



Norske
tog

Gender equality statement

Annex to Norske tog's 2022 annual report

Norske tog wishes to offer its employees a working environment in which people enjoy their work and develop both professionally and as human beings. The company is committed to treating employees fairly and providing equal opportunities for all, and has focuses strongly on facilitating working conditions where necessary.

Norske tog does not accept any form of harassment and works actively to promote equality and counter discrimination on the basis of gender, pregnancy, maternity leave or adoption leave, caring for family members, ethnicity, religion, beliefs, disability, sexual orientation, gender identity and gender expression and combinations of these.

Actual situation in 2022

A total of 62 different employees (23 women and 39 men) were employed by Norske tog in 2022. The company had 57 full-time employees at 31 December 2022, including 20 women and 37 men. The number of full-time equivalents in 2022 was 55.4. This count is performed manually.

16 employees joined the company (7 women and 9 men) and 4 employees left (3 women and 2 men) in 2022. The increase in the number of employees is a conscious effort to ensure sufficient and proper competence and capacity to implement and follow up the procurement processes for new local and long-distance trains, as well as proper management of the trains.

Table 1 Gender distribution of Norske tog employees

Women	Men	Other	Total	Comments
Employees				
23	39	-	62	
Number of permanent employees				
20	37	-	57	All of the company's employees are employed at the Oslo office.
Number of temporary employees				
-	1	-	1	
Number of employees without a fixed workload				
-	2	-	2	The company has taken on two resources who do some work when needed – two former employees who have retired.

Table 2 New appointments and employees who left in 2022

Age groups	20-30	30-40	40-50	50-60	60-70	Total
Women who left		1	1			2
Men who left	1				1	2
Women who joined	2	5				7
Men who joined	3	2	2	1	1	9
Total change in the number of employees						+12
Increase in the number of employees						+27%

Table 3 Distribution of the company's senior executive

		Executive team	Extended executive team	Total
<30	N/A	N/A	N/A	N/A
30-50	25%	25%	50%	100%
>50	33%	25%	42%	100%
Minority	0%	25%	75%	100%
Women	43%	29%	29%	100%
Men	23%	23%	54%	100%

Table 4 Age distribution of the company's other employees

	Women	Men	Total
<30	7%	7%	14%
30-50	22%	28%	50%
>50	7%	29%	36%

Gender balance

Norske tog had a gender balance of 35 per cent women and 65 per cent men by the end of 2022. The share of women in managerial positions is 22 per cent. The gender distribution at senior executive level is 40 per cent women and 60 per cent men.

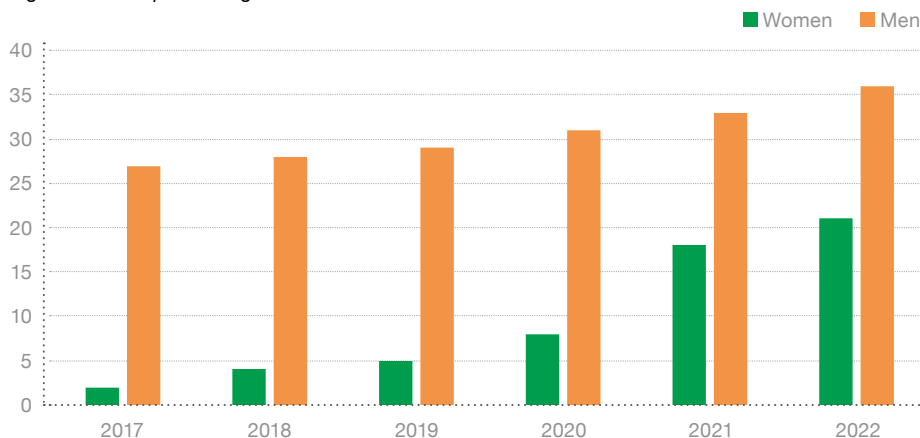
Norske tog is constantly striving to improve the gender balance in the company. The company operates in a traditionally male-dominated industry, and has made deliberate efforts over the past few years to increase the proportion of women, with good results. From employing predominantly men in positions related to technology, development and documentation, the company has seen a strong increase in the proportion of women in recent

years thanks to the appointment of a number of female engineers.

After a real increase in the proportion of women in 2021, the company set itself an ambitious target for 2022 – that the proportion of women among its employees should exceed 40 per cent. The proportion of women was 35 per cent at 31 December 2022, and so the company did not reach its target. The company will continue its efforts to balance the genders in 2023.

