



# THE DANISH METALWORKERS' UNION

A strong partner



 **DANSK  
METAL**

# WELCOME TO DENMARK

I hope your experience working in Denmark will be positive. Finding your way around the many rules and rights in Denmark can be difficult.

For more than 125 years the Danish Metalworkers' Union (Dansk Metal) has been working professionally to safeguard the rights and interests of its members.

We therefore advise you to become a member of Dansk Metal – a strong and reliable partner to have by your side whenever you need support. Dansk Metal is a democratic association, whose members make the decisions.

Dansk Metal represents 105,000 members in the manufacturing, construction, IT and telecommunications sectors, as well as the service industry, in enterprises across Denmark. This brochure highlights some of the issues we can help with. We will do our best to ensure that your working life in Denmark is on fair terms and under safe conditions.

Yours faithfully,

**CLAUS JENSEN**  
Union President

## EMPLOYMENT CONTRACT

You are entitled to an employment contract, if you have been employed for at least one month and your average working week is at least eight hours.

### THE CONTRACT MUST INCLUDE:

- ▶ Your name and address and those of your employer
- ▶ The date your employment started and your working hours
- ▶ Your wage/net pay and supplements
- ▶ A job description or description of the work
- ▶ The duration of the employment and rules regarding termination of employment
- ▶ Your holiday entitlements
- ▶ The terms laid down in collective agreements.

Contact your representative or local branch immediately if you don't receive your contract within one month or if you think your contract might be incorrect.

### WHERE TO FIND US

If The Danish Metalworkers' Union has shop stewards at your place of work, you can raise any issues with them. Otherwise, call our head office on (+45) 3363 2000

## YOUR GUIDE TO WORK AND RIGHTS IN DENMARK

### PAY DURING ILLNESS

In accordance with Danish regulations, if you fall ill, you may be entitled to salary and sickness benefits.

### PARENTAL LEAVE RULES

Parental leave rules in Denmark entitle you to paid leave in connection with the birth of a child.

### LOCAL AGREEMENTS

A local agreement is a workplace-specific arrangement that supplements the collective agreement with rules: e.g. on working hours, breaks and pay, adapted to local conditions.

### SHOP STEWARD

A shop steward is an employee elected by colleagues to represent them to their employer and help ensure good working conditions.

### HEALTH INSURANCE CARD

The health insurance card is the yellow card that gives you access to medical care and health services in Denmark.

### COLLECTIVE AGREEMENT

A collective agreement is a contract between a trade union and an employer that secures rights such as salary, working hours and holidays.

### TAKE GOOD CARE OF YOURSELF

In Denmark you have the right to work without falling ill or getting injured. There is no extra pay for dangerous work. Your employer is responsible for making the work as safe as possible. You must also take care and follow the safety regulations.

### REMEMBER TO:

- ▶ Follow all instructions (ask if you are unsure)
- ▶ Use safety equipment (e.g. ventilation when welding, lifting gear for heavy items)
- ▶ Use the protective equipment you have been provided with (gloves, helmet, goggles etc.)
- ▶ Follow safety data sheets for chemicals
- ▶ Follow user manuals for machines
- ▶ Keep your area clean and tidy - especially where transport is operating
- ▶ Never take any risk that could harm you or your colleagues.

If you are unsure about the work, ask your supervisor. If you get injured or see something dangerous, contact Dansk Metal immediately. We help members with compensation and better working conditions.

**IF YOU HAVE ANY QUESTIONS,  
CONTACT YOUR SHOP STEWARD OR  
YOUR LOCAL UNION BRANCH.**

### OTHER MEMBER BENEFITS

Free guidance on:

- ▶ Tax, pensions and holiday pay
- ▶ Salary and working conditions
- ▶ Dismissal and work-related injuries.

