

Handbook for you who will be working at Rosenberg Worley through



English version

Table of contents

About Jobbkretser	4
About Rosenberg Worley	4
Before the first trip	4
What information does Jobbkretser need?.....	5
Where should the information be sent?.....	5
What is a D-number?.....	5
For those with a foreign account number IBAN number.....	5
Important about Tax Card.....	6
Flight tickets.....	6
What to do in case of unforeseen events?.....	7
Accommodation and meals.....	7
Arrival on the first day	7
Where do I need to meet?.....	7
How do I get to the Worley?.....	7
Where will I sleep?.....	8
What equipment do I need?.....	8
Jotunskolen.....	8
Sick-leave	8
Self-Certification:.....	8
Medical certificate:.....	9
Timesheets and expense report	9
Timesheets.....	9
Expense Reports.....	10
Jobbkretser Handling Service (JKHS)	10
Important Information:.....	10
Tariff and salary	11
Collective Agreement.....	11
Salary Payment.....	11
Working Hours.....	11
Contact points	12
Working hours, salary, employment agreement, etc.....	12
Equipment and transport to and from the airport.....	12
Flight tickets and rotation.....	12
Union and Agreement.....	13
Procedures, HSE and notification	13
How to report deviations or other serious incidents?.....	13
Employee Handbook.....	13
Personal protective equipment (PPE)	13
Returning, Cleaning, and Exchanging PPE.....	14
Drugs and alcohol.....	14

About Jobbkretser

Jobbkretser is a national staffing chain with branches all over the country. All our branches build their own brand, with their own name and concept, adapted to the area and the industry they wish to serve.

We are “Revidert Arbeidsgiver” and are certified according to ISO 9001:2015. Additionally, we are members of NHOSH and Sfs BA, an approved cleaning company, and are registered in Magnet JQS and StartBANK. With our focus on decent working life, we have a vision of contributing to a society where every part of the community can trust and accept the staffing industry.

About Rosenberg Worley

Founded in 1896 at Stavanger Shipyard, Rosenberg Worley has over 125 years of experience in the maritime and offshore industry. The diversification into LNG tankers in the 1970s marked the company’s entry into Norway’s oil and gas industry. Since integrating into the Worley family in 2013, Rosenberg Worley has been exploring sustainable markets including offshore floating wind, electrification, hydrogen, and aquaculture.

With a continuous commitment to quality, safety, and innovation, the company positions itself as a leading player in developing sustainable solutions, working towards a more resilient and sustainable future.

Read more about Rosenberg on their website: www.worley.com/site-services/rosenberg

Before the first trip

Once you have received confirmation from your personnel consultant that you can start working at Rosenberg Worley, you will be sent a job offer. Upon accepting the job offer, you will automatically receive a work confirmation from the system, summarizing the conditions you have agreed upon with your personnel consultant.

If you are experiencing problems accepting the job offer, please contact Jobbkretser Support via email: support@jobbkretser.no or call: +47 55 60 78 75.

Note: The work confirmation is not an employment contract. This will be sent manually within two working days.

What information does Jobbkretser need?

It is crucial that we receive your shoe, gloves, and overall sizes so we have the equipment ready when you arrive at Rosenberg. Beyond this, we need the following information:

- Mobile number
- Date of birth
- Birth number/D-number (see more information about D-number below)
- Account number/IBAN number (see more information about IBAN number below)
- Nationality
- Address
- Copy of valid ID (unless you activate yourself with bankID)
- Tax card (see more information about the tax card below)
- Emergency contact (name and number)

Where should the information be sent?

Support@jobbkretser.no

What is a D-number?

A D-number is assigned to foreign individuals without a Norwegian birth number who need identification with Norwegian authorities.

Read more about D-number at Skattetaten.no. For additional questions on how to obtain a D-number, contact your personnel consultant.

For those with a foreign account number IBAN number

If you do not have a Norwegian bank account, you must register your IBAN number to receive salary. You can find this number in your online bank.

We pay salaries in Norwegian Kroner (NOK). Therefore, it's essential that your bank account can receive payments in NOK. If your account cannot receive amounts in NOK, the money will be returned to us. Please be aware that this can take several days, and your bank may charge a fee for the returned transaction.

Important about Tax Card

To be able to pay your salary, we need to register your tax card. If you do not have a tax card ready for salary payment, we will automatically deduct 50% in tax. If you experience delays in the tax card application process and prefer that we hold back your salary until the tax card is ready, please send an email to support@jobbkretser.no.

For additional information about tax cards, see Skatteetaten.no, or contact your personnel consultant.

Flight tickets

We book flight tickets through the travel company Egencia. The flight tickets will be sent to you by email.