Figur 1 shows the development in the proportion of women at Norske tog. When the company started, the proportion of women was 6 per cent (2 women and 27 men).

Figure 1 Development of gender balance



Salaries

Tabell 5 shows salary distribution per gender and job level at Norske tog.

Norske tog does not work with rigid job categories, and employees below executive level are a composite group with a relatively flat structure and scattered division of responsibilities. There are not sufficient grounds to ensure anonymity regarding salary differences when reporting at departmental level. The company has therefore chosen to separate employees only in terms of their management responsibilities. The survey shows that there are minor differences in salary levels between the genders in the company.

Norske tog annually adjusts the compensation at individual level in comparable positions to ensure people receive equal pay for equal work. It may be necessary to make the adjustment over a couple of years in individual cases with larger gaps.

The company's CEO, Norske tog's highest-paid person, earned 40.1 per cent more than the total compensation rate for all employees (excluding the highest-paid employee) in 2022. All Norske tog employees are included in the calculation. The figures above are calculated by compiling a list of all full-time employees

and their compensation and using the actual figures in the calculation. Only fixed salaries are included in the calculation, as only fixed salaries are adjusted annually for all employees.

Non-voluntary part-time work and temporary employees

Norske tog follows the general objective in Norwegian workplaces, that the use of temporary positions should be limited and that non-voluntary part-time should be addressed. Norske tog had only full-time employees in 2022.

The company has taken on two resources – two former employees who have retired – who do some work when needed.

Norske tog also hired external consultants equivalent to 28 full-time equivalent employees in 2022. These consultants have essentially been linked to procurement projects for new local and long-distance trains.

Parental leave

Six employees took parental leave in 2022. The average number of weeks of parental leave taken was 11 for women and 8.5 for men. Everyone who was entitled to parental leave took it.

Table 5 Gender distribution at job level and salary differences

	Gender distribution at various job levels/groups		Salary differences								
			Total benefits			Agreed salary/fixed salary			Overtime allowances*		
	Women	Men	Women	Men	Women's %	Women	Men	Women's %	Women	Men	Women's %
Total	36%	64%	32%	68%	82%	32%	68%	77%	23%	77%	52%
Managers (senior/middle managers)	40%	60%	35%	65%	82%	35%	65%	82%	-	-	-
Other employees	36%	64%	31%	69%	79%	31%	69%	76%	23%	77%	52%

* Overtime allowance as a result of overtime required or approved work over 7.5 hours, Mon-Fri. The overtime allowance varies between 50 per cent and 100 per cent depending on the time of day and whether the work is done on a weekday or weekend.

Norske tog's efforts to promote equality and anti-discrimination

Policies and procedures

Promoting equal opportunities and preventing discrimination

Diversity and inclusion are key in a small organisation where individuals are highly visible. Norske tog will show that there is room for everyone, and that the company's strengths lie in its differences. This is true on both a human and a professional level. The organisation has a large proportion of employees who do not have a technical background, despite being a technical competence environment.

At Norske tog, there must be no discrimination on the grounds of gender, age, disability, sexual orientation or religious, cultural and ethnic background. The company's workforce should reflect the diversity of its population.

Norske Tog employees must treat everyone they come into contact with through their work or work-related activities with courtesy and respect. Employees must refrain from conduct that may have an adverse impact on colleagues, the working environment or Norske tog. This includes any form of harassment, discrimination or other conduct that colleagues or business associates may perceive as threatening or degrading.

Both the senior executive and the Board of Directors of Norske tog are involved in efforts to promote equality and counter discrimination. There is a great awareness among both the senior executive and the Board that diversity helps to strengthen the company's work by contributing different views and prompting good discussions on how the company can create a better product.

Whistleblowing scheme

Norske tog, has established a joint whistleblowing service in cooperation with an external consultant (Kvale Advokatfirma DA). This whistleblowing service can be used by both internal and external stakeholders, and must ensure professional, neutral and independent handling of whistleblowers in accordance with the requirements and intentions of the Norwegian Working Environment Act. The whistleblower service must also help to ensure the safety and security of whistleblowers, in particular with regard to confidentiality and anonymity,

and it must be possible to use it without fear of consequences or reprisals.

Norske tog places emphasis on a transparent culture of expression. Unlawful or unethical conduct may be detrimental to the working environment. That is why it is important that such issues are addressed and managed appropriately.

