



# Employee handbook

Improving everyday life

**salling** group

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Employee handbook valid from 1 June 2018

# — Welcome

## **We work together to make everyday life better. We love the everyday and know what our customers need on a daily basis.**

All year round, we work to give our customers the best shopping experience. We want them to leave a store or click out of our online stores feeling good inside - because they have something nice to take home at the right price, and because it was simple, inspiring and pleasant to shop with us; but also because our customers know us as decent people to do business with, and as people who understand their individual needs and take responsibility for the larger community of which we are all a part.

You are now helping with this task, and in order for you to be able to do your best, your own everyday life with us should also run well.

In this employee handbook, some of the issues and rules you need to know about are explained. We have lots of opportunities and benefits to offer you, but we also have some rules you must follow. The handbook is part of your introduction training as a new employee, which is why you must read it thoroughly when you are employed by us.

**We hope that you will be happy to be here.**

# Our values

The culture in Salling Group may differ slightly from one chain or department to another, but we have far more in common that unites us.

Values are a kind of compass for the behaviour that we would like you to show when you are at work. It is important to act in accordance with these values so together we can maintain our success and continually help to make everyday life better.

As Salling Group is an international group of companies, the names of the values are in English, and you can read an explanation of these under the terms.

Your local management can tell you more about how best to act in accordance with the values in your workplace.

## We have five values that unite us across the company.

### Integrity

We build trust by acting with decency, responsibility and honesty



### Passionate

We are driven by the desire to improve everyday life for our customers, our colleagues and our communities



### Agile

We embrace change, adapt quickly to new demands and never stop learning



### Competitive

We aim to win in all areas of the business, seize opportunities and resiliently overcome challenges together



### Efficient

We seek simplicity and aspire to create productive and cost-effective ways of working



# Terms of employment

**This section outlines the rules and policies which apply to your employment.**

## Terms of employment

Your conditions of employment are provided in your contract and/or the applicable collective agreements. If you violate employment rules and internal rules, then this can impact your employment.

## e-Boks

Salling Group uses e-Boks to communicate messages relating to your employment terms. Messages are sent to your e-Boks, and you are required to keep up to date with communications from us. Your e-Boks must therefore be enabled and registered to accept messages from Salling Group.

As a general rule, you will continue to receive important messages about your employment personally. If it is not possible to give messages to you personally, Salling Group will send the message to you via your e-Boks or by post.

## Salary, NemKonto and pension

Upon employment, an agreement is made as to whether you are employed with a fixed monthly salary or an hourly rate. In both cases, your salary is paid monthly in arrears and will be deposited into your NemKonto on the last business day of the month, which is why you must have a NemKonto to receive the correct payment.

Your payslip will be sent to your e-Boks.

If you do not wish to use NemKonto, please contact HR Hotline and tell them the registration

and account number that the salary should be directed to.

If you are paid hourly, your salary will be calculated according to your registration of the working hours that you have completed. These hours, including any extra hours and overtime as well as miscellaneous supplements and deductions, are settled in advance from the middle of the month to the middle of the following month. For an overview of salary periods, please see the intranet.

If you are paid monthly, you will receive your fixed salary for an entire calendar month with supplements or deductions for overtime hours, time off and so on.

Your pension scheme depends on your contract. You can read more about the various schemes on the intranet.

## Working hours and breaks

You can see your working hours and breaks on your work plan. You must be dressed and ready to begin work when your work period begins.

Eating, smoking and rest breaks should only be undertaken during scheduled breaks.

## Overtime

In so far as possible, your team leader or manager must warn you at least one day in advance that you need to work overtime, which is remunerated in accordance with the applicable collective agreement.

### **Tax card**

Your tax card (skattekort) is automatically sent to us by SKAT, the Danish tax authorities. If you do not have a primary tax card (hovedkort), but only a tax exemption (frikort), we will receive this instead. If you want to use a secondary tax card (bikort), you must contact the HR Hotline. If this is your first job, you will need to contact SKAT so they can issue a tax card which we will then receive electronically. If you fail to do so, SKAT will deduct 55% of your pay.

