Welcome to
Danish
Technological Institute

DANISH
TECHNOLOGICAL
INSTITUTE

Contents

We are very excited to be able to welcome you at Danish Technological Institute where you will become part of a large network of specialists within a wide range of fields.

Your first day at the Institute might be overwhelming. You will be meeting a lot of new people for the first time and establish new relations and networks. You will be working in new ways and learn a lot of new things based on your specific competences. Your learning curve will likely be steep, and you will get a lot of impressions at the beginning while you are settling in.

In this folder, we have gathered some of the most important information for you as a new employee.
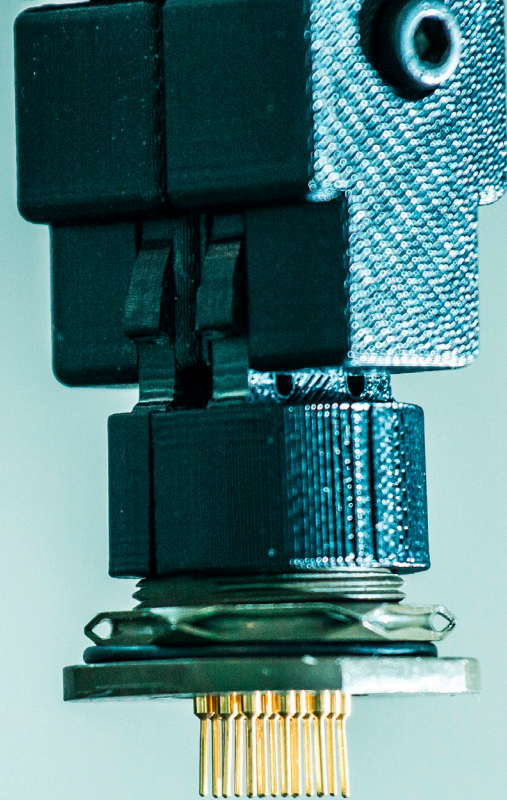
Your intro programme at Danish Technological Institute

Danish Technological Institute has prepared an introduction programme for you as a new employee to help you get properly integrated. The programme consists of:

- A general introduction lasting about 1½ hours by Personnel and Development.
- An introduction to Finance and Accounts lasting 1 hour 1-2 weeks after you have started. Finance and Accounts will contact you to set up a meeting.
- A full-day introduction where you will be visiting different centres.
- Information meetings with the executive vice presidents of each division, who will tell you about their activities.
- A course programme with courses that match your job and development needs.
- An interview with your immediate superior after 3 months' employment.
- An interview with a consultant from Personnel and Development within the first six months.

If you have any doubts, please do not hesitate to ask your colleagues. This will get you off to a good start quicker and make you feel comfortable in your new job. Personnel and Development will support your professional and personal development.

During your first days at Danish Technological Institute, we will ask you to do the following:

- Read the employee handbook
- Enter information about your next of kin in MitHR
- Enter competence keywords in MitHR so that your colleagues can find you

Mentor scheme

You will be given a mentor when you start at Danish Technological Institute. Your mentor will help you to a good start in your new job and will provide both professional and practical assistance during your first months.

To get the most out of your mentor scheme, you should:
· Ensure that you and your mentor have scheduled meetings.
· Prepare questions for your mentor.
· Get help to establish a network with relevant partners, both internally and externally.
· Consider how you yourself can contribute with learning and input.
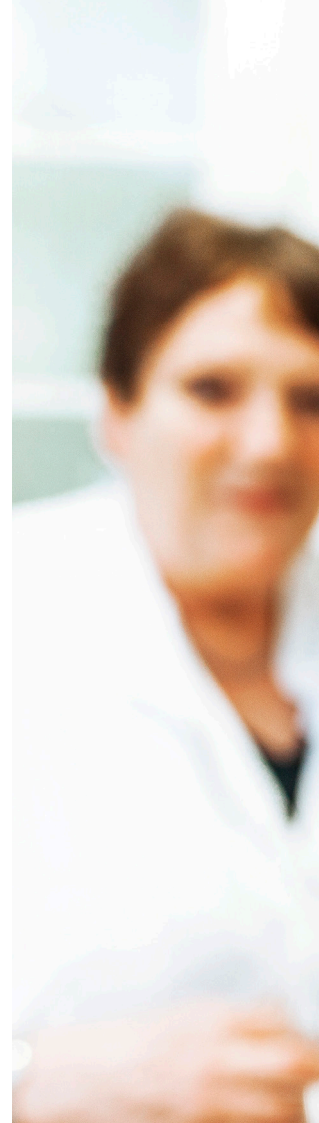
> **"**
>
> *From day one, I was given great respon-*
> *sibility - and encouraged to keep asking*
> *questions.*
>
> *- Jens Martinus Pedersen*
> *Team Manager in Robot Technology*

