



COLLECTIVE AGREEMENT

BETWEEN

SULINERMIK INUUSSUTISSARSIUTEQARTUT KATTUFFIAT (SIK)

AND

ROYAL GREENLAND A/S

2023 – 2025

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Section 1 - Area covered by the collective agreement

This agreement covers:

- a) Hourly-paid skilled workers,
- b) Hourly-paid unskilled workers in the food industry,
- c) Laboratory assistants,
- d) Commercial and office employees,
- e) Apprentices,
- f) Adult apprentices,

who are engaged at an hourly rate under Royal Greenland A/S and who are not covered by any other collective agreement, hereinafter referred to as salaried employees.

Art. 2. Salaried employees who hold an apprenticeship diploma or certificate of completion of apprenticeship, EFG training or STI training, are covered by the rules for skilled workers if they are employed in the profession for which an apprenticeship diploma or education certificate has been issued.

Art. 3. Salaried employees not covered by Article 2 are referred to as unskilled workers.

Art. 4. In certain special cases, after negotiation between the parties to the collective agreement, an unskilled employee may be reclassified to and remunerated as a skilled employee.

Art. 5. Apprentices in on-the-job training follow the rules for Naalakkersuisut, the Danish Ministry of Finance and Sulinermik Inuussutissarsiateqartut Kattuffiat for apprentices and students.

Art. 6. Adult apprentices in on-the-job training follow the rules for unskilled workers under this collective agreement.

Section 2 - Working hours

The normal working hours (working hours standard) are 40 hours per week. Working hours for the individual days of the week are planned in accordance with the company's needs. Of the seven days of the week, two days are normally free from work for the individual salaried employee: However, this may be waived by local agreement.

Art. 2. The period of time during which the working hours standard is set is determined by the employer after discussion with the salaried employees and their trade union representatives, taking into account the company's interests. In the event of disagreement, SIK has the right of appeal, cf. Section 23.

Art. 3. Salary deductions are made for negligence within the normal working hours. The salary deduction for each negligent working hour constitutes the salaried employee's normal hourly rate of pay for the hour in question.

Section 3 - Breaks

The employees under this Collective Agreement are entitled to 2 x 15 minutes' employer-paid breaks per working day.

Art. 2. In addition, the employees are entitled to half an hour's lunch break per working day at their own expense, for which the employees have power of disposal, and which need not necessarily be taken at the workplace.

Art. 3. Breaks are determined by plant management in cooperation with the workers at the individual production site.

Section 4 - Payment of wages

For hourly-paid employees, the pay period is 14 days.

Art. 2. The employee shall provide details of an account in a Greenlandic or Danish bank to which the salary can be assigned.

Art. 3. For hourly-paid employees, the salary is available on Friday of the week after the expiry of the pay period.

Art. 4. If an employee has not been able to have the salary assigned on the date of disposal, cf. Article 3, payment shall take place when the employee requests it.

Art. 5. If the normal pay day falls on a public holiday, wages shall be paid on the working day immediately prior to this.

Section 5 - Basic pay

The basic hourly wage is:

	01.01.2023	01.01.2024	01.01.2025
	DKK	DKK	DKK
Unskilled workers	113,77	118,37	122,47
Unskilled workers, under 18 years of age	79,42	82,52	85,62
Skilled workers	130,29	134,89	138,99

Apprentices:	01.01.2023	01.01.2023	01.01.2024
<ul style="list-style-type: none">• Construction worker• Electrician and plumber	DKK	DKK	DKK
1st year of education	54,99	57,69	60,39
2nd year of education	65,98	68,68	71,38

