

## Aarsleff rules relating to the use of foreign labour

The Subcontractor, Subcontractor's employees and any of the Subcontractor's subcontractors must comply with all of the applicable laws and regulations relating to working and staying in Denmark. Aarsleff therefore, as a part of all subcontracts, places requirements on the Subcontractor to comply with the following points:

1. The Subcontractor must be VAT registered in Denmark. Registration must be carried out at the Danish Business Authority, and at the same time, the company will be registered at the Danish tax authorities, who provide guidance about VAT, tax and duty matters.
2. The Subcontractor must accede to the collective agreements that have been made with the respective trade unions, applicable to the Subcontract's work, such that the employees at all times have salary and working conditions that are in accordance with the applicable collective agreement. Aarsleff recommend that the Subcontractor becomes a member of the Danish Construction Association or other relevant Danish employer organisation.
3. The Subcontractor's employees must be registered in Denmark, and must comply with the applicable laws and regulations relating to staying and working in Denmark.
4. With respect to all workers, the Subcontractor must comply with ILO Convention no. 94 even though the convention wording deals with public sector contracts.
5. The Subcontractor is obligated to provide documentation to Aarsleff that all of the above points have been met. Related to the employees, the Subcontractor must at all times be able to document the following to Aarsleff:
  - 5.1 Registration in Denmark in the Register of Foreign Service Providers (RUT register).
  - 5.2 Residency and work permit.
  - 5.3 Employment contract.
  - 5.4 Payslips, including holiday and pension terms.
  - 5.5 Working hours plans and shift plans.
- 6 At all times the Subcontractor must be able to provide Aarsleff with any other relevant information about employees, including:
  - 6.1 Weekly list of all employees on the construction site.
  - 6.2 Documentation of education as an OHS coordinator.
  - 6.3 Documentation of special education, including crane, truck and welding certificates and safety courses meeting Danish requirements in the field.
  - 6.4 Residency agreements for camps and for private accommodation.
  - 6.5 Transport agreements
- 7 If the Danish trade union reports that the Subcontractor does not comply with applicable collective agreements, the Subcontractor shall immediately document its compliance and participate in meetings about this with the specific trade union. If the collective agreement is not complied with, the Subcontractor must compensate Aarsleff's expenses and losses related to this and pay its employees any amount due in accordance with the collective agreement.
- 8 In addition, the Subcontractor must immediately pay any fines that are imposed because of non-compliance of collective agreement related salary and working conditions. Aarsleff is entitled but not obligated to pay the fines and offset the same amount in the contract amount.

Aarsleff reserves the right to have a third party investigate and check all of the above-named conditions.

Aarsleff 's Executive Management emphasise that compliance with the above rules and conditions is an important element in the collaboration with the Subcontractor, and this shall be seen in context with the Aarsleff Code of Conduct and overall social responsibility.