We are located in several places in Denmark and abroad

Skejby

Aarhus

Jyllinge
Danfysik

Sdr. Stenderup

Taastrup
incl. Danfysik

Odense

Barcelona

Employee handbook

You can find our employee handbook on the Intranet (under the HR tab). Danish Technological Institute's employee handbook can help you quickly get an overview of policies and guidelines for employees at the Institute. In addition, it contains some practical information and answers to the most frequently asked questions.

Under the menu item 'Flere' (More) on the Intranet, you can read more about health and safety at work. For instance, you can see who is in the health and safety organisation and who is the health and safety representative for your division.
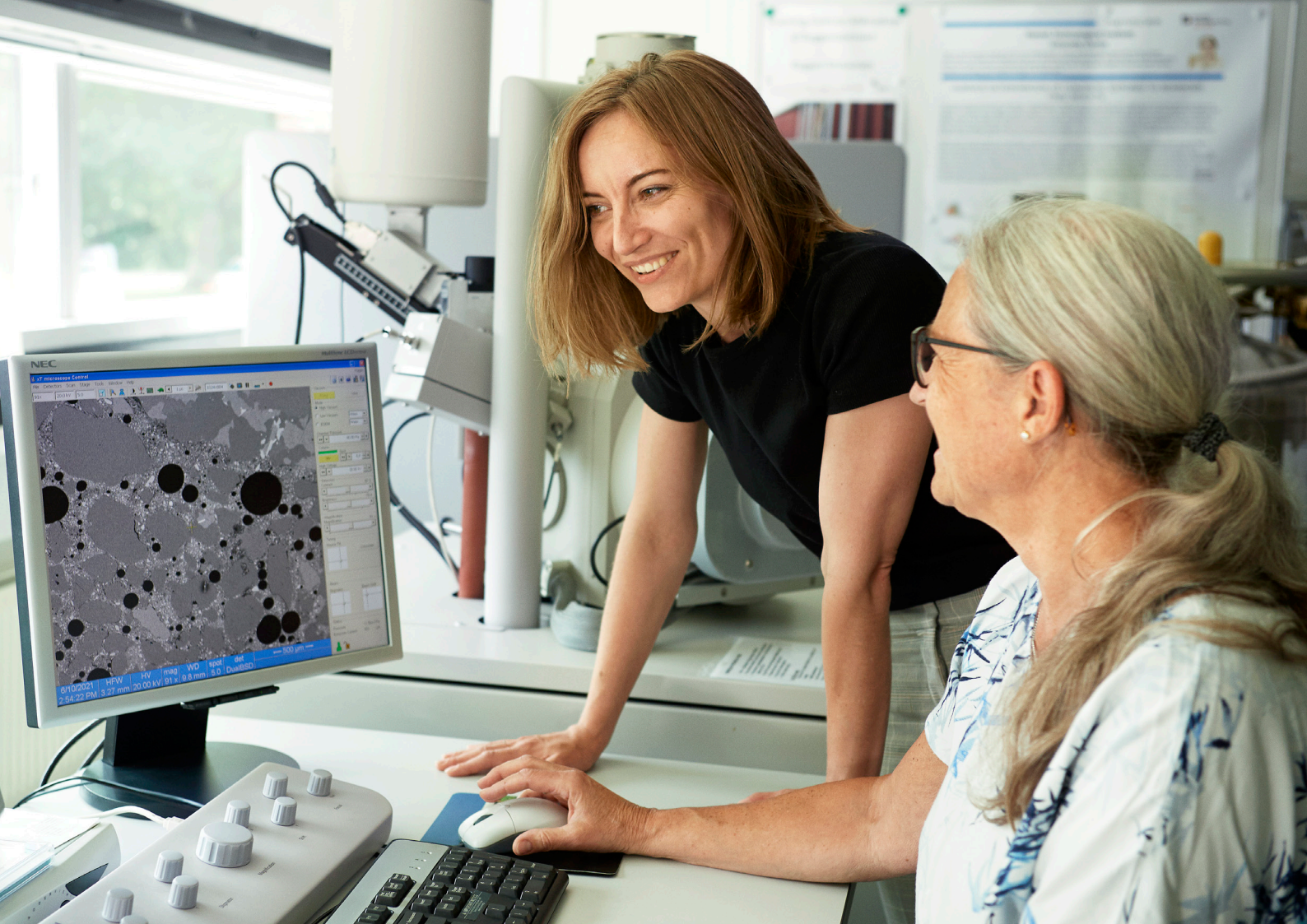
1,100 employees