For a good overview of tickets and upcoming travels, we recommend that you download the Egencia app. You can find this by searching for "Egencia" in the Appstore or Google Play.

IMPORTANT:

It is important that you arrive on time at the airport and that you bring your ID card. There might be different rules based on nationality, so it is crucial that you stay updated on the current national rules.

If you do not show up at the agreed time or if you are missing crucial information, your contract may be terminated.

What to do in case of unforeseen events?

If you, for any reason, miss your flight, it is crucial that you call your personnel consultant immediately!

After 16:00, you need to call the emergency phone of Jobbkretser at +47 55 60 78 75, and dial 0.

Accommodation and meals

All employees are accommodated at Camp Rosenberg, where all meals are included.

Read more about the camp on their website: www.4service.no/en/camps/camp-rosenberg

Arrival on the first day

Where do I need to meet?

Information about the meeting time will always be sent via SMS in advance.

How do I get to the worley?

If you are traveling by plane:

If you arrive in Stavanger by plane, an employee from Jobbkretser Handling Service will meet you at the airport exit with a "Jobbkretser" sign. You will then be transported to Rosenberg Worley, shown your accommodation, and provided with a gear bag containing the necessary clothing and equipment for the work period.

If you are traveling by other means of transportation:

If you arrive by other means of transportation, like bus, train, or car, you will receive an SMS in advance with information about the location and time for meeting and the handover of the equipment bag.

Where will I sleep?

All employees are accommodated at Camp Rosenberg, where all meals are included.

Read more about the camp on their website: www.4service.no/en/camps/camp-rosenberg

What equipment do I need?

You will receive the necessary personal protective equipment (PPE) from Jobbkretser Handling Service (JKHS) no later than upon arrival or the first working day.

Read more about PPE further down.

Jotunskolen

Everyone who is to work at the Jotun-project at Rosenberg Worley is required to complete a mandatory course at Jotunskolen before they can start their work. The course is essential for all new hires, and includes important information about health, safety, and environment (HSE), in addition to other practical information.

Note: You should not clock in for the mandatory Jotun-course.

Sick-leave

If you become ill and for that reason must be absent from work, **both** the foreman and the personnel consultant should always be notified **by phone**. Illness notified via SMS and/or email is not valid.

Self-Certification:

Employees who have had continuous assignments for at least 8 weeks may use the self-certification. You can use this form for 3 days in a row. If you are sick for more than 3 days, you need a note from the doctor to get sick pay. If you use four self-certification forms in one year, you won't be able to use any more for six months. If there is a break of more than 14 days between your jobs (holidays and rostered time off not included), you will lose the right to self-certification, and you have to earn it again over two months.

You must inform both the foreman and the personnel consultant **every morning** you are absent.

You can submit the self-certification digitally via the form on bemanningsinfo.no, or fill out a physical form (ask your personnel consultant or JKHS for a physical copy), and send it to support@jobbkretser.no.

You can find the digital form here:

<https://bemanningsinfo.no/medarbeider/medarbeiderforside/rosenberg/sykefravaer/>

Medical certificate:

To get sick pay, you need to have worked for at least four weeks before you got sick. If you are absent without a good reason, it doesn't count.

If your doctor can't send the sick note to Jobbkretser electronically, please email it to hr@jobbkretser.no within 14 days from the first day you were absent.

Timesheets and expense report

Timesheets

All employees must clock in and out for each shift (this does not apply to mandatory courses). Instructions on where to clock in and out will be provided on the first day.

Jobbkretser receives an overview of all your hours, so you do NOT need to fill out the timesheets in the candidate portal at Jobbkretser. To ensure correct pay, it is important that you double-check your hours with the foreman on the last working day.

Note: You will receive an automatic reminder from Jobbkretser that the timesheets have not been submitted, you can simply ignore this.

It is strictly prohibited to clock in for someone else. If this is discovered, the contract may be terminated.

Expense Reports

If you have agreed on a reimbursement of expenses with your personnel consultant, you must submit a travel expense report. Simply sending a receipt by email is not sufficient.

You can either submit the travel expense report digitally via bemanningsinfo.no, or fill out a form physically (ask your personnel consultant or JKHS for a physical copy) and send it to support@jobbkretser.no (remember to attach receipts).

You can find the digital form here:

www.bemanningsinfo.no/medarbeider/medarbeiderforside/rosenberg/timelister-og-reiseregning

Jobbkretser Handling Service (JKHS)

All coordination tasks related to transport to and from Rosenberg Worley, as well as the issuing, returning, and maintenance of equipment, are managed by Jobbkretser Handling Service.