3rd year of education	79,30	82,00	84,70
4th year of education	83,34	86,04	88,74
5th year of education	87,83	90,53	93,23
Apprentices:			
• Food training courses	01.01.2023	01.04.2024	01.04.2025
• Canteen assistant	DKK	DKK	DKK
1st year of education	54,99	57,69	60,39
2nd year of education	68,65	71,35	74,05
3rd year of education	85,40	88,10	90,80
4th year of education	87,92	90,62	93,32
5th year of education	92,07	94,77	97,47
Apprentices:			
• Machining	01.01.2023	01.01.2024	01.01.2025
• Machine operator	DKK	DKK	DKK
• Metalworker			
1st year of education	54,99	57,29	60,39
2nd year of education	68,56	71,26	73,96
3rd year of education	78,75	81,45	84,15
4th year of education	81,52	84,22	86,92
5th year of education	85,68	88,38	91,08
Apprentices:			
• Ship fitter	01.01.2023	01.01.2024	01.01.2025
• Terminal operator	DKK	DKK	DKK
1st year of education	54,99	57,69	60,39
2nd year of education	68,56	71,26	73,96
3rd year of education	78,24	80,94	83,64
4th year of education	82,05	84,75	87,45
5th year of education	85,68	88,38	91,08

Adult apprentices		01.01.2023	01.01.2023	01.01.2023
		DKK	DKK	DKK
Grade	Seniority			
1	1–2 years	108,77	113,47	117,57
2	3–5 years	110,89	114,69	118,79

Section 6 - Seniority increment

The hourly rate of pay and bonus pay are subject to the following seniority increments:

	Per hour
After a total of 2 years of employment	DKK 4,00
After a total of 5 years of employment	DKK 7,00
After a total of 8 years of employment	DKK 10,00
After a total of 12 years of employment	DKK 12,00
After a total of 15 years of employment	DKK 15,00

Art. 2. The seniority increment is granted on the basis of employment at Royal Greenland A/S.

Art. 3. Subject to continued employment at Royal Greenland A/S, seniority increments are earned during absence due to holiday, illness, parental leave and adoption, as well as public office.

Art. 4. For skilled workers, the seniority increment is determined on the basis of the length of time the employee has been employed in a job that requires training/education. Seniority increments are calculated from the start of the education.

Section 7 - Money payable after death

If a salaried employee, cf. Section 1(1), dies during the period of employment, the following amounts shall be granted to the employee's surviving spouse or dependent children under 18 years old:

In case of continuous employment at Royal Greenland A/S for:

1 year	2 weeks' basic pay.
2 years	3 weeks' basic pay.
5 years and more:	4 weeks' basic pay.

Section 8 - Overtime and time off in lieu

Overtime should be avoided as far as possible. For ordered and controlled work at the place of employment that extends beyond normal working hours, overtime pay is granted as a supplement to the hourly rate. For all hours, the supplement amounts to 50 % of the basic pay, cf. Section 5. For apprentices, it amounts however to 50 per cent of the basic pay for unskilled employees over 18 years old.

The overtime pay is earned from the time (to the minute) when the overtime starts.

Art. 2. The working hours standard is calculated as 8 hours per day, constituting however 40 hours for 1 week.

Art. 3. Notice of overtime must be given no later than 5 hours before the end of normal working hours on the day in question. In the event of lack of notice, extra overtime pay will be paid in addition to actual overtime hours. In consultation with the shop steward, the plant

management for the individual workplace has the opportunity to draw up a work schedule, which applies to the employees in the coming period and details what the plant management expects their working hours to be. In the event of a change to the work schedule, employees must be notified of this no later than 5 hours before the end of normal working hours on the day the change is made.

Art. 4. For overtime that lasts at least four hours beyond the normal working day, extra overtime pay will be paid in addition to actual overtime hours.

Art. 5. If an employee is summoned to work outside of normal working hours after having left the workplace or on otherwise non-working days – the employee will be paid for a minimum of 4 hours' work.

Art. 6. By agreement between the employee and the employer, overtime may be taken as time off in lieu. In the event of time off in lieu, the overtime payment for time off will be replaced by an amount corresponding to the number of overtime hours earned plus a pay supplement for hours of 50 %.

Section 9 - Sundays and public holidays supplement

For work on Sundays and public holidays, an hourly supplement of 50 % of the basic wage is paid, cf. Section 5. For employees under 18 years of age, the supplement amounts to DKK 12,50 per hour.

Art. 2. In the event of overtime, overtime payment must also be made in accordance with Section 9(1).

