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Rehabilitation and Work Adjustment policy - Damco Sweden

Principle

- § The purpose with the rehabilitation and work adjustment policy is to ensure that the staff members who have been ill or are facing a risk to be ill can as soon as possible return to their normal work. If returning to the normal work is not possible, the company will try to help the employee to find suitable alternatives.
- § In order to meet the responsibilities in rehabilitation and work adjustment area, we need to:
 - Identify the employees who need rehabilitation and work adjustment.
 - Take appropriate actions.
 - Have continuous follow-ups.

Responsibility

- § The responsibility for rehabilitation and work adjustment lies with the manager of the employee.
- § Damco Human Resource is to act as support and facilitator for the management and provide the tools to help the Manager in his/her rehabilitation and work adjustment work.
- § The company health care can be used as a resource for rehabilitation.

Process

- § A rehabilitation analysis has to be done if:
 - The employee has been on full-time or part-time sick leave for at least 4 weeks
 - The employee has had reoccurring absence due to illness 6 times during a running 12-month-period
 - The employee wishes to have a rehabilitation and work adjustment analysis
- § The manager is responsible to follow up the absence due to illness. HR will support the manager in the follow-up work and rehabilitation and work adjustment discussions, and follow up reoccurring absence and provide managers with documentation of the same.
- § The employee must inform his/her manager immediately when he/she is ill (the same day the illness started).
- § The contact with the employee who is absent due to illness is very important and it is the manager responsibility to follow-up the contact with the employee. The manager must inquire after expected duration of illness, and if it continues it's important that the manager is regularly in contact with the employee.

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- § The rehabilitation analysis must be done in pre-prepared form. The form can be obtained from HR, who can also assist in filling it in.
- § HR can also support the manager to design the proposal of actions together with the company health care and the Swedish "Försäkringskassan". It is important that this work starts as early as possible, and the employee who has been absent for a while can try to return to work in real working environment.
- § The employee is responsible to give to the company all information necessary to the rehabilitation and work adjustment analysis.
- § To facilitates the return to work the employer must:
 - try to find another position for the employee. This could be a ordinary position or a temporary position for a period and then the employee can If possible return to his/her position.
 - Offer other working hours, if possible.
 - Adapt the working place and support with specific equipment and aid if necessary.
 - the company should try to adapt the working tasks for the employee if needed.
 - offer education if needed.
 - Provide work training in cooperation with "Försäkringskassan"
 - give permission to an employee on sick leave to try another job outside the company.

- § Participants at a rehabilitation and work adjustment meeting are the employee and his/her manager. Others who can participate are Human Resource department representative, union or working environment group representative, representative from the company health care or/and representative from the Swedish "Försäkringskassan".

- § The rehabilitation analysis has to be send to Human Resource department.

- § In order to promote health, Damco among other things have a positive view on the ergonomical aid. If some specific equipment could improve the return to work or avoid sick-leave the manager should conclude "nice to have" or "need to have". If need to have purchase should be made most cost conscious way.