Individual employees have a statutory right to call attention to unacceptable conditions. The right to call attention to unacceptable conditions also applies to hired workers/consultants. It is desirable – but not demanded – that the whistleblowing service should only be used when there are specific (unacceptable) circumstances for doing so.

Unacceptable conditions are illegal conditions, violations of general ethical norms and violations of internal guidelines. Examples of unacceptable conditions include (the list is not exhaustive):

- bullying
- working conditions that contravene the requirements of the Norwegian Working Environment Act
- irresponsible handling of cases
- failure of safety procedures
- sexual harassment
- discrimination
- corruption, abuse of power, financial breach of trust, breaching confidentiality, discrimination, etc.

Issues should primarily be reported to the line manager, where appropriate via a safety representative or elected representative. If this is not possible or appropriate, issues can be reported directly to Kvale Advokatfirma, the company's whistleblowing contact. An anonymous whistleblowing channel is available on the Norske tog website.

Whistleblowing may take place verbally or in writing (letter, email or similar).

The CEO is responsible for contacting the Board directly with information if the company receives a report of an issue. If the report relates to the CEO, the person receiving

the report is responsible for passing on information about this to the Chair of the Board.

Norske tog received one whistleblowing report in 2022. This report was anonymous and involved the handling of a changed role in-house. The report was reviewed and parked following careful consideration by the executive. Processes and procedures for changing roles have been updated internally as a result of the report.

Working environment committee

Norske tog established a working environment committee (WEC) in 2022. The working environment committee was established as a direct consequence of the fact that the number of people employed by the company has passed 50 over the past year. The committee held its first meeting in November 2022.

Going forward, the working environment committee must assess health and welfare aspects of the working hours scheme and report on accidents, sick leave and deviations as standing items on the agenda at each meeting.

All members of the working environment committee have completed basic HSE training courses in 2022.

Identification of risk

The number of people employed by Norske tog has passed 50 in 2022, so the company is now subject to stricter requirements in terms of working in an active, targeted and scheduled manner to create more equality and prevent discrimination in the workplace. To meet the more stringent legal requirements, the company perceives a need to initiate greater efforts to structure and systematise its gender equality and diversity efforts in the coming year. In particular, there is a need to review the company's policies in respect of the various areas of personnel policy so as to identify discrimination risks and barriers to gender equality, and also to introduce targeted measures to eliminate these barriers.

Given the above, Norske tog has perceived a need to implement the following measures in 2023:

- To employ an HR resource in the company who will be assigned overall responsibility for the company's gender equality and diversity initiatives. The deadline for applications is mid-February, and the aim is to have a resource in place during the first six months of the year.
- To design annual cycles with activities aimed at efforts relating to diversity and equality. A working group has

been set up with resources from HR, elected representatives and company employees who wanted to be involved in this work going forward.

- To include issues relating to diversity and inclusion in the 2023 employee survey. Data from this survey will provide the company with better data for mapping risk, as well as monitoring developments, deciding on and implementing targeted measures, and following up on the outcomes of measures initiated.
- To carry out risk analysis across the enterprise in order to provide a more systematic approach to risk management. The management are responsible for the survey work, and will then delegate responsibility for following up and implementing measures to other resources where relevant.
- To develop instructions/guidelines to assist the company's managers in the operationalisation of facilitation for the company's employees. The WEC holds primary responsibility for following up on this.
- To analyse sick leave more extensively than was previously the case, particularly with regard to picking up trends; if one employee accounts for a large percentage of sick leave year after year, for example.
- To advertise all vacancies in-house so that employees have the opportunity to submit applications. A solution is currently being devised for the company's intranet where future job ads will be published.

Norske tog procedures

The Department of Finance, HR and Administration holds overall responsibility for diversity, gender equality and gender balance initiatives and is working in partnership with elected representatives and the newly established working environment committee to promote proposals and ensure progress. It will be easier to monitor the development and outcomes of this work going forward thanks to a better structure and systems for this work.

"Expectations for work going forward" on page 9 of this report provides more information about the company's specific plans for further diversity and gender equality initiatives in 2023.

Recruitment

The company wishes to recruit a diverse range of individuals to reflect the diversity of the population. Norske tog uses two external recruitment agencies, Assessit and Personnelhuset, to ensure quality and professionalism in the company's recruitment initiatives. These external recruitment specialists work in close partnership with the recruitment manager. The recruitment staff responsible

for filling Norske tog positions hold DNV certification. Both companies have competence programmes and training programmes that cover unconscious prejudices.