### **Holiday**

You will earn 25 days' holiday in the course of a calendar year, i.e. 2.08 days per month. You must take holiday which you have earned in the following holiday year, which runs from 1 May to 30 April. Summer holidays are taken in the period from 1 May to 30 September. Normally, you can take max. three weeks' holiday in this period. If you have not earned 25 days' holiday, you can still take holiday, although it will be at your own expense.

### **Special holiday**

All employees employed under a collective agreement who have been employed for at least nine months are entitled to five extra days of special holiday in the course of each holiday year. Payments for days of special holiday not taken are made according to applicable collective agreements. The rules for special holiday for managers are stated in their contract of employment.

### **Collective agreements**

As a member of the Confederation of Danish Enterprise (Dansk Erhverv Arbejdsgiver), Salling Group has entered into collective agreements with HK Handel, HK Privat, Teknisk Landsforbund, 3F and NNF. The collective agreements can be found at [www.danskerhverv.dk](http://www.danskerhverv.dk). If you have questions please contact your manager. There may be a trade union representative in your store who can help with advice and information.

### **Reassignment or transfers**

If you want to carry out different work or be moved to a different department, you have a right to be given priority when vacant positions in the company need to be filled. In your contract of employment, it states that you can also expect to work in other departments on the instructions of the management. It is important that you are flexible so that we can always provide the best possible service to our customers. Therefore, you must respect transfers put in place by the company (short term help or assistance in other departments).

### **Job vacancies/internal job changes**

Job vacancies are normally advertised on the intranet and at [sallinggroup.com](http://sallinggroup.com). You have a duty to inform your manager if you are summoned to an interview for a vacant job in the company. The earliest you can start in a new position internally in the company is one month after the end of the current month.

### **Termination or resignation**

If you decide to leave your job, or if you are dismissed for any reason, the resignation or dismissal must be submitted in writing. If you want to hand in your notice, there is a standard form on the intranet which you can use. Your manager must sign the form to confirm receipt of your resignation.

You must submit your resignation sufficiently well in advance for you to comply with the notice period in your collective agreement or contract of employment. If you are in doubt about your notice period, then please contact your manager.

### **Confidentiality clause**

The information you receive – or of which you obtain knowledge of – during your employment is confidential and may not be disclosed to persons outside the company. This also applies after the termination of your employment and when you use social media. In general, we expect you to treat and handle confidential information carefully, so

the information is neither disclosed nor exposed so it can be acquired by unauthorised persons – both external and internal.

### **Social media**

We would like you to share experiences from your everyday life that make you pleased with your job. You can share your photos by using #ImprovingEverydayLife on Instagram or facebook, or by sending it to [press@sallinggroup.dk](mailto:press@sallinggroup.dk).

#### **When you share, remember the four basic rules:**

- 1.** You must want to share and not feel forced.  
It must be your own story.
- 2.** Prioritise customers and colleagues.  
They are more important than sharing pictures on social media
- 3.** Stay loyal. Talk positively about the customers, workplace, suppliers and colleagues.
- 4.** Do not share sensitive information

### **Loyalty**

Salling Group has a policy for the use of social media and other media. The policy's core consists of a range of advice that helps foster greater care and responsibility, since any mention on social media, especially in discussions, affects Salling Group's reputation.

You have a duty of loyalty to your workplace. This duty of loyalty means that activities, statements and social media use must not be to the detriment of Salling Group's image. If you violate Salling Group's policy for the use of social media and other media, then this can impact your employment.

As a private individual, you must not use Salling Group's, the formats' or other business-related entities' names or logos, and you must not act as a spokesperson for Salling Group.

However, you may state, on LinkedIn and facebook for example, that you work at Salling Group.

If you leave Salling Group, be sure to change your personal information on social media so it no longer states that you are employed by the company.

A good piece of advice: act respectfully and politely to customers and colleagues – both in the real world and on the internet – and remember that everything is saved on the internet.

### **The use of your private mobile phone**

You are welcome to take your private mobile phone with you in the store so you can, for example, punch in and out in myTime, share pictures on social media with good stories from your working day, or if it is necessary to perform your duties. The use of your private mobile phone can never interfere with your work. If you need to use your phone for private purposes, it must take place during your breaks or in agreement with your manager.

### **Personal data**

Salling Group only processes personal information about you that is necessary and relevant for us in order to fulfill our obligations as an employer in connection to your employment relationship with us.

