

About the manual

This manual will cover the main factors which directly influence the employees of Kjötafurðastöð KS, that is, rules of conduct, safety issues, quality issues and notification of absence.

New employees are handed a manual as soon as they are given an access key and are they obligated to sign a verification of receiving the manual. By receiving the manual the employee has agreed to acquaint him- or herself with, and to follow the rules which are specified in this manual. A reference to the manual is part of the employment contract and/or the contract with the contractor which the employee also signs.

All older employees are to refamiliarise themselves with the factors which are introduced in the manual on a regular basis.

All administrators of Kjötafurðastöð are responsible for the enforcement of these rules and are obligated to take appropriate measures if they become aware of any violations of these rules. All foremen and specialised supervisors shall monitor their own work area.

About the company

Kjötafurðastöð KS is a food business and operates as a division of Kaupfélag Skagfirðinga. The company emphasizes on the slaughtering of sheep, cattle and horses, as well as the cutting, deboning and packaging of these products.

Kjötafurðastöð KS is a progressive and powerful company with a dynamic workforce. The company is a modern business which utilizes the newest technology and development in the meat industry.

Kjötafurðastöð KS strives to provide their customers with an excellent quality of service. International communications are important to the company in regards of acquiring knowledge, equipment, product export, as well as having international employees.

On an annual basis the company employs about 35 workers. During the slaughtering season the employees amount to around 170. There are various tasks which take place outside of the slaughtering season and the number of employees varies during the period between the slaughtering season and Christmas.

Personnel policy

Hiring and training of new employees

Kjötafurðastöð KS endeavours to hire motivated and reliable personnel. New employees are familiarized with the company's policy through the manual as well as their working environment, safety issues, rules and objectives which they are to follow. The manual is an important part of recruit training along with further training which employees receive with the foremen in their work area. There is also various information available in the employee's entrance, that is, organizational charts, information about the main administrators, safety representatives and more information which employees are to familiarize themselves with.

Wages and working hours

Wages and rights depend on the collective bargaining agreement which is in effect at the time. Performance, responsibility and results are taken into account when wages are decided. All employment contracts are formally finalized.

Kjötafurðastöð emphasizes on their employees being punctual and at their work area when their shift begins.

If employees are late for their shift, they do not have the right to get paid for the quarter of an hour in which they arrive or the time of the shift which has passed.

Illness and other absences must be reported in accordance to the established rules (see rules on reporting illnesses and other absences, later in the manual).

Employees are to work in accordance to the employment contract or according to an agreement with the administration.

Employees are to follow the collective bargaining agreement rules which state an 11 hour minimum rest between

shifts. Employees are responsible for their own in- and out registration and are to report any misfiling of the registration. It is completely forbidden to register attendance for anyone but yourself.

Equal rights

It is the policy of Kjötafurðastöð to ensure complete gender equality. Each employee is assessed on his/her own terms when hired to ensure the utilization of the human resources for the company. Equal pay is applied to equivalent positions. Women and men have equal access to vocational training, courses and coaching. Racial prejudice, sexual harassment, bullying and other such discrimination is not tolerated. These cases will be managed in particular. Kjötafurðastöð KS has Equal pay certification from Directorate of Equality in Iceland.

Information, knowledge, development and communication

The policy of Kjötafurðastöð is to provide detailed information during staff meetings and by using an informational display screen in the dining hall which is regularly updated with announcements for employees. Kjötafurðastöð strives to utilize the knowledge of their employees in the development and overall growth of the company, as well as providing their employees with and encouraging them to attend training, courses and education which in turn gives the company further qualified and satisfied staff. Employees shall treat each other and the customers with respect and courtesy. A demand is made for mutual trust and confidentiality between the company and their employees.

Job satisfaction

Kjötafurðastöð emphasizes on a good working morale, positive attitude and the wellness of their employees. Family related circumstances are always considered. Initiative, encouragement, complements and rewards are all important factors when it comes to increasing the company's prosperity and accomplishing an interesting environment. Entertainment affairs for the staff and social lives are an essential part of keeping up a good morale.