Norske tog has defined a requirement for at least one eligible female applicant and one eligible applicant with a minority background to be called to interview, wherever possible. All job ads must include a request for eligible candidates to apply regardless of age, disability, gender, sexual orientation, religion or ethnic background. Norske tog sets great store by facilitating working conditions if such initiatives are needed by workers.

Pay and working conditions

All of the company's employees are covered by Spekter's main agreement, SAN 2022–2025, which includes clear guidelines and provisions for defining salaries. Compensation is adjusted annually in line with the current salary settlement. Members of the senior executive receive a percentage increase that is the same as the average for all employees.

Norske tog employees must be treated fairly and have equal opportunities. Norske tog must not have unjustified salary differences between women and men. The local salary policy must ensure that employees with the same types of skills and the same duties have the same opportunity for salary and competence development. Experience and competence are the only factors that can justify unequal pay levels in equivalent positions. When appointing new staff, the final salary will be determined in negotiations between the employee and Norske tog, with the assistance of the recruitment agency responsible for the recruitment process in question on behalf of Norske tog.

Norske tog conducts an annual employee survey in November/December. The response rate was 88 per cent in 2022. The results of the survey showed that many employees, particularly in the company's department of technology, development and documentation, find their workloads are too large and cite challenges in making decisions that are necessary for their work. In terms of workload, employees say that they have to juggle many tasks at the same time because of the way in which tasks are distributed in the department, which in turn leads to an unpredictable working day and a great deal of mental stress.

The results also showed that several employees are unhappy with the financial remuneration they receive from Norske tog. This dissatisfaction has primarily come

about because the general salary level in Norway has increased, and new company employees who negotiate their salaries on the basis of the current salary level therefore join the company at a higher salary level than employees who have worked for the company for a long time, whose salaries are only adjusted annually as a percentage in line with the salary settlement.

The survey results are being reviewed at the various departments, and the management is responsible for compiling action plans based on the results for each department.

The company performs annual assessments of the need for salary adjustments beyond the salary settlement, linked primarily with changes in position or duties/responsibilities, and to adjust any internal imbalances in salary levels. The executive team, in consultation with the employee's line manager, is responsible for assessing the need for further changes for the employee in question. These assessments are conducted at an extended executive meeting so as to eliminate the risk of both conscious and unconscious favouritism towards or discrimination against individuals. The extended executive team compares salary levels for each department, and against what they deem to be the same level in other departments. For instance, a senior project manager, an engineer and an accounts manager should be relatively equal in terms of salary level. The equalisation usually has to be spread over a couple of years if particularly large salary gaps are identified, so that the adjustment does not exceed the fixed percentage increase in the salaries of other company employees.

The company does not have a separate policy for defining or amending salaries at present, but developing this is being considered.

Promotion and development opportunities

All of the company's employees have at least one staff appraisal with their line manager during a year. A development plan has to be completed in consultation with the manager as part of the staff appraisal. This development plan involves everything from in-house training and attendance at breakfast meetings, to more formal courses/certifications and master's degree programmes.

Employees who do some of their work at workshops are required to undergo regular certification procedures in order to carry out their work. All competence building

initiatives beyond this are primarily driven by employees' desire to acquire more skills. The measure must be relevant to the position of the individual in question, but this is interpreted broadly. That is to say, even a psychology course may be considered relevant if an employee has ambitions to become a manager.

There is no limit to the number of hours that can be completed by employees per year, but the larger training courses (such as master's degree programmes) are limited to only one programme at a time.

Employees undertake to remain with the company for two years after completing the course when a master's degree programme paid for by Norske tog has been completed. Employees undertake to remain with the company for one year in the case of less extensive training programmes. Norske tog ensures that the company benefits from the investment made in the employee in question by requiring them to remain with the company following the course.

The feedback provided by employees in Norske tog's annual employee surveys and staff appraisals indicates that there is a great deal of scope for professional and personal development at Norske tog. The company is proud of this initiative, and is committed to continuing it.

Adaptation

Norske tog offers and supports a diverse workplace that provides a great deal of flexibility. Major emphasis is placed on adapting working conditions to the needs of individual employees.

