



Copenhagen against
social dumping

**Fair pay
and working
conditions
— for you
and your
colleagues**

**Thank you for working on an assignment for the City of Copenhagen
— you contribute to keeping the wheels turning in our city.**

Pull up your sleeves under fair conditions

When you put on your work clothes and perform a task for the City of Copenhagen, you are entitled to fair pay and working conditions. We make demands on our suppliers that everybody working for us must work under fair conditions.

What does fair conditions mean?

The City of Copenhagen takes action against social dumping to ensure:

- *Fair pay and working conditions for all employees*
- *Fair competition for all businesses*
- *More apprentice and work experience places for young people undergoing an education*

On the next pages, you can read more about your rights as an employee

when you work on an assignment for the City of Copenhagen. You can also read about how the City of Copenhagen checks that you and your colleagues work under fair conditions.

Are you in doubt about your rights?

– or which collective agreement applies to your work?

Contact a trade union or the City of Copenhagen's CSR unit on:



3366 7020



CSR@okf.kk.dk

**You are entitled
to fair pay
and working
conditions when
you perform a
task for us.**

Below you can read more about what you as an employee are entitled to in connection with pay, working hours and holidays when you are working on a job for the City of Copenhagen.

Know your rights

Pay

As a minimum you are entitled to a pay which is equal to the applicable collective agreement for the same type of work.

When the City of Copenhagen determines what fair pay and working conditions are, we use the national collective agreements entered into between the most representative trade unions and employers' associations in Denmark.

Payslip

As an employee, you must receive a payslip for each payment of wages. Here, you must be able to find information about: Pay, working hours, holidays and any savings for e.g. pension and special holidays.

Working hours

The usual working hours are 37 hours a week for employees paid by the hour.

If you work more than 37 hours a week, you may be entitled to overtime compensation in addition to your usual hourly pay. If you work odd hours (e.g. evening or night work), you may be entitled to a working schedule and supplements.

It is a good idea to write down your hours daily, for example in a calendar. In particular if you work more than what is specified in your employment contract or your payslip.

Rest hours

As a general rule, you must have a minimum of 11 consecutive hours' break per calendar day. At least once a week, you must also have a full calendar day off in continuation of such a rest period — meaning that at least once a week you must have 35 consecutive hours off. When possible, on a Sunday.

Holidays

As an employee, you earn 2.08 holidays for each month. You earn holidays from your first day of work.

According to Danish holiday legislation, you are entitled to "holiday pay" during holidays. As an employee, you therefore earn holiday allowance corresponding to 12.5% of your pay. The money is paid instead of wages when you take holidays.

Other holidays

In addition to holidays, all employees accrue weekday holidays, which entitle them to take time off work with pay. Most employees also accrue special holidays, and some have a personal choice account which is money that you decide how to spend.

It can be used for family days, senior days, pension, or you may choose to have it paid.

The number of special holidays, whether you have a personal choice account or not and how much you are paid on weekday holidays depend on the collective agreements. It must appear from your payslip how much you are owed.

If you are in doubt about your rights, then contact a trade union.

Pension

No later than six months after your first employment you are entitled to a pension contribution from your employer. The pension contribution must at least be equal to the current collective agreement, but may be of a different size and depends on your area of work. If your employer does not pay a pension contribution, it means that you can miss out on several thousand Danish kroner each month.

Your employer must also pay to the Danish Labour Market Supplementary Pension Scheme (ATP). That appears from your payslip.

Employment contract

If you work eight hours or more per week, you must have an employment contract no later than four weeks after you started working.

Your employer has a duty to inform you about your pay and terms of employment, your tasks and your usual working hours.

Payment of tax

In Denmark, tax of your wages must be paid. Your employer is responsible for paying the money to SKAT.

Trade unions and unemployment funds

The purpose of the trade unions is to work for your rights as an employee. The objects of the unemployment

funds are to safeguard you financially (paying unemployment benefits) if you lose your job.

It is up to you to decide if you want to be a member of a trade union and/or an unemployment fund.

Are you not a Danish citizen?

For employees who are not Danish citizens and leave Denmark again, there are special rules for payment of holiday allowance and money paid to pension schemes in Denmark. You can get more information at the international citizen service on tel. 3366 6606, ATP and your pension provider.

There may be rules and rights not described in this leaflet. If you are in doubt, have any questions or experience that your rights are not respected, you can contact a trade union or call the City of Copenhagen's CSR unit on telephone 3366 7020

The City of Copenhagen has a task force, which checks that demands for fair pay and working conditions are met.

This is how we check that your working conditions are fair

In the City of Copenhagen, labour clauses are included in our contracts. The clauses make demands on our suppliers — and their sub-suppliers in the entire chain of suppliers — to offer their employees fair pay and working conditions.

The City of Copenhagen has a task force, which checks that your working conditions are OK. The task force can visit all types of workplaces at all times - and has the assignment to:

- *Speak to suppliers and employees about pay and working conditions*
- *Check compliance with the labour clauses*

- *Mediate in cases about contravention of the clauses*

The task force may demand that as an employee you can show an ID card with your name, photo and company name. The task force may further demand written documentation from your employer that your pay and working conditions are fair.

What happens if the task force finds violations?

First, we will enter into dialogue with your employer and give them the possibility of putting matters right. If that does not happen, we can demand that your employer must pay a penalty. Ultimately, the City of Copenhagen may cancel the contract.

Contact the city's hotline so we can put matters right.

We collect general personal data by way of information about salary, employment conditions and housing situation, including pay slip, employment contract, information from SKAT, etc. The information is processed only by the City of Copenhagen and will generally not be disclosed to any third parties.

The purpose of collecting personal data is to check whether the City of Copenhagen's suppliers comply with their contractual obligations on salary and employment conditions (the labour clause). Data are processed with authority in Article 6(1), paragraph e of the General Data Protection Regulation (the GDPR) as the task undertaken by the City of Copenhagen by securing compliance with the labour clause by its suppliers must be considered a task which is in the public interest.

The City of Copenhagen will delete personal data three months after a case has been closed.

You are entitled to have access to, and rectification, erasure and limitation of the processing of your personal data, see Articles 16, 17 and 18 of the GDPR. If you wish to exercise your rights, you are welcome to contact the City of Copenhagen.

The City of Copenhagen
CSR-enheden, KEID, Økonomiforvaltningen
Borups Alle 177, DK-2400 CPH NV
+45 3366 7020 or csr@okf.kk.dk

Data protection officer:

okfdpobp@okf.kk.dk, Borups Alle 177, DK-2400 CPH NV, 2463 7180, may be contacted at +45 7174 5454 on Tuesdays and Thursdays from 09:00-12:00.



Contact us

Do you have a suspicion about social dumping, or have you experienced unfair working conditions when you or others have performed tasks for the City of Copenhagen?

You can call or write to the hotline and be anonymous. The hotline is always open, and our task force is able to respond at short notice.



3366 7010



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