You can find more information about personal data on the "General data protection regulation" page on the intranet and on the "Privacy Policy" site at [sallinggroup.com](http://sallinggroup.com).

# Security and checks

**Salling Group employees are often given considerable responsibility for both goods and money. This area is therefore covered by a number of rules.**

## **Staff entrance and checks**

If you are employed in a format where there is a staff entrance, this should always be used when arriving at and leaving from work. If you are employed in Netto, you should use the back door unless otherwise instructed by your manager. The shop or internal auditing department can conduct checks on anyone leaving the workplace at any time.

Before passing through the staff entrance on your way out of the building, you must press the control button or use the chip which is located at the entrance. If the light turns green, you can just walk out. If the light turns red, you need to show security what you have in your bag, packs etc.

It is not permitted to leave the shop until you have been checked, so if the staff entrance is unmanned, you must summon security. You must be able to produce a receipt (possibly an electronic receipt from kvittering.dk) for any goods which are sold in the shop. It is therefore important that you look after your receipts so there can be no doubt as to whether you have paid for your goods. Similar measures apply at all warehouses.

## **Staff Shopping**

If you want to shop while you are at work, you must do so in one of your breaks. Once you have paid for your goods, you must check that the quantities and products match what is stated on the till receipt. You must always be able to document that you have paid for your goods.

Therefore, always remember to have the till receipt signed by the checkout operator if you shop while at work. If you work in Netto or føtex, there are rules about placing green or white labels on the food products which are consumed by staff in the shop. In Bilka and føtex, goods consumed in the canteen must also be marked as proof of purchase.

If you work in føtex, Bilka or Salling, special rules apply for returning goods. Here, you need to have a signed staff proof of ownership (personaleejendomsbevis) if you bring a product purchased in the shop with you to work which you want to return or exchange. It is extremely important that you comply with the rules for staff shopping. The rules are designed to protect you from being suspected of theft, which may otherwise result in dismissal.

## **Personal Property**

It is always your responsibility to ensure that there can never be any doubt as to whether a product belongs to you or the shop. If, at your workplace, you bring an already paid item that can be purchased at the store, always show it to the camera at the staff entrance, Customer Service or a cashier, and always bring valid purchase documentation so that checks can be made in case of doubt. Deodorants, hygiene products, sweets, cigarettes, fruit and vegetables are not covered by the 'staff proof of ownership' (personaleejendomsbevis) requirement. However, unopened items must be initialled/stamped at the staff entrance or accompanied by a valid till receipt.

Other property brought onto the premises, such

as iPods, bicycle lights, mobile phones etc., is not subject to the documentation requirement when it is obvious that they have been used.

### **Product samples**

If your manager allows you to take a product sample home – either free of charge or at a heavily discounted price – you must obtain a product sample receipt (vareprøveseddel) signed by your manager before you leave the shop. This applies irrespective of where or from whom the product sample was received. The product sample receipt must always be handed in at security before you leave work with the product. Breaching the rules for product samples may be regarded as theft. In addition, product samples must not be resold.

### **Theft (employees)**

We all need to look after our workplace and our valuables. We do not accept theft, fraud or attempted theft or fraud either from or directed at Salling Group or any other company. This will result in dismissal, regardless of the value of the stolen item(s), whether it is money or goods, and whether it happens while you are at work or in your leisure time.

### **Whistle-blower scheme**

If you are concerned or suspect that someone is violating our policies, you can contact your manager and share your concerns with him or her.

Salling Group also has a whistle-blower scheme where you can report your concern. You can find the whistle-blower system at [sallinggroup.com](http://sallinggroup.com).

### **Cash register rules**

If you work at the cash register, it is important that you read the cash register rules thoroughly so that you know which rules apply. For this reason, you also need to sign to confirm receipt of the cash register rules and that you have understood them.

Contact your manager if you have not received a copy of the cash register rules.

### **Price revisions and reductions**

Prices may only be revised by persons who are authorised to do so according to the list. If you are in the slightest doubt, then ask your manager. Violation may have consequences for your employment and result in termination of employment or dismissal.

