

Employee handbook

Medarbejderhåndbog

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Table of Contents

1. Employee Handbook	3
2. Hestbjerg Økologis philosophy	3
3. Goals for Hestbjerg Økologi	3
4. Employee Policy	4
6. Welcome new employees 'Onbording'	7
7. Employee interviews	7
8. Collective agreements, gender equal pay, tax, and policy against social dumping	8
9. Registry in 'Smart Tid'	8
9.1 Error detection	8
10. Sick leave and vacation	8
11. Social responsibility CSR	9
12. Anti-corruption	9
13. Whistleblower	9
14. APV and common documents	9
15. Infection protection - NO meat from abroad	10
15.1 External infection protection and 24-hour quarantine	10
15.2 Internal infection protection	10
15.3 In case of domestic-MRSA in the herd	10
16. Quarterly meetings and events	10
16.1 Coziness, community, and parties	11
17. Alcohol and smoking policy	11
18. Communication and social media	11
19. Cell phones, Workwear, security protection and commercial vehicles	12
19.1 Cellphone	12
19.2 Workwear	12
19.3 Security protection	12
19.4 For all traffic in Hestbjerg Økologis cars	12
20. Biodiversity and nature conservation policy	12
21. Recycling and waste sorting	14
22. Contingency plan for serious accidents	15

1. Employee Handbook

The purpose of Hestbjerg Ecology's Employee Handbook is to convey the basic ideas on which Hestbjerg Ecology is based. The Employee Handbook contains a great deal of useful information for all employees. The Employee Handbook is dynamic and will be constantly adapted.

2. Hestbjerg Økologis philosophy

It is important that all employees and our collaborators understand and respect our vision:

*"We work towards the principle that if you were born again as a pig,
Then you would wish to end up here at Hestbjerg Økologi."*

We do not just produce meat, but meat from animals that have had a dignified and good life. It is extremely important that all of us who are associated with Hestbjerg work for this every day, so it is not just something clever we say, but something we mean. "We walk the talk".

While we produce meat from happy pigs, it is a goal of high priority to create a good working place for our employees. A place of work where we build each other up and help our colleagues to become even better at their jobs and even happier to go to work. If you do something, you also make mistakes. It's OK to make mistakes, but it's always better to ask one time too many than one time too little.

Due diligence means that we must be at the forefront of events. In practice, this means that we do not accept any loss because we have not planned in time. A few examples may include:

- Check the weather forecast and assume that for example winter curtains should be hung in the cabins so that the newborn pigs do not freeze and get diarrhoea.
- Establish mud holes when the temperature is 15 degrees so that we do not get heat stressed sows.
- Assign material and / or provide roughage so that the pigs do not fight or bite tails.
- Check the oil and water on the machines once a week to avoid expensive break downs.
- Give a helping hand if one of your colleagues needs help.

3. Goals for Hestbjerg Økologi

Hestbjerg Økologi have some general ethical goals and principles for our organic production. They are based on the thinking of circular economics:

- As high a level of animal welfare as possible.
- As much sustainability as possible.
- As much communication with consumers as possible.
- Employees who thrive, are challenged, and develop.

Together we create the good working life and the best life for our pigs. It is a shared responsibility to lift this task. We succeeded best when everyone shares knowledge and collaborates on our common goals, when everyone experiences exciting professional challenges, and when everyone is well when they go to work.

Our production is based on trust and credibility. Therefore, people and pigs must be treated properly and with respect.

4. Employee Policy

We have a workplace where we trust our employees. We expect everyone to do their best:

"The personal relationship between the individual employee and me as the owner is one of the things I value most.

We need to like each other to work well together in daily life.

It means delegating responsibility, follow-up, knowledge sharing, recognition, social events, etc. " Bertel Hestbjerg

In the 'old days' there were many people in the country, and we want to create that again. One of the main intentions of having a relatively large production is the goal of creating an exciting and dynamic workplace with life around the coffee table. Today we are approx. 27 employees at Hestbjerg Økologi. We have our own veterinarian, a team of craftsmen and a group of skilled and dedicated staff to care for our pigs. Most employees work directly with the daily care of the pigs. In addition, we have a communications employee who focuses on communication, employee care and the development of new initiatives and activities.

"Key words for us are: Mood, seriousness, team player and accountability.