Management practices

Supervisors are required to honour the personnel policy of the company and ensure that all legal and regulatory demands which are in effect are followed. The employee is bound to secrecy about everything he becomes aware of regarding the company's operations and customers during his occupation. This is valid both in and outside the workplace and also after the employee leaves the company. Mediation of information and employee functionality are regarded to be guiding principles.

Severance

It is the policy of Kjötafurðastöð to leave their employees with good sentiment for their former co-workers and for the company itself. The resignation of the contract of employment can either be initiated by the employee or the Kjötafurðastöð. A supervisor is to give written notice and allow the employee an opportunity to express himself/herself about the alleged derelictions, unless these derelictions are to such a serious degree that they allow immediate dismissal of employment. Age related severance depends on the stated retirement age in the convention of Kaupfélag Skagfirðinga.

Objectives

The objective of Kjötafurðastöð is to create an interesting work place. For all employees to be active and participate in creating a good working environment. For employees to feel well at work and for them to show for it. The company endeavours to lead in the food industry in as many fields as possible. The objective is to maintain what has been achieved in regards to work place safety protocols, but Kjötafurðastöð received acknowledgement in 2007 for excellent health and safety efforts. The quality- and environmental policy of the company shows noticeable initiative and resolve and in 2015 Kjötafurðastöð received an environmental award from Skagafjörður municipality.

Policies

Staff-, harassment- and equality policy of Kaupfélag Skagfirðinga can be found in the employee manual of Kaupfélag Skagfirðinga.

Code of conduct

Personal hygiene

Employees need to take care of their personal hygiene and arrive to work hygienic and in clean clothing which are suitable for food production. It is preferred for employees not to apply strong fragrances to themselves so that they do not cause discomfort to other employees and the risk of product contamination. Employees must wash and sanitize their hands before entering the processing areas.

Personal medicine

It is not permitted to take personal medicines into processing rooms, they must be stored in employees' lockers.

Nails

Processing area employees are prohibited from wearing nail polish, nail art or artificial nails that can come off. Keep nails short and clean.

Jewellery

Wearing watches, bracelets, necklaces, rings, all piercings and anything else which might detach and get lost in the processing areas of Kjötafurðastöð is prohibited. The only exceptions are engagement- and wedding rings without any gemstone.

Workwear

Hairnets and beard masks are used in the slaughter hall and other processing areas. Hairnets and beard masks must cover all hair and are always put on first, before the other workwear is worn. Employees in processing wear the appropriate protective garments, gowns, overalls, aprons or oilskins trousers, appropriate for each project. Safety wear such as helmets, aprons and gloves should be worn for the appropriate projects and in the appropriate areas. All textile clothing must be shielded by rubber clothing when appropriate. Textile clothing is cleaned by employees when needed. Rubber clothing is cleaned by the employees themselves if possible, otherwise it is put into the laundry. All clothing items which have zippers must be zipped before being sent to laundry. Gloves must be cleaned in the same way as hands. Employees must make sure that gloves are sent to laundry after use or at the end of the day. It is strictly forbidden to alter the clothing, for example removing the sleeves. A laundry room employee must be contacted when appropriate. The laundry room code of conduct is to be followed. There are clear divisions of appropriate attire between areas which are to be followed.



Footwear

Employees have at their disposal footwear, boots, clogs and work shoes which are only intended for use within the processing areas of the company. Employees also have slippers which are intended for use in areas outside of the processing areas. Employees are to change shoes according to the shoe changing rules and are there barriers on the floor and there are also signs on the wall as reminders. Employees need to change footwear between outdoor work area (and very dirty indoor area) and indoor area.

Changing clothes and connections between processing rooms and outdoors

Employees must endeavour to minimize transitioning between processing areas within the company. Employees in the slaughtering halls must change their clothes and protective wear when they leave the slaughtering halls. Movement through the storage area must be minimized. Transitions between inside and outside areas are strictly forbidden unless protective clothing is changed. Employees cannot go out to the company grounds unless they have removed all protective clothing items and shoes, including the slippers which are intended for indoor use. An access control system manages movement between the areas and entrances of the building.