Arrival by Plane:

If you arrive in Stavanger by plane, an employee from Jobbkretser Handling Service will meet you at the airport exit with a "Jobbkretser" sign. You will then be transported to Rosenberg Worley, shown your accommodation, and provided with a gear bag containing the necessary clothing and equipment for the work period.

Arrival by Other Means of Transport:

If you are arriving by other means of transport, such as bus, train, or car, you will receive an SMS in advance with information about the location and time for meeting and equipment bag collection.

Important Information:

- It is crucial that you arrive at the agreed time. Information about the meeting time will always be sent via SMS beforehand.

- If clothes or equipment become dirty, damaged, or if something is missing, please contact Jobbkretser Handling Service immediately at post@jkhs.no or +47 482 24 353.
- All equipment is cleaned between each trip.
- It is strictly prohibited to take out equipment from the Rosenberg tool store without confirmation from your contact person at Jobbkretser.

For any other questions, contact your personnel consultant or Jobbkretser Support at support@jobbkretser.no.

Tariff and salary

Collective Agreement

Jobbkretser avd. Industri has a collective agreement with Parat, which adheres to the workshop agreement. We can assure you that you will be compensated in accordance with the collective agreement and the principle of equal pay.

Salary Payment

The pay periods at Rosenberg run from the Monday following the last Sunday of a month, to the last Sunday of the month, with payment on the 15th of the following month.

Example: Monday 26.06.2023 – Sunday 30.07.2023 is paid out on 15.08.2023.

For us to be able to pay your salary, you MUST have registered a D-number, bank account, and tax card. See more information under "Before the first trip" and "What information does Jobbkretser need?"

The pay slip is sent by email during the payout day.

Working Hours

Day shift: 06:30 – 19:30.

Night shift: 19:00 – 06:30.

Note: The working hours for the day shift can vary depending on the discipline you work in

You are entitled to a 1-hour break during the workday, where 0.5 hour is paid, and 0.5 hour is unpaid and automatically deducted. The break time is allocated as follows:

- 15 minutes breakfast break
- 30 minutes lunch break
- 15 minutes coffee break

Beyond this, it is expected that you take initiative and are proactive in the workplace.

Contact information

Working hours, salary, employment agreement, etc.

If you do not find answers at www.bemanningsinfo.no, you can contact Jobbkretser Support.

Email: support@jobbkretser.no

Phone: +47 55 60 78 75

Equipment and transport to and from the airport

Jobbkretser Handling Service

Email: post@jkhs.no

Phone: +47 48 22 43 53

Flight tickets and rotation

Jobbkretser Resource

Email: Ressurs@jobbkretser.no

Phone: +47 55 60 78 75

Union and Agreement

Union Representative: Sebastian Krekora

Email: sebastiankrekora0@gmail.com

Procedures, HSE and notification

We at Jobbkretser, are committed to decent working life and human rights. We have respect for the tripartite cooperation in Norwegian working life and respect the applicable collective agreements. As an employee in Jobbkretser, you should feel assured that your rights are taken care of, and that you can report if you experience undesirable incidents or reprehensible conditions.

How to report deviations or other serious incidents?

To report serious incidents, go to Bemanningsinfo.no.

You can also report anonymously here.

Link: www.bemanningsinfo.no/rapporter-hendelse/"

Employee Handbook

When accepting a job offer at Jobbkretser, you also accept our procedures and employee handbook. You can find the information at bemanningsinfo.no.

Link: www.bemanningsinfo.no/medarbeider/medarbeiderforside/personalhandbok/

Personal protective equipment (PPE)

You will receive the necessary personal protective equipment (PPE) from Jobbkretser Handling Service (JKHS) upon arrival or on your first workday at the latest.

You are personally responsible for adhering to the client's instructions at all times and using the required protective equipment in accordance with the client's HSE procedures. Violation of these procedures or the client's instructions is unacceptable.

Note: It is strictly prohibited to remove equipment from the tool shed without confirmation from your contact person at Jobbkretser.

Returning, Cleaning, and Exchanging PPE

The equipment is returned to JKHS at the end of the rotation when going home. All equipment is reviewed (possibly replaced) and cleaned between each trip.

If, for any reason, you need to change clothes during the rotation, it can be done on Mondays and Thursdays between 12:00 and 13:00.

If you are missing equipment that cannot wait until the nearest Monday or Thursday, please contact JKHS.

Email: post@jkhs.no

Phone: +47 48 22 43 53

Drugs and alcohol

As you are informed in the employee handbook, we have a prohibition against the use of drugs and alcohol in connection with work at Jobbkretser. There is zero tolerance for the use of drugs and alcohol that can affect your work, the environment in the workplace, or the colleagues around you or at the camp.

Violation of our procedures, or the client's, will result in the termination of your employment with us.