



Norske
tog

Gender equality statement

Appendix to Norske tog's annual report 2023

Norske tog wants to offer its employees a working environment where people thrive and can develop both professionally and personally. The company is committed to treating employees fairly and giving everyone equal opportunities, and focuses on organising working conditions when necessary.

Norske tog does not accept any form of harassment and works actively for equality and against discrimination on the basis of gender, pregnancy, maternity leave or

adoption, caring responsibilities, ethnicity, religion, beliefs, disability, sexual orientation, gender identity and gender expression and combinations of these grounds.

This report has been prepared in accordance with the requirements of the Activity and reporting obligation. Norske tog conducted a salary survey in 2022 and refers to this for information related to the results of the salary survey. Norske tog will conduct a new salary survey in 2024.

Status

Table 1 Gender distribution of employees in Norske tog

Women	Men	Other	Total	Comments
Employees				
22	41	-	63	
Number of permanent employees				
22	40	-	62	All the company's employees are based in the Oslo office.
Number of temporary employees				
-	1	-	1	
Number of employees without a fixed workload				
-	1	-	1	The company has a resource that works a little when needed. It is a matter of a few hours.

During 2023, a total of 63 different employees (22 women and 41 men) were employed by Norske tog. As of 31 December 2023, the company had 63 full-time employees, including 22 women and 41 men. The number of full-time equivalents in 2022 was 55,4. The count is done by manual counting.

In 2023, nine employees joined the company (four women and five men) and three employees left (two women and one man). The increase in the number of employees is a conscious effort to ensure sufficient and appropriate expertise 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 2 New hires and terminated employment relationships in 2023

Age groups	20-30	30-40	40-50	50-60	60-70	Total
Women quit		1	1			2
Men quit			1			1
Women started		3	1			4
Men started	1		3		1	5
Total change in number of employees						+6
Increase in number of employees						+17%

Table 3 Age and gender distribution of the company's senior management in per cent

	Board of directors	Senior management	Expanded management team
<30	0%	0%	0%
30-50	0%	40%	44%
>50	100%	60%	56%

Table 4 Age and gender distribution of the company's senior management in figures

	Board of directors	Senior management	Expanded management team
<30	0	0	0
30-50	0	2	4
>50	5	3	5
Women	2	2	2
Men	3	3	7

Table 5 Age distribution of the company's other employees

	Women	Men	Total
<30:			
Per cent	5%	8%	13%
Quantity	3	5	8
30-50:			
Per cent	24%	28%	52%
Quantity	15	18	33
>50:			
Per cent	6%	29%	35%
Quantity	4	18	22

Gender balance

At the end of 2023, Norske tog had a gender balance of 35 per cent women and 65 per cent men. At senior management level, the gender distribution is 40 per cent women and 60 per cent men.

Norske tog works continuously to improve the gender balance in the company. The company operates in a traditionally male-dominated industry, and in recent years has worked determinedly to increase the proportion of women, with good results. From having a predominance of men in positions related to technology,

development and documentation, the company has seen a strong increase in the proportion of women in recent years with the recruitment of more female engineers.

After a real boost in the proportion of women in 2021, the company set an ambitious target for 2023 – that the proportion of women among employees should be over 40 per cent. As of 31 December 2023, the proportion of women was 35 per cent, and the company therefore did not reach the target. The company is continuing its efforts to equalise the gender balance in 2024.

Figure 1 Development of gender balance

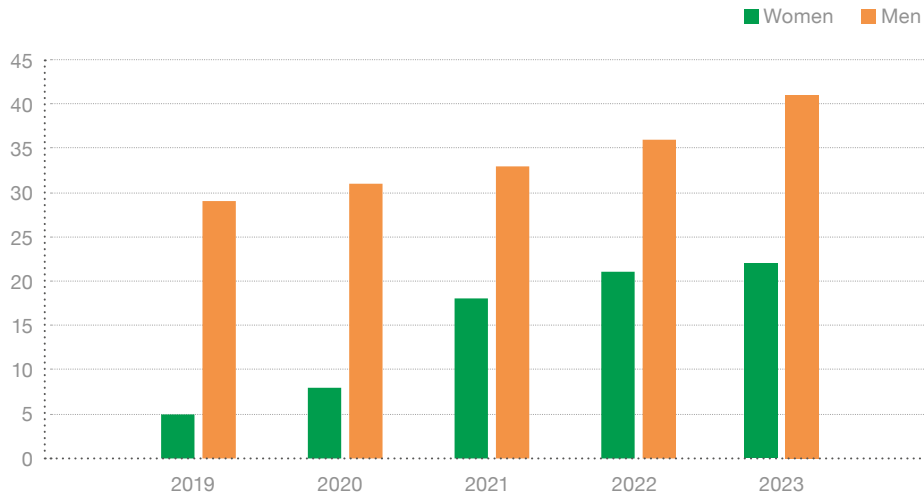


Figure 1 shows the development in the proportion of women in Norske tog. At the company's inception, the proportion of women was six per cent (two women and 27 men).

Involuntary part-time work and temporary employees

Norske tog wants to avoid temporary positions and involuntary part-time work. In 2023, Norske tog had only full-time employees, with the exception of one resource that works on an hourly basis in a specific context.