### **CCTV**

To ensure the safety of employees, closedcircuit TV has been installed in places where we know it can help to prevent crimes such as theft and robbery; for example, at entrances to ware houses and offices, cash registers in the shops, goods yards, shop storerooms, near safes and in other locations where money is handled. In connection with CCTV, the following applies:

- The purpose of CCTV is to prevent and solve burglaries and any internal theft etc.
- The store manager or department manager conducts spot checks and views the CCTV recordings in the case of suspected irregularities.
- The CCTV recordings may be handed over to the police in connection with a reported crime and must be treated in confidence.

### **IT security**

Many employees at SallingGroup use IT in connection with their work. A framework for using the IT systems has been prepared. Employees are expected to know and comply with the IT security guidelines.

You can find the cash register rules and rules for IT security at [sallinggroup.com](http://sallinggroup.com) or by contacting your manager and ask for them.

# Clothing, appearance and personal hygiene

**The rules governing your clothing, appearance and personal hygiene are intended to ensure that we are always perceived as being presentable and professional vis-à-vis our customers. Please note that special rules may apply for the particular area in which you work.**

## Staff clothing

If your job involves staff uniform, you will be provided with clothing, a name badge and, depending on where you work, trousers and shoes where necessary. You must make sure that your clothes are clean, ironed and intact. If you are employed in the deli, bistro, canteen, bakery, Quickfood or butcher's production, we will take care of washing the clothes, unless otherwise determined by the format.

The rules for wearing your staff clothes and your name tag are gathered in clothing regulations. The clothing regulation for the format where you are employed must be followed at any time. There may be rules for managers to wear tie or scarf. Your manager will teach you how to wear your badge. Contact your manager if you are in doubt if you are compliant with the rules.

## Use of own clothes

If you wear your own clothes to work, the clothes obviously need to be clean, not have any holes or tears, and they must be suitable for the work you perform. For example:

- Men must wear long trousers, for example canvas trousers or jeans, a shirt, polo shirt or T-shirt (either long-sleeved or short-sleeved).

- Women must wear long trousers, for example canvas trousers or jeans, a dress or skirt, shirt, polo shirt, blouse or T-shirt (either long-sleeved or short-sleeved).
- Both men and women must wear shoes which match their clothes/uniform.
- Employees are not permitted to wear jogging/training pants, leggings or thigh-short dresses/skirts or shorts, and underwear and long-sleeved T-shirts must not be visible beneath your clothing/uniform.
- Warehouse employees are allowed to wear shorts.

If your clothes become damaged beyond repair during working hours, you can ask to have them replaced provided that you first hand in the old clothes. Contact your manager who can find out whether this is covered by insurance.

## Appearance and personal hygiene

When you arrive at work, you must be clean and well-groomed, and your hair must not be dyed in unnatural colours. To ensure compliance with food hygiene and bacteriology requirements, artificial nails and jewellery on hands and arms are not permitted for employees in the production departments. Wedding rings may be worn provided that gloves are also worn.

## Headgear

Headgear may be worn if the wearer follows a religion which is recognized and approved as a religious community. SallingGroup has a company headscarf which must be used for this purpose. The scarf must be tied so that the ends of the scarf are within the clothes and it does not cover the uniform. As with your own clothes, you must ensure that your

headgear is clean and intact. If you are employed in a delicatessen, bistro, canteen, baker, Quickfood or butcher's department, your headgear is cleaned by the company.

If your religion stipulates a different sort of headgear to scarves, you must ensure that it is neutral and plain in colour, and that your face and neck are exposed so that your facial expressions are visible. Headgear can only be worn if it complies with the hygiene and safety requirements which apply at your workplace.

### **Jewellery, Piercings and tattoos**

Simple and discreet jewellery is permitted. A visible tattoo is allowed, as long as it does not contain political, religious or other characters or symbols that are discriminatory or offensive.

# Working environment and well-being

**The safety, health and well-being of its employees are high priorities for Salling Group. The safety of our customers is also a priority.**

## **Working environment**

We want to ensure a good working environment in our day-to-day running of the company. Our aim is to prevent accidents at work and injuries. As an employee, you are expected to play your part in cooperating on safety and health. You have a duty to comply with and observe guidelines (for example lifting techniques) and to call attention to errors and non-conformities so that we can prevent accidents at work. You can always contact your occupational health and safety (OHS) representative if you have any questions.

