



QUALITY
WEAR FOR
A 1000 JOBS

ID.DK

HUMAN RESOURCE POLICY



HR Policy

Introduction

The ID® Identity HR Policy (ID®) serves to support the fundamental principles and values of ID® as an employer. All ID® employees are an important resource and this policy therefore lays a foundation on which we can develop and maintain a good physical and psychological working environment. All employees must be provided with the right conditions to enjoy high levels of job satisfaction and a good working life.

The key takeaway message from this policy is that ID® Identity aims to be an attractive workplace where qualified and committed employees enjoy coming to work and forming part of the continued development and growth of the company.

Scope

1. This policy applies to the direct employees of ID® Identity (ID®) employed under CVR number 16278874
2. Organisational responsibility lies with HR and functional responsibility lies with the HR Manager.
3. This policy covers four primary topic areas:
 - Recruitment, development and retention
 - Conduct
 - Safety and security
 - Staff conditions

The policy also serves to ensure that all ID® employees are informed about and able to act in accordance with the wishes, requirements and rules established.

4. This policy and its sub-policies, as well as the related staff handbook, are reviewed and revised as necessary at least once per year.
5. Selected objectives and results are presented and evaluated in relation to underlying policies and procedures.
6. Reports can be accessed via internal systems at ID®.

Obligations

1. Responsibility is one of ID® Identity's core values.
 - a. ID® Identity undertakes to comply with all applicable national and international legislation and the ILO conventions, and to respect the principles set out in the UN Global Compact and the OECD Guidelines.
2. The ID® staff handbook sets out the basic rules of conduct, safety and staff conditions for employees at ID®.



- a. All employees are briefed on the staff policy and staff handbook upon commencement of their employment. The staff handbook is a part of the employee's contract.
 - b. All staff will be kept regularly informed of any changes.
3. ID®'s Work Environment Organisation (AMO) works in the interests of health, safety and the work environment.

Focus areas

1. *Recruitment, development and retention*

ID® Identity wants to be a diverse and inclusive workplace with diversity and equal opportunities for all. ID® wants to ensure that there is no discrimination based on gender, race, color, religion or belief, political opinion, sexual orientation, national origin, ethnic origin, age or disability.

2. *Conduct*

ID® Identity strives towards transparency and openness in the ways we communicate with one another, both internally among colleagues and externally with our customers and partners. This approach builds credibility and mutual trust.

Pursuant to the principle of inclusivity described above, we do not accept any statements or behaviour which are contrary to this point.

3. *Safety and security*

ID® Identity never cuts corners on the safety and security of its employees. All conditions must be in order so that employees and others who visit or use our premises and buildings can trust that their safety is assured and in accordance with legislation.

4. *Staff conditions*

ID® Identity has written contracts with all employees and the employment relationship is covered by collective agreement and includes a pension scheme and health insurance. The rules set out in the GDPR are applicable.

Each year, we measure employee satisfaction via employee interviews and workplace assessments, and we assess whether the right conditions are in place for employees to thrive and feel committed, and whether skills development is sufficient for ID® Identity to continue to develop and grow.

Detailed sub-policies are described and implemented within the company by the HR Department.



Thomas Husted
CEO



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