Your willingness to make a difference is weighted higher.

than your professionalism." Bertel Hestbjerg

Since our production is geographically dispersed, we emphasize employees who can independently manage a large responsibility. Social well-being and close cooperation are the key to maintaining focus when you are at work. It is important that the individual units cooperate across the farms and that the employees spar with each other and exchange experiences. We ensure this, among other things, by holding quarterly meetings and participating in both internal and external ERFA groups.

"The value of a good working environment cannot be overstated.

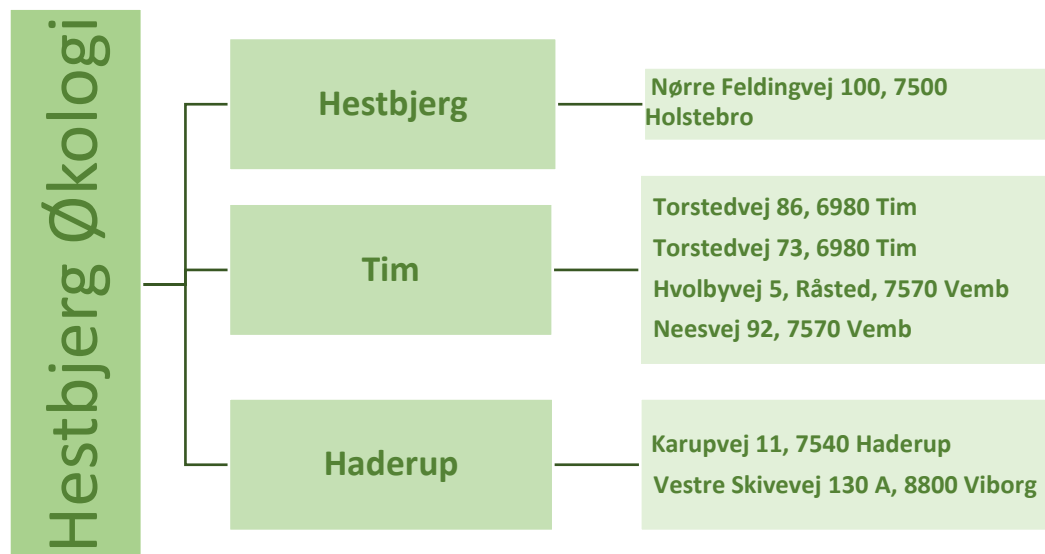
It is of great importance that everyone has a good feeling.

It is a dynamic process where we will always be on the go.

and where we must constantly take responsibility. "Bertel Hestbjerg."

Our employees can expect that we every day strive to be responsible and create a good framework both professionally and socially for our employees. Health and well-being are the foundation of our business. We trust that our employees contribute to this social and professional responsibility and that they can plan their workday and show consideration for one another in the individual teams. In this way, we, in line with the intentions of the UNs Sustainable Development Goals, ensure long-term social and sustainable development.

5. Organizationsplan



We also have financial and professional cooperation with the following companies:

Bovbjerg Økologi: Here, the primary mission is to breed organic TN70 bollards and secondarily to produce organic piglets and slaughter pigs. There is a herd of over 600 sows. The main property is located at Give and is owned by Bovbjerg Økologi.

Bovbjerg Genetics:

Here, the primary mission is to breed conventional TN70 bollards and secondarily to produce conventional piglets and slaughter pigs. The production takes place in rented stables. At the beginning of 2020, it is production on 2 sites. Partly near Horsens and partly at Thy.

Organic Pork:

Organic Pork sell all the pork we produce in Hestbjerg Ecology and Bovbjerg Ecology. Furthermore, there are a few other suppliers. The sale is based in an office near Aarhus. We do not have our own slaughterhouse / cutting room, but we purchase these services at ecologically approved slaughterhouses.

Becker Lane Organic: Is a smaller production of organic pigs in collaboration with an American partner, who has sole responsibility for all daily work around production and sales. Financial, involvement in Becker Lane Organic is not of significant importance, but in terms of sales / marketing, it is an inspiring collaboration.

Nature areas: In Hestbjerg Ecology, we want to develop an agriculture where efficient production in a framework that provides welfare for animals and humans is combined with space for nature.

Over the past 60 years, modern agriculture has moved in a direction where water holes, small plantations, fences, and dikes have had to give way to large efficient cultivation areas and where livestock are gathered in large factory-like complexes.

It is our mission to show that such a form of agricultural production is not the only profitable way of farming.