Hearing protection and ear plugs

Hearing protection must be cleaned like other protective equipment. Ear plugs and must have strings or attached to a headband.

Phones and cameras

It is permitted to use phones to connect to headphones for the purpose of listening to streaming service, other use of phones and cameras for personal use are strictly forbidden unless the General Manager has given approval. Phones are allowed in the dining hall. Employee who use telephone as work equipment must sign the operating instructions for work telephone in processing areas.

The use of cameras is prohibited in work areas.

Consumption of food and drink, use of chewing gum

All consumption of food and drink, including coffee drinks, soda drinks, etc. is forbidden in the processing areas of the company. Transferring fragile drink containers through the processing areas as well. Using chewing gum is strictly forbidden within the walls of the company as well as consumption of candy in the processing area.

Dining hall

Care shall be taken to keep the dining hall clean and that food which is offered is not wasted. Recycle when appropriate. Employees shall not wear work attire during food and coffee breaks.

Restrooms

Visits to the restroom should be organized to take place during food and coffee breaks. It is strictly forbidden to place sanitary towels, tampons and hand towels in the toilets. It is strictly forbidden to enter the restrooms while wearing work clothes.

E-cigarettes, tobacco and use of narcotics

Any use of e-cigarettes, tobacco and other narcotics are strictly forbidden within the walls of the company and on company grounds. Smoking is only allowed in a specific smoking shed.

Skilled labour

All skilled labour employees are to follow the same rules as employees. During processing hours, they are to put on appropriate protective attire for each processing area in coordination with the quality manager and make sure they change their shoes. Skilled labour workers are to ensure minimal disruption to the general operations of the company.

Visitors

The same code of conduct applies to visitors as to employees. Visitors do not enter processing areas unless they are escorted by an employee which is responsible for them. A supervisor must approve all visitations which are not there on company business. Drivers are to be treated like other visitors. They must wear protective clothing which are intended for them, hair nets, shoes or shoe guards. Outside visitation shall be kept to a minimum and the party which is responsible is to ensure as little interruption to workers as possible.

Employee conduct

Employees shall endeavour to keep the company neat and clean. Leave things like they would like them to be. Tidy up their own work area, recycle garbage and clean up. Participate in general cleaning if asked. If an employee is responsible for damages, intentional or negligent, of the equipment or building, he/she bears the cost of the damages.

Company housing

If an employee is staying in housing provided by the company, he/she is to follow general code of conduct. The housing is supervised during the stay. If he/she is responsible for damages, intentional or negligent, of the equipment or building, he/she bears the cost of the damages.

CCTV- Security camera monitoring

The building is monitored by security cameras, outdoors and inside. The purpose of this monitoring is for property custody and safety reasons. These recordings may be referred to in case of any allegations of derelictions.



Safety protocol

Objectives

Kjötafurðastöð KS places great emphasis on the health and safety of their employees working environment. Machinery and equipment are strictly regulated and reviewed by regulators appropriately. Work areas are thoroughly labelled for accident risks and escape routes. That employees receive proper training for the machinery and equipment which they operate. Employees are to follow all safety protocols which the company sets.

Work environment

A big workplace can contain many subtle accident risks. It is therefore necessary for employees to stay within their designated work area and not move between areas unless it is imperative to their work. It is necessary to follow the rules on the use of proper protective clothing for each job and follow the rules of helmet obligation depending on the work area. Care must be taken so that other employees are not interrupted, many of which are operating very hazardous machinery. Maintenance workers label all equipment which is being maintained and might cause harm to them or others during maintenance. Floors can be a concern and so it is safer to pay attention to wetness or slippery floors. It is also important to remove all unnecessary items from the floor, such as boxes, pallets, cords, etc. Falling accidents are the most common occupational accidents in the world, whether they are from the ground or from a height. Many hazardous chemicals are used in Kjötafurðastöð which must be handled with care and training is required to use them. It is necessary for those who handle these chemicals to familiarize themselves with the location of the closest eye washing station, emergency shower and running water. All employees are to familiarize themselves with the evacuation protocol and escape routes.