Art. 3. The following are considered public holidays:

- a) New Year's Day, 1 January,
- b) Epiphany (after 12:00), 6 January,
- c) Maundy Thursday,
- d) Good Friday,
- e) Easter Sunday and Easter Monday,
- f) International Workers' Day 1st May (all day),
- g) Store bededag ('Prayer Day'),
- h) Ascension Day,
- i) Whit Monday,
- j) National Day of Greenland, 21 June,
- k) Christmas Eve, 24 December,
- l) Christmas Day, 25 December,
- m) 2nd Christmas Day, 26 December,
- n) New Year's Eve, 31 December.

Section 10 - Weekday public holiday pay

Public holidays referred to in Section 9 are considered to be weekday public holidays if they do not fall on a Sunday.

Art. 2. Payment is given for weekday public holidays as follows:

	For full weekday public holidays	For half weekday public holidays
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Unskilled workers under 18 years of age	300,00	150,00
Unskilled workers over the age of 18	300,00	150,00
Skilled workers	300,00	150,00

if the following condition is met:

If work is performed on a weekday public holiday, weekday holiday pay is granted in addition to the usual payment for the work under the collective agreement.

Section 11 – Supplements for staggered working hours and shift work

For work performed during the period from 17:00 to 06:00, the following supplement is granted:

- 2nd shift – 17:00 to 23:00 DKK 10
- 3rd shift – 23:00 to 06:00 DKK 13

Art. 2. No supplements are paid for staggered working hours or for shift work.

Art. 3. Work on Sundays is also compensated with a Sunday and public holiday supplement, in accordance with Section 9(1).

Art. 4. For overtime performed during staggered working hours or as shifts, supplements in accordance with Section 1 are not granted. The employee is entitled instead to either time off in lieu in accordance with Section 8(6) or overtime supplements in accordance with Section 8(1).

Art. 5. However, for overtime on shifts that extends beyond the 2nd and 3rd shifts, both the last accrued shift supplement in accordance with Art. 1 and time off in lieu in accordance with Section 8(6) or overtime supplement in accordance with Section 8(1) shall be granted.

Art. 6. For every 40 hours worked on the 2nd and 3rd shifts, two hours of paid leave are earned, which is accrued and given as full days off by agreement between the employer and the employee through his/her trade union representative. For work on the 2nd and 3rd shift over parts of a week, pro-rata paid leave is earned and accrued. The accrued paid leave can be converted annually to payment with the final payroll processing before Christmas.

Section 12 - On-call availability supplement

For employees who are required to be on call outside of normal working hours, this is paid at DKK 20,00 per hour of on-call availability.

In the event of a call-out while the employee is on call, the actual overtime hours are paid. No additional payment is given.

No separate remuneration is paid for telephone calls.

Section 13 - Qualification allowance etc.

2 % of the payroll is allocated for qualification allowance, upgrading, training with an upgrading in mind, etc.

Section 14 - Pension contributions and payment thereof

As a contribution towards the employee's pension, the employer shall pay into the Employee Pension Fund (SISA):

Pension contributions as of 1 January 2023 amount to 10.05% of the gross salary (total

payroll): The employer's contribution: 6,70 %

The employee's contribution: 3,35 %

Total 10,05%

Art. 2. The pension contribution is only paid to employees, including apprentices and adult apprentices who have reached the age of 18, and only for the salary earned from and including the date on which the employee turns 18.

Section 15 - Information and Education Fund, Labour Market's Holiday Fund and Social Fund

Royal Greenland A/S contributes DKK 0,40 per hour worked by the employees to the Salaried Employees' Information and Education Fund of 1 September 1971.

Art. 2. Labour Market's Holiday Fund:

- Royal Greenland A/S contributes DKK 0,85 per hour worked to the Labour Market's Holiday Fund.

Art. 3. Social Fund:

- Royal Greenland A/S pays DKK 0,70 per hour worked to the Social Fund.

Art. 4. Payments are made to a financial institution selected by SIK 14 days in arrears.

Section 16 - Illness

If an employee is unable to carry out his or her work due to illness, the resultant absence from work shall be regarded as a legitimate impediment unless, in the course of the employment relationship, he or she contracted that illness intentionally or through gross negligence, or, on entering the post, fraudulently failed to disclose that he or she was suffering from the illness in question.

Art. 2. Illness must be reported before the start of working hours in order to be regarded as a legitimate impediment.