21%
PhDs

31%
Engineers

32%
Other academic programmes

16%
Other technical employees

"

The best thing about working at Danish Technological Institute is the flexibility and freedom it offers. You will always be working with something new, which makes your workday interesting. The tasks change all the time, so you never get bored. Which is nice. You have the freedom to explore and do the things you want to do.

- Josefine Karna Corfits Johansen
Product and Materials Chemistry

Social events

Danish Technological Institute organises various social events across the organisation. Besides the annual Christmas party, we meet up at 'Døgnet' every two years. 'Døgnet' is a social event where the everyone at the Institute gets together for a day of activities, which concludes with dinner and party in the evening.

You can join the staff social club, which organises a number of events during the year such as wine tastings, summer party, board game nights, etc., or the art association, which organises visits to museums and exhibitions.

Task system and invoicing system

The task system is essential for how you work at the Institute. The system keeps track of your projects and tasks, so that you can view previous tasks as well as any tasks in the pipeline.

The invoicing system contains all incoming invoices awaiting your approval as well as all the invoices you have already approved. When you have approved an invoice, it will be forwarded to your immediate superior, who will approve it as well.

MitHR

MitHR is the Institute's HR system. Here you can find and upload all your relevant employment documents.

This is also where you sign up for courses and training programmes. However, you should only do so following agreement with your immediate superior.

Time sheet

Your time sheet is available under the Økonomi (Finance) tab on the Intranet. You enter the time spent on your tasks, and your time sheet will be approved regularly by your immediate superior. Your time sheet is used for sending invoices to customers and partners, so it is important that you remember to enter time spent every week. You also use the time sheet to record any sickness, holidays, etc.

Employee benefits

At the Institute, we offer a number of employee benefits such as:

Health insurance and company pension scheme
The health insurance is paid by Danish Technological Institute and is mandatory for all permanent employees. Besides the health insurance, you are covered by a mandatory company pension scheme. The company pension scheme consists of an insurance element and a savings element.

If you want to make a higher contribution than the mandatory minimum contribution, you need to contact our pension company, Velliv, within 6 months of being hired. After 6 months, the company pension scheme can only be changed by providing complete medical details. We therefore recommend that you book a meeting with our pensions adviser as soon as possible after you are hired.

Gym
At our Aarhus and Taastrup sites, we have a modern gym where we also offer gym classes. The gyms are open 24/7, so you can use them whenever you like.

If you are a member of the staff social club, a gym membership will cost DKK 50 a month.

Internet and telephone
When you work at the Institute, you can get paid Internet at home. Simply contact IT Service to get help ordering and setting it up. You also get a smartphone that you are allowed to use for private purposes. You will be liable to pay tax on your telephone in accordance with the tax rules on company-paid telephones.

Healthy canteen scheme

You can use our canteen at our Aarhus and Taastrup sites. The canteen serves healthy food – both hot and cold dishes for lunch. You can also buy breakfast and buy the dish of the day to take home. You can also grab some fruit from the canteen for free.