On our agricultural properties, we establish depots and water holes in the large fields and plant many crooked corners. We work with recirculation of watercourses, establishment of spawning banks, removal of lowland soil and several other initiatives.

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Felsted Kog Enge:

Operation of natural area at the outlet of Storåens with focus on maximizing the area's natural value, based on prepared nature plans.

Gindeskov Krat:

The conservation Gindeskov krat is a classic Jutland oak scrub. The scrub lies down to Stavlund Å. The oak scrub consists of old self-sown oak stands characterized by grazing, stalking, frost, and wind wear. Oak scrub holds great natural values due to its long forest continuity.

6. Welcome new employees 'Onboarding'

Whether it is a new colleague, student, trainee for a job or a school inter, it is a shared responsibility for all of us that the new colleague gets a good start and introduction to the work. We only hire people that we believe in. It is the colleagues' reception of the new employees, their investment in explaining the production to them, and the general conditions in the workplace, that are crucial to the success of the new recruitment. We are focused on Health, Safety and Environment (HSE-training).

All new employees get a contact person. The contact person will arrange a start-up meeting where he/she is responsible for communicating about:

- Introduction to Medarbejderhåndbogen (Danish, English and Romanian) og APV (Danish and English). In case of disagreement, the Danish version always applies.
- Tour on the farm
- Phonebook with phone numbers of colleagues and closest relatives
- Meeting times, breaks and notifying of illness.
- Safety measures and use of protective equipment.
- Training course in machines
- Traditions and all that 'we usually do.'
- In relation to migrants there may be cultural conditions, customs and practical matters such as; NemID, e-Box and other areas that require extra help and attention. It can also be related to school and housing.
- ...

A good intro course means that the new colleague gets a good start and quickly learns the culture of work and his/her work areas, which is for the benefit of everyone.

Together with the team, the contact person is responsible for:

- That a plan/agreement will be prepared for the intro course.
- A plan for areas of work and responsibility will then be prepared.
- A follow-up meeting is held after 14 days.
 - How do you experience the startup?
 - How does the team experience the startup?

Everyone should have a chance. There are no silly questions – just ask one time too many than one time to little. Openness and dialogue are important. We value security high. Therefore, it is important that all employees read Hestbjerg Økologis documents. Employees, new and old, must be cautious in the handling of machines, we would rather they go 'slower' than causing damage to people, animals, machine, or anything else.

7. Employee interviews

If you need there is always a possibility to have a conversation with Bertel Hestbjerg.

- Here your duties and future wishes will be discussed.

You are, of course, always welcome to talk to the management about problems/wishes that need to be solved here and now. We emphasize the everyday communication very highly.

8. Collective agreements, gender equal pay, tax, and policy against social dumping

Hestbjerg Økologi has a contractual agreement with the 'Kristelig Arbejdsgiverforening' og 'Det Faglige Hus'. We ensure that working hours, wages, working conditions, tax and good ethical conditions are complied with in relation to our employees. All employees at Hestbjerg Ecology receive a minimum wage and pension scheme as a minimum.

We deliberately choose not to hire cheap temps from temp agencies and thereby help to combat social dumping.

In Hestbjerg Økologi, we focus on putting together a staff from management, board to students, where there is room for both gender and age diversity, cf. the World Goals on gender equality. There may be special work tasks of a physics nature which means that we are a slightly larger number of men employed.

9. Registry in 'Smart Tid'

At Hestbjerg Ecology, employees' working hours are registered in 'Smart Tid'.

- Check in in the morning when you are dressed and ready for work.
- Check out in the afternoon when you enter the changing room (before bathing/changing).

During the day, you check in for a break after changing clothes and you are checking in for work again before changing clothes. Employees should not be punished because they have a job where you get so dirty that a change of clothes is required before/after breaks.

9.1 Error detection

Kristian is responsible for payroll reporting. These things must be reported to Kristian on sms:

- Forgot to check in or out.
- Planned absence (Holidays, maternity, continuing education, ERFA meetings, courses, etc.).
- Unplanned absence (Illness, child's first day of illness, § 56 absence).
- Other abnormal events

Kristian will reply with OK, which gives you assurance that the incident has been registered.

Hestbjerg Økologi pays the break on Monday morning based on a consideration that there is sometimes professional talk during the breaks. You do not check out for the break Monday morning.