Art. 3. The employer may require documentation of the illness by means of a medical certificate.

The cost of the medical certificate is borne by the employer.

Art. 4. Hourly-paid, full-time employees who are members of SIK receive unemployment benefit during the period they are ill, provided that the person concerned has been employed continuously for at least 30 days prior to the onset of the illness.

Art. 5. The request for sickness benefit due to illness must be made no later than 9 days after the start of the illness to Royal Greenland's payroll department, email: timegl@royalgreenland.com.

Art. 6. Sickness benefits are provided from the first day of incapacity to work. Sickness benefit is paid for the scheduled working days per week, but not for weekday public holidays. Sickness benefits can be granted for a maximum of 26 weeks within 12 consecutive months. If the incapacity to work is due to an accident that occurred while working, sickness benefits may, however, be granted for a further 13 weeks.

Art. 7. Sickness benefits stop from the day on which the employee is once again able to work, even if he or she does not immediately start work and even if the employee fails to report fit for work. Sickness benefits are still given, however, after the employee is again fit for work *if* the employee has been treated for his/her illness outside the place where the employee's workplace is located, and until the employee in question is able to return to the workplace using the fastest travel connection.

Art. 8. In the event of dismissal during illness, the employee earns the right to sickness benefits during the notice period.

Art. 9. Sickness benefit amounts to DKK 130 and is paid together with the salary for the pay period in question to SIK's members.

Art. 10. Sickness benefit is not paid during strikes and lockouts. Sickness benefit is not paid out for holiday days for which the employee has earned holiday allowance. Holiday allowance is not accrued on paid-out sickness benefit.

Art. 11. The submission of false declarations in connection with the payment of sickness benefits may also result in the loss of the right to sickness benefits and any paid-out sickness benefits will be reimbursed to Royal Greenland A/S.

Art. 12. When the sick person receives compensation for loss of earnings by other means, or when unemployment benefit has been unduly received, any paid-out sickness benefits must be reimbursed to Royal Greenland.

Art. 13. The submission of false declarations in connection with the payment of unemployment benefit will be reported to the police. For the employee, making false declarations will also mean they lose their right to assistance.

Art. 14. In the event of misuse, the individual employee may no longer be entitled to the benefit schemes.

Art. 15. From now on, paid leave will be given for medical consultations, dental appointments and children's medical appointments. The employer may require documentation that the employee has consulted a doctor or dentist. Under these conditions:

1. Salary expenses are only covered in connection with doctor's visits/dental visits in the town/city where you work, i.e. payment is not made for consultations in another town/village.
2. A maximum of 4 hours' salary expenses are covered in connection with a consultation.

A maximum of 3 consultations can be covered for an employee per 6-month period.

Section 17 - Paid leave in the event of a child's illness

The employee is entitled to paid leave without loss of wages to care for a sick child under 18 years old on the first day the child is ill and until childcare can be provided. In addition, the employee is granted access to paid leave without loss of wages for up to 14 working days in connection with a 0 - 15-year-old child's hospitalization in and outside of their home town, as well as to accompany the child in connection with travel to and from the hospital paid for by the healthcare system.

Art. 2. Paid leave in connection with the child's first day of illness assumes that:

- a) It is the child's first sick day,
 - b) the child is under 12 years old,
- the best interests of the child make it necessary, and
the child is living at home

Art. 3. Paid leave in connection with the child's hospitalization and any travel to and from the hospital is conditional upon documentation of the circumstances to the employer. Similarly, it is assumed that the employee has been working for the company for at least 6 months prior to the leave.

Art. 4. In the event of misuse, the individual employee may no longer be entitled to the scheme.

Art. 5. The salary is paid as the employee's normal hourly rate multiplied by the working hours standard for the day in question.

Art. 6. In addition, access to special paid leave may be granted, cf. Art. 1, for the child's treatment at home pursuant to doctor's instructions /documentation.

Section 18 - Other paid special leave

Employees who are members of SIK's Board of Directors are granted paid special leave to attend SIK's board meetings up to 4 times a year.

Art. 2. In the event of a close relative's serious illness, death or funeral, the employee is entitled to up to eight days' paid leave. Requests for leave from work must be submitted in writing to the employer.