The company's sick leave rate has remained consistently low ever since the company began in 2017, and the sick leave rate in 2022 stood at 2.2 per cent. Norske tog has established procedures for facilitating long-term sick leave, providing information about what employees can expect from the company if they are absent from work for any length of time.

Special monitors, mouse and keyboards, additional lighting, a custom chair, etc. are provided for all employees who need such items at their office workstations. The company has also devised a new agreement providing funding for equipment for employees working from home. This will enter into force on 1 January 2023. This agreement means that employees can purchase the equipment of their choice worth up to NOK 25,000 to assist when working from home. This is applicable to all employees who have signed Norske tog's agreement on

working from home (dated December 2022). Employees may also borrow equipment from the office and take it home if they wish to do so.

The Occupational Health Service tests the air quality in the office every year, as well as setting the office chairs to the correct seating position so as to provide the best possible working environment for the company's employees.

The company facilitates arrangements for religious holidays if so required by employees. The details of the arrangement are clarified between the employee and their line manager. The canteen also caters for other dietary requirements if so required. And currently offers food suitable for vegetarians and people with certain allergies. This is continuously being adjusted as requested and required by employees.

Norske tog's guidelines allow employees to wear whatever they like, as long as they dress respectably.

Work-life balance and family

Norske tog wants its employees to enjoy their lives, both at work and at home, and so it accommodates employees' wishes at various stages of their lives. Norske tog offers its employees flexible working hours between the hours of 7am and 8pm, provided that the individual's job description allows it. The company's core hours are from 9am to 2.30pm. Flexible working hours make it possible for individuals to adapt their working day to suit their needs. In recent years, digital tools such as Teams have made it possible to increase flexibility in positions where this is possible and preferred.

Norske tog has established a general practice requiring at least 40 per cent physical attendance at the office. The company is flexible as regards this practice, and employees who need to spend longer working from home can arrange this with their line manager. HR performs quality assurance of all requests so as to ensure that there is no discrimination between the various departments.

Employees are also able to take half-days for caring for sick children so that they do not have to "waste" a whole day if they are at home with sick children for just a few hours in the working day.

Norske tog goes to great lengths to arrange the working day in a way that suits their employees, and it is possible to reduce working hours in some welfare cases if reduced working hours do not place the company at a particular disadvantage. Applications for reduced working

hours must be submitted to the line manager in writing. Additional adaptation needs for individual employees are reviewed at the annual staff appraisal.

It is quite natural for Norske tog to take gender equality and diversity seriously: this is expected by the company's employees and by society in general, as Norske tog is a State-owned enterprise.

Expectations for work going forward

Norske tog is a growing organisation, and 2022 has seen a great deal of activity within the company. As a result, there has not been time to implement a number of the measures planned to promote diversity and gender equality. That is why the company is continuing work on its planned measures into 2023, and will go on working on these measures in the coming year.

Norske tog deems it crucial to reinforce cooperation between the company, employees, elected representatives and safety representatives so as to ensure success with gender equality work going forward.

Table 6 Status of diversity and gender equality measures

Measure	2022 status	Plan for 2023
To conduct a statutory risk assessment of barriers to gender equality and diversity.	A risk and vulnerability analysis has been conducted at a general level, but does not specifically consider gender equality.	Implementation is planned for 2023.
To implement a risk assessment in respect of the recruitment process and assess improvements.	Not implemented, but external recruitment experts are being used for all recruitment procedures to ensure professionalism.	Implementation is planned for 2023.
When procuring recruitment services, we require the supplier to have expertise in inclusion and it must help to achieve the goals defined for Norske tog.	Not implemented.	The current agreement relating to recruitment services will be renewed in 2023 / 2024. When the agreements will be renewed will be clarified.
To seek participation in the State trainee programme for people with higher education who have disabilities or have gaps in their CVs.	This has been investigated and is deemed for engineers. No application submitted as yet.	This will be followed up by a new HR resource that the company is working on recruiting.
To consider the possibility of creating apprenticeships – including apprenticeships for people with disabilities.	Constantly being assessed. There is a desire to implement this, particularly in the technical department, but it is not implemented as yet.	The ambition is to trial this in 2023.
To ensure that all employees who conduct or attend interviews have attended or seen the series of seminars on inclusion provided by the Norwegian Government Agency for Financial Management.	Completion of this has failed in 2022 as the recruiting managers have been extensively involved in two major projects that are extensive and time-consuming.	To be implemented in 2023.