If you are pregnant, it is important that you inform your manager as soon as possible, and no later than three months before the due date so that your individual situation can be taken into account and changes to your tasks planned and implemented. When your manager becomes aware of your pregnancy, you will jointly work out a workplace risk assessment (in Danish known as "arbejdspladsvurdering" abbreviated to APV). The aim is to enable you to continue working for as long as possible.

The psychological working environment is just as important as the physical working environment. It is important that staff treat each other properly and contribute to a healthy psychological working environment. It is important that you enjoy your job and that you get on well with both your colleagues and customers.

## **Employee satisfaction survey – "Barometer"**

At Salling Group, our employees are our most important resource. Therefore, how you experience your workplace is important. Every year, Salling Group conducts an employee satisfaction survey, "Barometer", in which you are able to say exactly what you think about your workplace in complete anonymity. We process the results of the survey so that we can quickly implement improvements for you and your colleagues.

## **Diversity**

Salling Group is a socially responsible company, and we therefore offer job schemes to particularly vulnerable groups. The purpose of the job schemes is to retain and integrate these people in the labour market. We welcome employees who, for various reasons, start on a practical placement course with us. These new employees must be treated on an equal footing with all other employees while respecting their special needs. It is our responsibility to give these new employees a chance to test their skills within the retail trade with a view to clarifying their situation and/or offering ordinary employment or employment on special terms such as flexor sheltered jobs. We show a high degree of inclusiveness towards all employees in Salling Group.

## **Senior policy**

We know that age and experience go hand in hand, and our senior policy therefore seeks to give you the best possible working conditions while you are a 'senior' employee. At Salling Group, you are a 'senior' employee from the age of 58 until retirement. As a 'senior' employee, you are invited

to attend an interview with your manager, after which interviews are offered at suitable intervals or as desired.

If you are covered by a collective agreement, you may have the option of senior days. For further information about our senior policy or senior days, please see the intranet.

### **Alcohol and drugs**

It is not permitted to consume or be under the influence of alcohol during working hours or breaks. Your manager is authorised to waive this rule for special occasions. It is not permitted to take, possess or be under the influence of euphoricants during working hours or in breaks. This also applies to parties organised by the company. To be intoxicated or under the influence of drugs during working hours may result in immediate dismissal. These rules also apply when you are attending courses or schooling. Alcohol may be enjoyed in limited quantities according to the rules stipulated by the school or course venue. If an employee is suspected of either alcohol or drug misuse, they will be summoned to attend an interview with their manager. At the interview, an agreement will be made on the subsequent course of action.

### **Smoking**

Salling Group generally has a total smoking ban at all locations, including temporary rented premises/

warehouses and other places where the company has an interest. This applies to both regular cigarettes and e-cigarettes. Smoking in smoking rooms or in outdoor areas should follow local guidelines.

# Absence due to illness and doctor visits

**Read here what to do if you fall ill or if you need to go to the doctor or dentist.**

## Calling in sick

If you are ill, you must call your manager before you are due to start work at the latest. It is not acceptable to call in sick by sending a text message, an email or by using other media. Failure to call in sick is on a par with unauthorised absence, which may result in you being dismissed from your job.

## Documentation of absence due to illness

Absence due to illness must always be documented with a solemn declaration. For absences of up to three days, you must deliver the declaration to your manager when informing of your recovery. If you are sick for more than three days (including work-free weekdays), the solemn declaration should be with the store no later than on the fifth day of absence. For more information, please see the guidelines on the intranet. We accept that the declaration will be sent to your manager's work email. For good measure, you should follow up with your manager that the declaration is received.

Whenever you are sick, you should always ensure that you make a self-declaration, which you can print out from the intranet or [sallinggroup.com](http://sallinggroup.com). In exceptional circumstances, your manager may require medical evidence that your absence occurred due to illness.

## Sickness policy

At Salling Group, we have an absence due to illness policy. The intention is to ensure a sound basis for collaborating on absence due to illness and returning to your workplace. Through seeking to prevent illness and taking other measures in good time, we can improve job satisfaction and well-being for the individual employee while creating a healthy business. See more about our sickness policy on the intranet.

## Doctor's/dentist's appointments

Appointments with your doctor and dentist must be arranged outside of working hours. If this is not possible, ask your manager whether you can take time off. Emergency visits to the doctor/dentist can be equated to illness and will be treated as such.