Art. 3. Close relatives means: Parents, spouse and persons treated as such, children and siblings, but not the spouse's or persons treated as such.

Art. 4. In the event of serious illness or death among the employee's close relatives, cf. Art. 3, the employee is granted free travel from their place of work to the seriously ill relative's or the deceased's place of residence in Greenland or Denmark assuming they have been continuously employed for at least one year. However, for employees with less than one year of seniority of service, it is possible to apply to the Social Fund to have the expenses paid out. Requests for leave from work must be submitted in writing to the employer.

Art. 5. Salary during paid leave pursuant to Articles 1 and 2 is calculated on the basis of the employee in question's normal working hours and normal hourly pay.

Art. 6. Requests from employees who are members of a local SIK branch's board of directors or SIK's national board for unpaid leave to perform professional activities will be accommodated. Such leave may be granted for up to one year at a time.

Art. 7. Relocation allowance: After two years of employment, one day's paid leave is granted in connection with a moving day, with a maximum however of one moving day a year.

Section 19 - Public offices

Employees are granted unpaid leave, to the extent necessary, to perform duties in the capacity of:

- a) Member of the Greenland Parliament,
- b) member of a municipal council or village council,
- c) member of a parish representation,
- d) member of a school board or after-school club board,
- e) circuit judge,
- f) lay judge,
- g) official observer,
- h) municipal officer and
- i) any other public office imposed by a public authority.

Board members of SIK's local branches or members of SIK's national board

Art. 2. Absence in accordance with Article 1 shall not be considered as negligence in relation to the hours that must be worked before overtime payment is granted. The employer must be notified of the absence as early as possible.

Section 20 - Additional expenses for business trips

Royal Greenland A/S grants unemployment benefit to employees who are temporarily stationed at a location other than their home domicile, in accordance with the applicable rules for civil servants in Greenland. Rates cannot be revised downwards without SIK's consent.

Art. 2. Travel time for business trips and in connection with courses is counted as working hours. However, working hours calculated in this way for travel time must not lead to the working hours standard for the day in question to be considered as not having been met. Travel time between 22:00 and 08:00 is not included as working hours, however, provided that a place to sleep has been made available to the employee.

Section 21 - Work safety clothing and safety equipment

The work safety clothing and safety equipment prescribed by the Danish Working Environment Authority within the various trades and work areas will be made available to the employee free of charge by the employer.

Art. 2. The clothing required by the Danish Ministry of Food, Agriculture and Fisheries in connection with production etc. in the food industry will be made available to the employee free of charge by the employer.

Art. 3. The employee is obliged to use the supplied safety clothing and safety equipment. The supplied items must be returned upon termination of the position. Otherwise, the costs for these will be deducted from the employee's receivables.

Section 22 - Work interruptions

An employee who has been employed by the company for at least 1 month and who due to external factors cannot perform scheduled work and who has met for work and who, due to lack of raw materials, cannot be assigned to other work, or if there is damage to machinery or trucks, shall be paid at the normal hourly rate multiplied by the working hours standard on the day in question, even if the employee is sent home at the start of the normal working hours.

Art. 2. Apprentices shall, however, always be entitled to payment for work interruptions, irrespective of the provision in Art. 1.

Art. 3. Employees who, after being summoned to meet up at the start of their normal working hours but who are sent home due to a shortage of raw materials, will receive payment in accordance with the duty roster.

Section 23 - Right of appeal

In accordance to the Main Agreement made between the parties, SIK has the right to appeal if it believes that failure to take into account the employees' wishes regarding the location of daily working hours and 'Saturdays off' schemes cannot be adequately justified in the interests of the company.

Art. 2. If there is any doubt as to whether an employee is entitled to receive the services mentioned in Sections 3, 5, 7 and 19, and enquiries concerning this through the trade union representative do not result in a satisfactory solution, the matter can be dealt with in accordance with the rules in the Main Agreement between the parties that govern the relationship between the parties.

Section 24 - Holiday and holiday allowance

Employees are entitled to annual holiday in accordance with the rules in the Greenland Holiday Act in force at any time. Pursuant to Section 12 of Act no. 10 of the Greenland Parliament of 12 November 2001, the special rules stated below have been agreed.

