

Appendix Staff Rules

The parties to the collective pay agreement have stipulated a set of staff rules. Each individual undertaking may use the following approaches in order to comply with the provisions relating to approval of the undertaking's staff rules laid down in §§ 14-16-14-20. The parties to the collective pay agreement at undertakings bound by a collective pay agreement may reach an agreement to use the staff rules below. Approval is not necessary. In cases where the parties to the collective pay agreement at undertakings bound by a collective pay agreement agree on changes, approval is also not necessary. In cases of disagreement, approval is required.

In cases where undertakings not bound by a collective pay agreement choose to adopt the staff rules below, the undertaking shall submit these to the Norwegian Labour Inspection Authority which will grant its approval.

STAFF RULES

§ 1 Appointment

Employees are appointed and dismissed by the chief executive of the undertaking or the person he authorises thereto.

Upon appointment the employee shall receive a copy of these staff rules as well as proof of appointment.

Upon appointment the employer is entitled to demand a valid medical certificate from the employee.

§ 2 Termination of the employment relationship/Dismissal

- a) Notice of termination of the employment relationship/dismissal must be given in writing by both parties. The period of notice is mutual.

The period of notice is 1 –one- month from the expiry of one calendar month unless otherwise stipulated in writing or stipulated in the undertaking's collective pay agreement.

Regardless of age, and regardless of whether the undertaking has a collective pay agreement or not a mutual period of notice of a minimum of 2 months shall apply for employees who have been in the employ of the same undertaking for a minimum period of 5 consecutive years and a minimum of 3 months in the case of 10 years consecutive employ for the same undertaking.

In the case of older employees who has been in the consecutive employ of the same undertaking for a minimum period of 10 years, the period of notice given by undertaking shall be at least 4 months for an individual over 50 years of age, and a minimum of 5 months if the employee has turned 55 years of age, and 6 months upon turning 60 years of age. The employee for his part may terminate his employment contract with a minimum of 3 month's notice, c.f. § 15-3 of the Working Environment Act.

- b) Without a prior period of notice, the management may summarily dismiss an employee if he or she is guilty of a gross breach of duty or other serious breach of the contract of employment.

Examples of such gross/serious breach may include cases where the employee:

1. Without reasonable cause refuses or intentionally fails to comply with an order from his superiors in matters concerning the work or general order at the workplace
2. Repeatedly and despite having received warning, fails to report for work at the appointed time.
3. Turns up at work in an intoxicated state or consumes intoxicating substances at work.
4. Conducts himself in a manner that is grossly negligent, or repeatedly behaves in a manner which may endanger other people's lives and limbs or their health or cause major destruction or damage to property.
5. Fails to comply with the control routines stipulated by the undertaking.
6. Fails to comply with the provisions relating to the serving of alcoholic beverages, c.f. the Alcohol Act.

Before the employer reaches a decision concerning the termination of an employment relationship/dismissal of an employee, questions relating thereto shall, as long as this is practically feasible, be discussed with employee in question and with the employee's elected representative, unless the employee himself does not desire this. Dismissals in connection with cutbacks shall under any circumstances be discussed with the employee's elected representatives.

The further approach in connection with termination of an employment relationship/dismissal is laid down in Chapter 15 of the Working Environment Act.

§ 3 Absence from work

Without permission or a valid reason, no employee must be absent from work. An employee, who is unable to turn up for work, shall notify the undertaking of his absence before the working hours begin. If, for practical reasons, this is not possible, the employee shall as soon as possible, preferably before the working hours for the first day of absence is over, notify the undertaking of his absence and the reason for it.

In cases of sickness absence lasting 1-3 days, the employee shall submit a self-certification form of absence upon returning to work. The employee is entitled to use self certification of sickness absence 4 times over a period of 12 months. Any sickness absence exceeding this requires a doctor's note from the first day of absence.

In case of any absence, as early as possible and the day before at the latest, the employee shall notify the enterprise of his return. In cases of short-term absence, the undertaking shall be notified the day before at the latest.

In cases of sickness absence lasting longer than 1-3 days, the employee shall submit a doctor's note upon his return to work, but no later than a week after the sickness began.

Self-declaration forms and doctor's notes shall be treated as confidential documents.

§ 4 General order

- a) All employees must turn up for work punctually at the appointed time, dressed and prepared for work, and must not during working hours (paid rest/meal breaks) leave their work without permission.
- b) Staying at the workplace outside normal working hours is not permitted except in cases of overtime or during stipulated meal breaks or following permission from the undertaking.
- c) It is not permitted to receive visits at the workplace.

All employees must comply with orders from their supervisors and execute their work in the best possible manner.

- d) The employees are under obligation to comply with required control routines.
- e) Employees shall not work for another hospitality or eating establishment without conferring with their main employer in advance. This does not apply to substitutes and extra help.
- f) Found property shall be delivered to the undertaking immediately against receipt.
- g) During working hours, private telephone calls are only permitted during meal breaks or following permission from a superior.
- h) All employees are obligated to comply with orders and provisions laid down by the public authorities in order to safeguard lives, health and property, and to use the protective equipment at their disposal. The employees shall take part in the undertaking's fire drills.
- i) Consuming intoxicating substances during working hours or turning up for work in an intoxicated state are strictly prohibited.
- j) Private packages which the employees bring to work with them shall be turned over to the undertaking against a receipt for safe-keeping until the working hours are over.
- k) All employees must behave decently and politely towards persons whom he or she encounters during the course of his/her work.

- l) All employees are obligated not to disclose any production secrets, information about tenders, calculations and other business affairs which they obtain knowledge of during the course of their work for the undertaking.
- m) Smoking is only permitted in areas designated thereto by the undertaking.

The employees are obligated to keep their lockers tidy and in good order.

Employees shall strive to keep their locker room, toilets, bathrooms and dining areas as well as other premises at their disposal clean and tidy.

The undertaking is entitled to inspect the lockers after having notified the employee in question thereof, so that he or she and alternatively the employee's representative /safety delegate may be present during inspection.

Inspection may be carried out for sanitary or hygienic reasons or in cases of a suspected criminal offense. In cases where the employee's representative/safety delegate is unable to be present during inspection, the employee shall be allowed to have a colleague present.

The members of staff who have been assigned the responsibility of serving alcoholic beverages are obligated to comply closely with the rules and regulations governing the serving of alcoholic beverages presented to them by the undertaking. Dispensations from these rules and regulations are strictly prohibited.

§ 5 Notices containing messages/information to the employees must only be posted in places designated thereto by the undertaking

Without the employer's signature or the signature of the person(s) he has authorised to sign on his behalf, no notices must be posted on the undertaking's premises. However, the employees shall not be denied the right to post notices containing information from the trade union in their dining area or locker rooms.

§ 6

Employees must not attempt to solicit financial favours/advantages from persons whom they encounter in a professional capacity while working for the undertaking.

§ 7

In accordance with § 14-15 of the Working Environment Act, at the time of salary payment, the employee shall receive a written statement showing the amount paid, the method used for calculating the pay and any deductions made. The routines governing salary payments may be stipulated through a written agreement at the undertaking. This agreement may contain a provision stating that payments shall be made on account by the middle of the salary period.

In connection with the final salary payment, the employee is responsible for ensuring that work uniforms and effects related thereto, keys and any other objects which undertaking has lent to the employee while he was in their employ are returned. A deduction in pay

may take place if this follows from a written agreement between the undertaking and the employee.

These staff rules have been stipulated by a written agreement between the employer and the employees' representatives in accordance with § 14-17 of the Working Environment Act.

City_____ Date_____

For the undertaking

For the employees