Lead more about our employee benefits and discount schemes in the employee handbook on the Intranet.

Common functions

Besides various divisions, Danish Technological Institute also consists of staff functions, generally known as common functions.

The common functions are support functions that solve various tasks to support the operation and development of the Institute.

Personnel and Development
Personnel and Development undertakes all employee-related tasks such as employment law, HR systems as well as organisational and employee development. Personnel and Development handles the administrative and legal activities relating to your employment: Pay, contracts and general working conditions, including collective agreements.

Personnel and Development is also responsible for employer branding with the recruitment area, career fair activities, job advertisments and attracting

suitable candidates as well as the internal communication and events regarding the Institute in general.

Personnel and Development undertakes and develops internal courses, networks, introduction and development programmes for all employees so that they are prepared to assume their roles and activities in accordance with the Institute's strategy.

Personnel and Development also manages employee offers and schemes such as MasterCard, health insurance and mandatory and optional pension schemes.

Finance and Accounts
Finance and Accounts undertakes group finance, reporting, budgeting and bookkeeping functions. Finance and Accounts also deals with area-specific tasks related to financial project management of

both commercial customer tasks and R&D projects and works with projects and project grants for both national and international projects. The latter is carried out in cooperation with the International Centre. Finance and Accounts provides a number of tools that facilitate various registrations and administrative jobs: Invoices, task system, travel expense settlements and time sheets.

If you have any questions for Finance and Accounts regarding the use of most of the digital tools such as the task system, please contact Finance and Accounts via ØkoHjælp. You can send an email or call 2014. For more information, see the tab Økonomi (Finance) on the Intranet.

IT
IT is responsible for the Institute's internal IT systems, IT equipment, software, Teams, iPhones, networks and AV equipment in meeting rooms.

If you have any questions about equipment, software, etc. you can contact IT Service by writing an email to *3400@teknologisk.dk*, via Skype or you can call 3400. IT Service is located in Taastrup and Aarhus (visits by appointment only).

Communications
The communications department handles external communication – on the website, in publications and through press releases – and provides support for preparing printed matter, media appearances, participation at trade fairs, etc. For more information, see the tab Kommunikation (Communications) on the Intranet.

Secretariat of the Executive Board
The secretariat prepares various mandatory descriptions and manages the Institute's agreements with public-sector and private partners. This involves managing and concluding performance

contracts with the Danish State and major contracts with external suppliers – e.g. the travel agency Carlson Wagonlit Travel. The secretariat also provides legal advice when concluding agreements on customer projects, tenders and R&D projects. For more information about the areas of the Secretariat of the Executive Board, see under Jura og Rejser (Legal and Travels).

Building Services
Building Services repairs and maintains the Institute's buildings. It also handles various services that you might need for your daily work at the Institute: Office service, including delivery and sending of mail, setting up meeting rooms, moving assistance, creating name tags, business cards and printing of materials in the copying centre.

If you discover any errors or defects in the buildings or need help from Building Services, please contact Building Services Help by sending an email to *byghjalp@teknologisk.dk* or calling 2066 if you need urgent help.

Remember to state where the object or item of your request is located by stating entrance or building number and room number as well as your name, department and phone number.

We help more than 10,000 customers in 66 different countries each year.

About Danish Technological Institute

Danish Technological Institute is an independent and non-profit research and development institute. The Institute was established in 1906 by Gunnar Gregersen and is today validated as an RTO institute (Research and Technology Organisation) by the Danish Ministry for Higher Education and Science.

We promote the use of technological progress for the benefit of trade and industry and society through development, advisory services, testing and validation.

Danish Technological Institute provides three types of service:
- Advisory services: We provide advisory services about, integrate and implement technological solutions that are aligned with the market, organisation, environment and culture.
- Research and development: We undertake comprehensive research projects and develop ground-breaking technological solutions.
- Test and analysis: We quality assure and document technological solutions through tests and testing in our state-of-the-art facilities.

Check list

☐   Read the employee handbook

☐   Enter information about your next of kin in MitHR

☐   Enter competence keywords in MitHR

☐   Book a meeting with your pensions adviser

☐   _____

☐   _____