10. Sick leave and vacation

Holiday: Is organized in the team.

Being sick: In case of sickness, contact the team before 07.00.

During long-term sick leave, we follow the 'Styrelsen for Arbejdsmarked og Rekrutterings' advice and guidelines. We also work together with the Jobcenter in the individual municipalities so that we ensure a good dialogue and maintain the sick person's connection to the workplace throughout the process.

11. Social responsibility CSR

We take social responsibility and take care of our employees. We strive to help give people who need an extra hand some good experiences in our company. We have ongoing people in job training and testing and in periods we have collaborated with refugees or young people who have needed a special course.

Our goal is always that the collaboration should result in a good experience for everyone. Therefore, we set aside plenty of time to align expectations and formulate some realistic goals. In this way, we put together a process where we, as a company / employer, have the resources to carry out the task and where the employee experiences a working day with realistic goals and requirements and where they actively contribute to the company. It is a joint responsibility in collaboration with e.g. The job center to create a meaningful process for everyone involved.

12. Anti-corruption

Hestbjerg Økologi wants to run a business without use of any form of bribes or other forms of corruption, force, or threats.

13. Whistleblower

Hestbjerg Økologi has a whistleblower. Reporting can be done anonymously by contacting Linda Hede from Sagro. lsh@sagro.dk.

14. APV and common documents

At Hestbjerg Økologi, the purpose of our APV is to create a complete overview of the working environment across the individual units. The APV must clarify in which areas:

- There are challenges and we need to make a focused effort.
- There is a good working environment that needs to be maintained and supported and perhaps implemented in other areas.

It is important that all employees are updated on what is in the APV, as it helps to ensure a good and safe working environment.

There is a copy of the APV on each farm. In the same folder, you can find:

- Medarbejderhåndbog - The Personnel Handbook.
- Safety Data Sheets.

On the bulletin board in each common room is a message with:

- Overview of close relatives in case of an accident.
- Emergency plan

At the quarterly meetings, the key points of the APV are continuously followed up and revised continuously.

15. Infection protection - NO meat from abroad

Protection of infection is a series of measures designed to protect the herd from pathogenic infectious agents, bacteria and viruses and to prevent the transmission and spread of disease.

15.1 External infection protection and 24-hour quarantine

External infection protection aims to prevent infection from outside.

All employees and visitors must keep with 24 hours of quarantine:

- Within 24 hours, employees and visitors must not have been on another farm with pigs. Clothes and footwear that have been on another pig farm are not allowed.
- **No meat** from abroad.
- Be careful with visitors.
- “Feeding is forbidden” signs around all pig fields.

After visiting abroad, we must take care. Swine fever is moving closer. Our requirement is: Shower, always clean clothes and washing of clothes/footwear we have had worn abroad. **NO meat from abroad.** Previously, the ban on bringing meat was limited to pork, but we dare not risk that pork is mixed in a "beef sausage" or something else. **If meat is brought from abroad, the employee will be dismissed.**

15.2 Internal infection protection

Internal infection protection must prevent the spread of diseases among the pigs. We need to have special focus when / if there are different health levels between the herds.

15.3 In case of domestic-MRSA in the herd

In case of animal-MRSA is detected, everyone must ensure that they and their colleagues as well as family and other people are protected against infection from the herd.

- All employees will be informed about the MRSA in the herd and how they must protect themselves. This takes place in the internal Facebook group.
- It is important to have good routines for washing hands and changing clothes and footwear, every time you leave the stable and before you enter private housing or have other contact with the surrounding communities. This can help reduce the risk of you bringing MRSA to the surroundings.

16. Quarterly meetings and events

We hold quarterly meetings approx. each quarter. For each meeting, there is a professional part with an agenda. Attendance at quarterly meetings does not count in the “hourly accounts”, but employees are expected to have so much interest in the development of their workplace that they participate.

The fixed items on the agenda are:

- News from Bertel Hestbjerg.
- News from Marianne Hestbjerg.
- News from the vet

- News from the individual teams.
 - Each team tells briefly how things are going and what they are busy with right now.
 - There is time for dialogue and knowledge sharing.
- Everyone is welcome to contribute with items to the agenda.

After the professional part, we do something social together. It can for example be common dining and talk, business visits, paintball, fishing trip... Attendance at this part of the quarterly meetings is of a more voluntary nature, but we strongly encourage you to attend if possible. The goal is that we all feel such a high degree of “family closeness” that it is considered natural and pleasant to participate in the social part. Each employee is responsible for reporting to and from the quarterly meetings.

