

- No earlier than 10 minutes before the scheduled start of work.
- No later than 10 minutes after the scheduled end of work.
- Stamping in/out up to 10 min before/after the planned working time is automatically adjusted to the planned meeting/walking time, unless overtime has been agreed/imposed.
- Overtime can only take place by agreement/order from the immediate manager.
- In the case of overtime, the start and end of work must be precisely stamped.

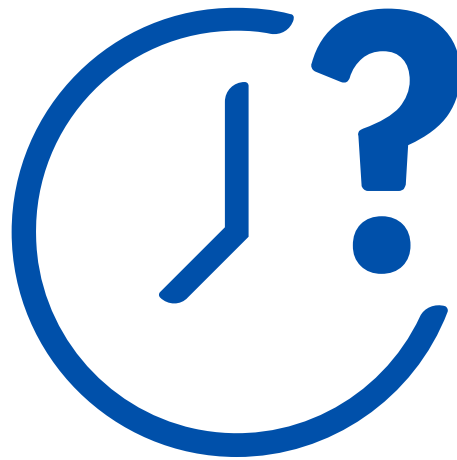
### **Working hours principles (warehouse)**

- Every employee, team leader and coordinator are covered by time registration.
- Primion suggests the planned working time as your actual working time.
- Stamping in/out up to 10 min before/after the planned working time is automatically adjusted to the planned meeting/walking time, unless overtime has been agreed/imposed.
- You register your working hours yourself via electronic time stamping.
- All additions and changes to the working hours are made only by agreement with you., on the form: "Correction of working hours".

- We pay for all minutes worked in accordance with current regulations.
- You have the right to access your time data at any time.
- With the pay slip, you will receive an overview of the hours paid and the underlying documentation for this.
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- With the pay slip, you will receive an overview of the hours paid and the underlying documentation for this.

### **If you have any questions**

If you have questions or if you lose your chip, you can contact the personnel administration on tel. **+45 7635 0135** and follow the instructions.



# Employee Benefits

Read more on the intranet  
"Mit Lidl" or on our  
"We Are Lidl" employee  
app

As an employee at Lidl Denmark, you have a wide range of employee benefits, which you can read more about here.

## Financial benefits



As an employee at Lidl, you get access to LogBuy, which is Denmark's leading benefit and discount portal with more than 2,800 different discount deals on everything from experiences to clothes, shoes, travel, fitness and much more. You also get access to several of our own discount agreements on e.g., hotels and car service as well as the possibility of getting a Circle-K fuel card with special employee discounts. If you recommend a candidate who will end up being employed at us, you can also earn up to DKK 10,000

## Health



Your well-being and health are important to us. That's why we offer all employees an annual, free flu vaccine. We also have a fitness agreement with LOOP and Fitness World, which gives you a discount on membership, and a discount agreement with PadelPadel, which gives you 15% on court rental. You also get the opportunity to purchase an attractive health insurance, which includes a so-called treatment scheme and the options of a psychologist, physiotherapy, chiropractic etc.

## "Happy minds"



It is important to us that all our employees are happy and feel good at #teamlidl. We therefore give all employees the opportunity to choose a Christmas present from our gift shop and a maternity gift when new family members arrive.

We also give time off with pay on special anniversaries, such as own wedding if it falls

on a working day. Just as we celebrate all our 10- and 25-year jubilees, who receive an anniversary gratuity.

Whether you dream of going on a longer trip or focus 100% on the family for a while, we support you in that too. You can take 1-3 months' leave when you have been employed by us for at least 5 years. We also have Person of Trust who can help you if you experience concerns in your daily work, are in a difficult situation or have questions that you cannot talk to anyone about.

## Community



We know that togetherness results in a winning team, and it is important that we do something to strengthen our community at #teamlidl. Yearly, we throw a regional Pentecost party for all our employees in the stores, warehouses and regional offices and an annual Christmas party for our employees at HQ. All our managers have an amount of money available per employee in the store on a well-being account, which can be used to strengthen well-being throughout the year. It could be that you want to celebrate a good monthly turnover or a well-completed project with a bowling trip, pizza etc. We take part in the DHL race every year in selected cities, where it is possible to get your heart rate up together with the industry's best colleagues.

## Development



We offer you a strong foundation on which to start or further develop your career. We offer all employees an annual development dialogue, internal courses, and development opportunities.

# More information

We have several tools which aim to help you in your everyday life to find the information you need.



## **Intranet**

"Mit Lidl" is available on the employee terminal (touch screen) in the staff room at the store/warehouse and for administrative employees in your internet browser on your work computer (type: Mit Lidl). On the intranet you will find, among other things, news, forms for e.g., holiday application and much, much more.



## **We Are Lidl -app**

Our "We Are Lidl"-app is our internal communication channel, where you e.g., can chat with your colleagues, read news, share news yourself and participate in competitions.

How to:

→ Find the app in the Apple Store, Google Play or AppGallery by searching for "We Are Lidl".

→ The first time you log into the app, you must enter your user information from our internal system, MyAccount or your Windows username and password.

Your store manager/department manager can help you with your MyAccount user information.



**#teamlidl**