Work equipment

A lot of equipment and machinery in Kjötafurðastöð should be handled with care. Many employees work with knives and shears and should they be approached with care and not needlessly interrupted. The risk of cutting is great, and employees must wear the appropriate protective clothing such as aprons and gloves and make sure that all safety covers on the equipment have been reviewed. Saws and saw blades are especially hazardous and those employees who operate them must be specially trained. It is necessary for those who operate such machinery to change their work scenery regularly in cooperation with their supervisor. At various conveyor belts and machines there is a certain risk of getting caught. Covers which protect people from getting caught in the machine must be checked before work begins. It is good to keep in mind that when moving carcasses, boxes and pallets there is a risk of being caught in between. Dangerous situations might be caused by pedestrian traffic overlapping with vehicular traffic. It is good for the fork lift operators to use the horn as a warning when passing through vehicle entrances/exits or a blind corner. A fork lift operator must have the appropriate drivers licence and must he always make sure that the machine is reviewed before use and that all safety devices are working. All employees which work on computers are familiarized with the rules on computer use by Kaupfélag Skagfirðinga.



Healthy lifestyle

Kjötafurðastöð encourages their employees to engage in healthy exercise outside of work, not to consume alcohol before work and to get enough sleep. A healthy lifestyle increases wellbeing at work. An employee who exercises outside of work and engages in light exercises during work decreases his/her possibility of muscle pain and musculoskeletal disorders which occur from bad posture and rudimentary and repeated movements. Correct body application and correct practices are important factors in maintaining health and decreasing stress related absences. All equipment which is intended to ease and lighten the workload are to be used.



Exhaustion caused by lack of sleep significantly impairs focus and attention and increases the risk of mistakes and occupational accidents. Therefore employees must exercise good sleep habits and come to work well rested. It is important to avoid stimulants such as energy drinks, coffee and smoking before bed as well as alcohol and other narcotics which could result in many hours of decreased attention and focus. Remember that a moment's lack of attention or focus could have permanent consequences, not only for yourself but also for those around you. It is good to keep in mind that all suspicions of co-workers being under the influence must be reported to the closest supervisor.

Occupational accidents and reporting

New employees are familiarised with the main dangers and what to avoid. With proper training and instructions the risks of occupational accidents are reduced. The main causes of accidents are time pressure, an employee overestimating his/her experience and competence, external interference and the period just before lunch break or the end of the day. It is the obligation of each employee to report anything they believe could be improved. It is essential for all occupational accidents and all incidents which almost caused occupational accidents to be reported so that further accidents can be avoided by changing or improving the environment. Occupational accidents and almost occupational accidents are reported to the safety officer.



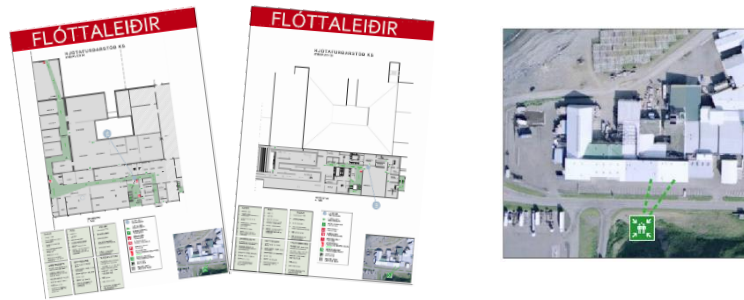
First aid and fire safety

It is important for employees to familiarize themselves with the location of the first aid kits, eye washing stations, emergency showers and fire extinguishers in the proximity of their work stations. Drawings and markings which have been placed in various places throughout the building should be studied. Kjötafurðastöð encourages their employees to attend first aid and fire safety courses. The company has sponsored and/or offered courses for their employees. It is necessary to maintain the knowledge and attend courses when they are available.