Art. 2. Salaried employees earn the right to holiday pay of 12,5 % of the earned salary, with the exception of remuneration for business trips, cf. Section 20 of the collective agreement, and the employer's pension contribution, cf. Section 14 of the collective agreement.

Section 25 - Pregnancy, Parental leave and Adoption

The Employee is entitled to paid parental leave in accordance with Inatsisartutlov (laws of the Parliament of Greenland) applicable at any given time in connection with pregnancy, maternity/paternity leave and adoption.

Section 26 - Disputes and arbitrary dismissals

Disputes shall be dealt with in accordance with the provisions of the Main Agreement applicable between the parties.

Art. 2. In exercising the right to carry out individual dismissals, arbitrariness may not take place. Any disagreements about this are dealt with in accordance with the rules in the aforementioned Main Agreement.

Section 27 - Rules for shop stewards

Reference is made to the collective agreement between the parties concerning trade union representatives.

Section 28 - Performance-based pay systems

The parties agree that, to the greatest extent possible, performance-based pay systems shall be established locally, especially bonus and piece-rate systems. For each bonus/piece-rate agreement it must be agreed which special conditions shall apply to the scheme.

Art. 2. In the case of bonus/piecework, an advance payment shall be made corresponding to the employee's hourly rate in accordance with Section 5, when the bonus/piece-rate pay

calculations cannot be completed on the normal payment day for the pay period in question. Such advances are deducted from the final statement for the bonus scheme/piecework.

Art. 3. Unless otherwise agreed, bonus schemes and piecework are allocated in proportion to the hours when the individuals have worked under the scheme in question.

Art. 4. All bonus schemes/piecework assumes that it is well-executed, and that all materials and auxiliary tools, in addition to the employee's normal hand tools, are present when they need to be used. Any waiting time, transport of materials and auxiliary tools, as well as delays as a result of unforeseen inconveniences that may arise during the performance of the work, shall be paid at the individual employee's normal hourly rate. If, during the course of the work, a bonus scheme or piecework are changed at the employer's request, the employee is entitled to pay at the hourly rate as well as his/her usual supplements for the extra time spent on the change in the work.

Art. 5. Both parties have the right to renegotiate the individual bonus/piece-rate schemes if new technology or other results in a change to the calculation basis. If no agreement is reached, the agreement can be terminated and will lapse after 1 months' notice. If the agreement lapses, the work in question will be remunerated as time-based pay in accordance with the collective agreement in general.

Section 29 - Termination

Within the first month of employment, neither the employer nor the employee is obliged to give any notice in connection with termination of the employment relationship. Hereafter, the following applies:

For unskilled workers Year of employment:	From Royal Greenland A/S	From the employee
For the remainder of the 1st year of employment	2 weeks	3 days
For the 2nd, 3rd and 4th year of employment	3 weeks	1 week
For the 5th and 6th year of employment	4 weeks	1 week
For the 7th and 8th year of employment	5 weeks	2 weeks
For the 9th and any following years of employment	6 weeks	2 weeks
For skilled workers Year of employment:	From Royal Greenland A/S	From the employee
For the remainder of the 1st year of employment	2 weeks	3 days
For the 2nd, 3rd and 4th year of employment	4 weeks	2 weeks
For the 5th and 6th year of employment	6 weeks	3 weeks
For the 7th and 8th year of employment	8 weeks	4 weeks
For the 9th and any following years of employment	10 weeks	5 weeks

Art. 2. The notice periods in Art. 1 apply to salaried employees who have been employed by Royal Greenland A/S without interruption for the stated periods. The following conditions are not considered as interruptions, however:

- a) sickness reported to the company before the start of normal working hours,
- b) absence in accordance with the Greenland Regulation on Pregnancy, Parental Leave and Adoption, or
- c) interruption of work due to the employer's circumstances, if the employee resumes work when this is offered to them.

- d) Transfer from one department to another within the same company by agreement between employer and employee.

Art. 3. The employer's notice period will lapse if it can be documented that the employee has breached the employment contract. Non-compliance includes cases where Royal Greenland A/S' hygiene rules are not observed by employees.