16.1 Coziness, community, and parties

The parties are important, and they create an opportunity for us to be together in an unpretentious way. We always hope that everyone comes to these events. Every year there is a Christmas lunch and a summer party where everyone is welcome to bring their partner. Some years we hold an event where partners and children are also invited.

17. Alcohol and smoking policy

Alcohol and drugs

It is not permitted to consume alcohol and drugs, or be affected by them, during working hours. Violation of alcohol policy will result in expulsion

On special occasions, a beer may be given on Friday afternoons.

Smoking Policy

The purpose of the smoking policy is that all employees, customers and guests, can work and move in smoke-free environments, and that no one is exposed to passive smoke against their will. We do not expect smokers to have extra breaks.

- Smoking indoors in buildings and machinery is prohibited.
- Smoking is allowed outside during breaks when others are not exposed to passive smoking.
- Violation of the smoking rules may result in a reprimand from the employer.

18. Communication and social media

We expect all employees to behave loyally, also when using social media.

Hestbjerg Økologi internal Facebook:

The purpose is to collaborate across the individual teams and to exchange knowledge and experiences between the farms in Hestbjerg Ecology.

The Facebook group is only for employees at Hestbjerg Økologi. Only administrators can approve new members.

- Members of the group are not allowed to share the information from the group.
- The language is Danish and English.
- Keep a good tone.

Posts can be about everything if it's relevant to organic pig production.

- Do you have a good tip? Have you read a good article?
- Have you seen a sick pig with strange symptoms?
- Are there any results in the herd that we must hear about?
- Is there news to be put on the website?
- ...

19. Cell phones, Workwear, security protection and commercial vehicles

19.1 Cellphone

Employees at Hestbjerg Økologi who register data are provided with a mobile phone for use at work. The mobile phone must be given back if you stop working for us.

We don't want to pay for you to talk to your aunt during working hours, but in cases where a short message is needed it's OK.

19.2 Workwear

We provide, to a reasonable extent, workwear for permanent staff.

19.3 Security protection

As stated in the APV, employees are obliged to use security protection in situations where this is required.

19.4 For all traffic in Hestbjerg Økologis cars

Traffic regulations must be observed: Our behavior in traffic must represent the values of the company.

The driver of the car pays parking fines or other fines that he or she may receive.

Smoking is not allowed.

20. Biodiversity and nature conservation policy

To strengthen biodiversity, ie. the diversity of animals, plants, fungi, bacteria and all living things, we at Hestbjerg Ecology have formulated a policy in this area.

We all depend on the functioning of ecosystems and their importance for the purification of water, soil, air and the pollination of wild plants and crops. We are a small spot on our giant planet, but we hope we can help make a small difference.

We want to give nature a place in the landscape and strive to create natural areas that can support viable populations of animals and plants.

Nature is our partner
and we experience that every time we give nature a little more space,
then it acknowledges optimistically with a multitude of beneficial plants and animals.

We work to preserve and nurture already existing nature, as even small pockets of biotopes can have value for plant and animal life. It can be heathland, small depots, old trees that are allowed to stand,

and old dikes. We cherish the aesthetics of the landscape and create / recreate natural areas. We have some areas that we have a special focus on:

Streams, wetlands, and waterways

We protect and care for existing streams and water holes. On fields above ?? hectares, we have established new water holes and wetlands in the cultivation area and thus created open waterways in the agricultural land. Of the farm's 1000 hectares, approx. 20 hectares of lowland land has been taken out of operation and converted to wetlands and work is being done in collaboration with Ringkøbing Skjern Kommune to take out another 20 hectares.

Wood stands

Our goal is to care for and preserve existing forest and to establish new forest areas. We do not make maintain 'neat' human order - that means that old trees are allowed to stand, branch piles and mountains of roots are allowed to lie and formulate. Among other things, it creates habitats for a large number of decomposers, breeding sites for birds and wintering dens. We cherish trees and shrubs in our forests as well as smaller stands. We have planted the poplar trees of approx. 45 hectares. Wood stands also play an important role in tackling climate change, through carbon sequestration.