Escape routes and gathering areas

It is essential that employees familiarize themselves with the emergency and evacuation plans of Kjötafurðastöð. There are clear markings on the floor where placing objects such as pallets and trays is strictly forbidden which might hinder access to fire extinguishers and escape routes. Escape routes and gathering areas are on the drawings which employees must familiarize themselves with.



Policy

The safety policy of Kaupfélag Skagfirðinga may be found in the Employee manual of Kaupfélag Skagfirðinga.

Quality and environmental issues

Objective

Kjötafurðastöð KS aims to be a leading member in the meat industry and to always fulfil the expectations of their customers and to meet the highest standards of health regulations. To ensure the success of these objectives an emphasis is placed on the highest quality of materials and produce all the way to the consumer. The operations of the company are based on meeting the requirements of animal welfare, health, consumer protection, environmental protection and employee safety. HACCP recognized procedures are always followed so that the quality of the product and materials are always optimized. Kjötafurðastöð KS follows the laws and regulations which are in effect at each time.

Environmental factors

The environmental policy of the company focuses on protecting the country's nature and to treat the environment and the neighbourhood with respect, recycle and utilize products fully to minimize waste to the fullest. Employees should familiarize themselves with and follow the rules on sorting products and garbage as is appropriate at each time.

Implementation

The company's cleaning manual includes written descriptions of cleaning the building, equipment and everything else which comes in contact with food products in Kjötafurðastöð KS. These descriptions are set up so that each processing area is described separately, including the frequency of cleaning, how the pre-rinse is done, which chemicals to use for cleaning and how much. It also states how after cleaning or hygienisation is executed, who is responsible for cleaning each area.

Quality control

Cleaning supervision takes place at the beginning of each work day and is the cleaning assessed by the quality manager of the company or by those employees which he designates. During the assessment the appropriate forms are filled out how the cleaning in each area is conducted and comment if needed. Results are then passed along to the person who does the cleaning.

Rules on reporting illnesses and other absences

Illness shall be reported to: Production Manager.

Medical certificate shall be turned in to, if requested: Production Manager.

General illness (short-term absence) and illness of children

Illness shall be reported on the first day, at the beginning of the work day. It is not necessary to report the illness on the second day unless it is foreseeable that it will be prolonged (according to a doctor) and then the employee is to turn in a medical certificate. It is preferred for the employee to contact their supervisor on the third day, then the supervisor might request a medical certificate if he thinks it is needed. If an employee needs to leave work because of an illness he/she is to report it to the next foreman or supervisor which will pass the message on. The same goes for the illness of children.

Accidents and diseases or other absence according to a doctor

Absence which has been advised by a doctor shall be reported on the first day which the employee is to come to work or as soon as possible. If absences are known beforehand, like if there is a surgery scheduled or such, it shall be



reported at the first opportunity as well as how long the intended absence will be. In all such instances a medical certificate is requested.

Occupational accidents

Reports of occupational accidents shall be processed according to the safety policy of Kjötafurðastöð (see Occupational accidents and reporting).

Summer vacations and general leave of absence

Summer vacations are organized by managers according to how it suits the activity of Kjötafurðastöð each time, within the summer vacation period and labor contract agreements. More information are available in the vacation form published in early spring each year.

Requests for summer vacations outside of the traditional summer vacation period must be concerted with the supervisor of the employee and it suits the activity of Kjötafurðastöð KS.

General information about absences

Regarding illness the supervisor may contact an employee to inquire on his/her wellbeing and when he/she might be expected to return to work if needed. Please familiarize yourself with the clause of the collective bargaining agreement about reporting illness and illness rights of employees. Also contact your union if the absences are long because of accidents or an illness.

If there are many short term absences the supervisor might demand further explanation, within his/her legal rights and the collective bargaining agreements.

A few pointers

Staff recreation. There are no planned activities within the division, but employees are encouraged to bring forth their ideas for staff recreation and actively participate.

Dining hall. During the slaughtering season employees are provided with free food during work hours.

Staff discount. Employees are privy to a certain discount for the company's products.

Homepage is www.ks.is, there you may find information such as the phone numbers for the supervisors and news regarding the Kjötafurðastöð.