**Remember to fill out a solemn declaration in case you fall ill. Find it at [sallinggroup.com](http://sallinggroup.com).**

# Development and education

**Talent development and ensuring that employees continually improve their skills are key focus areas for Salling Group.**

## **Your training plan**

You will receive a welcome email when you are employed. Here you will find log-in details for myWorkplace, which is our digital employee platform. When you log in, you can see what activities you are participating in on your training plan, as well as when they should be completed. It is also important that you complete your employee profile in myWorkplace.

If you experience difficulties with your log-in, you should contact your manager first of all.

## **You can always get better**

At Salling Group, the training and development of employees and managers is a focus area. It is important that our employees have the right skills to perform and develop in their jobs. This is why we continuously hold ongoing training and development activities that make you — and Salling Group — even better. We have one of the best education programs for trainees in Denmark, a management trainee education for those with ambitions to become a manager and various talent programs to attract, retain and develop employees who have the ambition and skills to make a career at Salling Group, and through this process evolve towards a management position.

We also have targeted specialist and management training and development all the way up to senior

management level.

## **The Competence Fund – self-chosen training**

If your contract of employment is covered by a collective agreement, you can attend courses through the Competence Fund. There are numerous courses and continuous education programmes you can do. However, the courses must be relevant in relation to your work in the shop, warehouse or administration. Ask your manager for more information about the Competence Fund.

## **Performance appraisal review**

Your manager will hold an employee appraisal review once a year. In this interview, you and your manager can discuss both your work and your department's work. You will also discuss the future, your expectations, plans and the opportunities available to you.

The interview is an important part of our personnel policy and requires thorough preparation by both parties.

# Staff benefits

**There are many advantages to being employed by Salling Group. Read here about which staff benefits we offer our employees.**

## **Associations, sports activities, etc.**

There is a staff association or club in every store. The purpose of the staff association or club is to arrange social, sporting and cultural events for you and your colleagues. You will be registered automatically for your staff association or club upon your employment, and the fee will be automatically deducted from your salary. If you do not wish to be a member, please contact the person responsible for salaries in your store or HR Hotline, who can sign you out.

Salling Group has a wide range of sporting activities; for example, we invite all employees to participate in the annual DHL relay race.

Salling Group also has a range of beneficial discount schemes.

## **Holiday homes and holiday apartments**

Salling Group's holiday fund owns many holiday homes and holiday apartments both in Denmark and abroad. On the intranet, under Employee / employee benefits, you can see how and when you can search and book. Here you can also view prices, locations, interior layouts and sizes of the homes.

## **Anniversary rules**

We like it when our employees stay with the company for many years. Therefore we celebrate 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50-year anniversaries according to the applicable rules.

## **Special days off**

For special occasions, you can take paid time off work if it clashes with a normal working day. These special occasions are: your own wedding, silver wedding anniversary, golden wedding anniversary, 25th, 40th and 50th anniversary as well as your 50th and 60th birthdays. The same rules apply in the event of deaths in your immediate family on the day on which a family member dies and the day of their funeral. Immediate family is the employee's parents, spouse, siblings, children, grandparents and great grandparents.

## **Discount card**

Employees at Salling Group get a discount card for our stores and/or Salling. You can read more about this on the next page.

When you receive the Salling Staff Card, you must activate it via HR Self Service before you can use it.

Salling Group uses information about your purchase history anonymously for statistical and analytical purposes.

When you use Salling Group's discount schemes, your purchase history will thereby be utilised for these purposes.

**If you have questions about staff discounts please contact HR Hotline by phone +45 87 78 52 00 or by sending an email to [hrhotline@sallinggroup.dk](mailto:hrhotline@sallinggroup.dk).**