Fields

The goal is to break with sterile monocultures and create breeding-, hiding- and feeding places for the wild species. We establishment of flora stripes and plant a variety of trees around arable land and pig pens. We do not include all corners. We leave some corners of our fields for nature to reclaim in its chosen direction. Wet, dry, and nutrient-poor areas are taken out of operation and used for woody vegetation, or to establish water holes.

Grasslands:

The goal is to preserve permanent grasslands. It can be larger wet, dry, and nutrient-poor areas along the larger streams and streams that cross our soil. The restoration of these areas haven a great importance for biodiversity, and help to build soils and restore the beneficial soil community of insects, fungi, and microorganisms. We have grazing of these natural areas.

Invasive species:

Control of invasive species and pests e.g. glossy leaf hedgehog, rosehip, mink, raccoon dog, etc.

21. Recycling and waste sorting

Hestbjerg Økologis waste management is part of our circular economy. Our goal is to help manage the earth's resources in a sustainable way. In relation to waste, the first priority is to reduce the amount of waste, as well as to recycle and recycle as many materials as possible - large and small. Items can be repaired or upgraded It can be anything from a coat rack that is set up again, to an entire barn building that is being renovated.

If we cannot recycle and reuse the materials ourselves, our second priority is that the waste is sorted in such a way that as much as possible can be recycled and that the waste is treated in the safest way. Our goal is to help ensure that important resources do not go up in smoke, to reduce CO2 emissions, protect the aquatic environment, and to save energy and water by not having to produce new products.

Our farms are geographically located in different municipalities with different sets of rules for sorting. Therefore, rules that apply in the individual municipalities are taken into account on the individual farms.

Material	Sorting	Abolition
Domestic waste	We follow current rules in the individual municipalities. <ul style="list-style-type: none"> - Dry waste: - Plastic bottles and cans - Glasses and bottles - Pap - Paper - Metal Wet waste: <ul style="list-style-type: none"> - Food waste and other organic material. 	Picked up by the household waste.
Medicine residues and needles	Yellow buckets and containers.	Delivered to the pharmacy.
Chemistry and paint	In original packaging	Delivered to the recycling site.
Iron and Metal	Place in the iron container.	Picked up by an approved company.
Construction waste	Recycling container.	Picked up by an approved company.
Batteries	Collected in containers / on pallets.	Delivered to the recycling site.
Electronic waste	Smaller electronics are collected in a transparent garbage bag.	Picked up from household waste or handed in at the recycling site.
	Larger electronics such as fridge, freezer, sink etc. delivered directly.	Delivered to the recycling site.
Bulb and fluorescent lamp	Collected in box.	Delivered to the recycling site.
Garden waste	Collected in piles as a habitat for animals and decomposers.	Or Delivered to the recycling site. Clothes container.
Textiles	Cut up as cloths or handed in for recycling.	

22. Contingency plan for serious accidents

Stands ulykken Hjælp den tilskadekomne	Stop the accident. Help the injured.
Tilkald hjælp: Ring alarm 112	Call for help: Call Alert 112
Oplys: Navn og telefonnummer Adresse Hvad der er sket? Hvor det er sket?	Give: Name and telephone Address What has happened? Where has it happened?
Aftal mødested Sørg for at nogen tager imod den tilkaldte hjælp.	Agree on meeting place? Make sure someone is there to meet the summoned help.
Marker eller afspær ulykkesstedet, så andre ikke kan komme til skade	Mark or block the scene of the accident so that others cannot get injured.
Orienter straks: Bertel Hestbjerg 21823587 Marianne Hestbjerg 30600170	Alert immediately: Bertel Hestbjerg 21823587 Marianne Hestbjerg 30600170

Telefonliste - phone list		
Navn - name	Træffetid – office hours	Telefonnummer - phone
Lægevagt	According to own doctor's closing time.	70113131
Dyrlæge Niels Peter Bådsgaard	Always	25718586
Falck	Always	70102030
Brandvæsen	Always	112
Elektriker	Always	Sjørup og Haderup: Åkjær El 51241550 Øvrige: Gert Nielsen 29864174
Smed VVS Jesper Gandrup	Always	21673529
Miljømyndighed Beredskab Vagthavende	Normal working hours	20404112
Vestjysk Andel	Normal working hours	97366444
Landbocenter Heden og Fjorden	Normal working hours	96296666
Listen med telefonnumre på nærmeste pårørende hænger på opslagstavlen. The list of telephone numbers of the nearest relatives is hanging on the message board.		