Art. 4. The notice period also lapses in the event of unemployment at the workplace as a result of machine stoppages, material shortages or other force majeure that halts operations, in full or in part.

Art. 5. Both the employee and the employer must give notice of termination in writing.

Section 30 - Period of validity of the collective agreement

This Agreement shall enter into force on 1 January 2023. The Agreement may be terminated by either Party with three months' notice to 31 December, but no earlier than 31 September 2025.

Art. 2. After termination of the Agreement, remuneration is made for the period in accordance with the salary rates in force on 1 January 2025 until a new agreement is entered into.

Art. 3. Through this collective agreement, Royal Greenland A/S is also prepared to encourage employees to organize themselves in SIK.

Nuuk, 19 October 2022

Sulinermik Inuussutissarsiateqartut Kattuffiat

Royal Greenland A/S

Jess G. Berthelsen

Union President

Søren Olsen Damgaard

HR Senior Consultant

Guidelines

Section 2 – Working hours

When does the working day/working hours start?

Working hours start when you have changed into your work clothes and are ready to work, and not when you first arrive and still need to get changed etc.

Arrival at work:

If you arrive before the start of the working day and clock in early, the hours will only be counted from the time you were expected to meet for work.

In the event of late arrival:

In the event of late arrival up to 5 minutes, no salary deductions will be taken.

In the event of late arrival over 5 minutes, a 15-minute salary deduction is taken.

In the event of late arrival over 15 minutes, a 30-minute salary deduction is taken.

For breaks:

It is mandatory to clock out/in for all breaks.

If you forget to clock out for breaks, the following shall apply:

- Salary deduction of 20 minutes the first time you do so.
- Salary deduction of 30 minutes the second time you do so, if it is the same day.

At the end of the shift:

If an employee forgets to clock out at the end of the shift and leaves early without clocking out, the relevant line manager clocks out on behalf of the employee.

Section 3 – Breaks.**Example 1:**

If a processing plant is in production for 8 hours in 1 day with an additional 1 hour of breaks in total.

- The employee pays for half an hour of the break and the company pays for the other half an hour. The employee will therefore receive a total salary of 8.5 hours.

Example 2:

If a processing plant is in production for 8 hours in 1 day with an additional 45 minutes of breaks in total.

- The employee pays for 15 minutes of the break and the company pays for the remaining 30 minutes. The employee will therefore receive a total salary of 8.5 hours.

Example 3:

If a processing plant is in production for 8 hours in 1 day with an additional 30 minutes of breaks in total.

- The company pays for a 30-minute break. The employee will therefore receive a total salary of 8.5 hours.

Example 4:

If a processing plant is in production for 7.5 hours in 1 day with an additional 1 hour of breaks in total.

The employee pays for half an hour of the break and the company pays for the other half an hour.

The employee will therefore receive a total salary for 8 hours.

Section 7 – Seniority increment.

The employee’s salary seniority will, however, continue during periods of home leave or during periods when the company is closed.

Section 16 – Sickness benefits.

Absence due to illness must be registered in Royal Greenland’s time registration system, after which these are paid out via the payroll office.

Section 17 – Paid leave in the event of a child’s illness.

Example of the child’s sick days over the course of a week:

The child falls ill: Monday, given as the child’s first sick day

Gets better: Tuesday, child goes to nursery/kindergarten.

Falls ill again: Thursday, given as the child’s first sick day.

Example of the child’s sick days for several children or twins:

1st child, falls ill: Monday, given as the child’s first sick day.

Gets better: Wednesday.

2nd child, falls ill on Wednesday, given as the child’s first sick day.

3rd child, falls ill on Saturday, given as the child’s first sick day.

Other – External workforce is called in.

The collective agreement is followed, including payments to the funds.

Other – Courses etc.

When the salaried employee participates in courses, the course day is calculated as 8 working hours per day:

- even if the course lasts less than 8 hours.
- However, if the course lasts more than 8 hours per day, all course hours will be paid as working hours.

For example:

- 6-hour course, paid as 8 working hours.
- 12-hour course, paid as 12 working hours.

If no course hours take place at the weekend, unemployment benefit will only be paid if the course is held outside the hometown.