	<b>Discount Card for Salling Group</b>	<b>Salling Staff Card</b>
<b>Discount rates</b>	føtex and Bilka: 7% on non-food and 5% on food Bistro/Quickfood: 10% føtex.dk, Bilka.dk and wupti.dk*: 5% BilkaToGo: 5% Netto: 5% Starbucks and Carl's Jr.: 20% Flowr.dk: 10%  The discount is not valid on certain items, such as tobacco, alcohol, newspapers, magazines, lottery tickets, bottle deposits, gift cards and experience gift cards.	Textile and other non-food: 20% Food: 10% Salling.dk: 10%  The discount is not valid on certain items, such as tobacco, alcohol, newspapers, magazines, lottery tickets, bottle deposits, gift cards and experience gift cards.
<b>Who gets the card?</b>	All employees and unpaid interns receive the card after 3 months of employment. The card may be used immediately upon receipt.	All employees over 18 (with the exception of unpaid interns) receive the card after 3 months of employment. <b>When you receive the Salling Staff Card, you must activate it via HR Self Service.</b>
<b>Who can use the card?</b>	You, your spouse/cohabitant, children living at home and – if you live at home – your parents.	You, your spouse/cohabitant, children living at home and – if you live at home – your parents.
<b>How much may the card be used?</b>	For the household's own consumption.	For the household's own consumption.
<b>Credit limit</b>	Not a credit card.	Your credit limit can be viewed on myWorkplace. If you have questions regarding your credit limit please contact HR Hotline. You can no longer deposit money into your Salling account.
<b>Misuse of the card</b>	Misuse will result in the immediate withdrawal of the card and may result in dismissal.	Misuse will result in the immediate withdrawal of the card and may result in dismissal.
<b>How do I use the card?</b>	The card is scanned by the cashier prior to payment.  If you experience any errors on your till receipt, please contact Customer Service or the cashier in the store immediately after your purchase.  When shopping on føtex.dk, Bilka.dk and wupti.dk, enter the 13-digit number (which can be found by the barcode on your discount card) in the promotion code box.  When shopping on BilkaToGo you must enter the 8-digit card number on your profile in the promotion code box to obtain the discount.	All over Salling you must show your Salling Staff Card when you wish to get a discount on your purchase. You can choose to pay straight away or to have the purchase charged to your Salling Staff Card account. If you pay straight away, the discount will be deducted immediately upon purchase. The discount can be seen on the till receipt.  If you experience any errors on your till receipt, please contact Salling Customer Service immediately after your purchase.  When shopping on Salling.dk, enter your Salling Staff Card number in the Salling account number box. The purchase will always be made on credit.  Return of goods purchased with the Salling Staff Card will be reimbursed to the Salling Staff Card and cannot be paid in cash. The only exception is for purchases of gifts, where the person returning the item is not the holder of the card.
<b>How is the discount paid out?</b>	The discount is paid via your monthly salary.	When you pay straight away, the discount is deducted directly from your purchase. When you buy on credit, the purchase is divided into four installments, which will be paid at a rate per month over the following four months. If you want a shorter payment or you want to buy more than your credit limit, you should instead choose to pay directly in connection with your purchase. You will still get your discount.
<b>Questions concerning the discount calculation</b>	You can see the calculation on your payslip and further specification for paid discount on myWorkplace.	You can see the calculation on your monthly account statement under "Salling Statement" at myWorkplace.
<b>May I buy gifts with the card?</b>	Yes, within reason.	Yes, within reason. Remember to inform the cashier that it is a staff purchase before the item is wrapped. You cannot purchase gift cards with your Salling Staff Card.
<b>If you lose the card</b>	Order a new card via HR Self Service.	Call HR Hotline or Salling's customer service to get the card blocked. Order a new card via HR Self Service.
<b>When you are no longer employed at Salling Group</b>	Cut the card into pieces and dispose of it. The card can be used up to and including the day on which you leave.	Cut the card into pieces and dispose of it. The card can be used until 3 weeks before your last day, whereupon the account will be closed automatically. The current balance will be offset against your last monthly salary.
<b>On pension or early retirement**</b>	The discount card will be exchanged to a gold card, which is used in the same way as the discount card and with the same rules. The discount will be paid into your NemKonto monthly.	The Salling Staff Card will be exchanged to a Elite Card, which acts as a Salling Customer Card – however, you maintain your staff discount.

\* The discount does not apply to Apple products or to Wupti Marketplace.

\*\* If you have been employed at Salling Group continuously for at least 15 years, you can retain your discount schemes. The manager orders discount cards for retired employees via HR Self Service.

**Other discount schemes**

Skagenfood.dk: 5%  
Flowr.dk: 10%



**Salling Group**

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