In 2023, Norske tog hired external advisers equivalent to 27 full-time equivalents. The consultants have mainly

been linked to the procurement projects for new local and long-distance trains, as well as to the administration's work related to corporate governance and new sustainability reporting requirements. In addition, there was a need for temporary support due to parental leave.

Parental leave

Norske tog encourages both men and women to take parental leave. In 2023, seven employees took parental leave. The average number of weeks of parental leave in the organisation was 28,8 weeks for women and 16 weeks for men. All employees who were entitled took parental leave. Norske tog organises baby showers for both male and female employees who are expecting a child.

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

Principles and procedures

Promote equality and prevent discrimination

Diversity and inclusion are important in a small organisation where individual employees are visible. Norske tog wants to show that there is room for everyone, and that differences should be the company's strength. This applies both in human and professional terms. Despite the fact that the company is a centre of technical expertise, the organisation has a large proportion of employees who do not have a technical background.

At Norske tog, no one shall be discriminated against on the basis of gender, age, disability, sexual orientation or religious, cultural and ethnic background. The company's workforce shall reflect the diversity of the population.

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

Both senior management and the Board of Directors of Norske tog are committed to the work for gender equality and against discrimination. There is a great awareness, both among senior management and the Board of Directors, that diversity helps to strengthen the company's work through different viewpoints and good discussions on how the company can create a better product. In 2023, a Diversity and Inclusion Group was established at Norske tog to work on this topic. Employee representatives, safety representatives and senior management are represented in this group. The topic is also integrated into the management group's annual wheel for 2024.

The group meets once a month and follows an annual cycle where various diversity and inclusion topics are discussed. In 2023, the company has, among other things, mapped the potential risk of discrimination

related to religion and disability. Potential barriers to equality and challenges are discussed in the group and solutions are sought to reduce barriers to hiring qualified applicants with minority backgrounds, disabilities or gaps in their resumé.

A dedicated page has also been created on the intranet for inclusion and diversity. Video clips, "nudges" and other material are regularly posted here to raise awareness of diversity and inclusion among employees. It has also been a topic at the train academy and the winter gathering with all employees in March, with a particular focus on unconscious bias. At the autumn gathering for employees, there was a dilemma exercise on the topic of gender identity.

Several members of the group have participated in seminars on the topic of inclusion and diversity.

The importance of diversity and inclusion is also recognised in Norske tog's ethical guidelines:

"NT employees shall treat everyone they come into contact with through their work or work-related activities with courtesy and respect. Employees must refrain from behaviour that may have a negative impact on colleagues, the working environment or NT. This includes any form of harassment, discrimination or other behaviour that colleagues or business associates may perceive as threatening or degrading.

NT will ensure equal treatment in recruitment, promotion and competence-giving continuing and further education. Likewise, NT will emphasise diversity that reflects a cross-section of society. Recruitment work shall be characterised by all applicants having equal opportunities for employment, regardless of age, gender, disability, sexual orientation or religious, ethnic and cultural background.

Any employee travelling on business or other assignments for the organisation shall refrain from purchasing sexual services."

Norske tog's strategy for 2024 states, among other things:

"Recruitment is adapted to the company's strategy, the need to transfer expertise, and with the aim of maintaining a diverse organisation."

One of the KPIs defined in the strategy for 2024 is: Gender balance (High proportion of women in new hires is prioritised)

Whistleblowing service

In collaboration with an external consultant (Kvale Advokatfirma DA), Norske tog has established a joint whistleblowing service. The whistleblowing service can be used by both internal and external stakeholders and shall ensure professional, neutral and independent handling of whistleblowing in line with the requirements and intentions of the Working Environment Act. The whistleblowing service shall also contribute to safety and security for whistleblowers, particularly with regard to confidentiality and anonymity, and shall be used without fear of consequences and retaliation.

Norske tog emphasises a culture of open expression. Matters of an illegal or unethical nature can be detrimental to the working environment. It is therefore important that such matters are addressed and handled in a responsible manner.

Each employee has a statutory right to report unacceptable behaviour. The right to report unacceptable behaviour also applies to contracted employees/consultants. It is desirable, but not a requirement, that the whistleblowing service should only be used when there are special (censurable) circumstances.

Misconduct means unlawful behaviour, violations of general ethical standards and violations of internal guidelines. Examples of censurable behaviour are (non-exhaustive list):

- cases of bullying
- working conditions in violation of the requirements of the Working Environment Act
- irresponsible case management
- failure in safety routines
- sexual harassment
- discrimination
- corruption, abuse of power, financial misconduct, breach of confidentiality, discrimination, etc.

Notification should primarily be made to the immediate superior manager, possibly via the safety representative or employee representative. If this is not possible or appropriate, notification can be made directly to the organisation's contact person for whistleblowing, which is Kvale Advokatfirma. An anonymous whistleblowing channel is available on Norske tog's website.

Notification can be made verbally or by written enquiry (letter, e-mail or similar).

The CEO is responsible for contacting the Board of Directors directly with information if a whistleblowing incident occurs. If the whistleblowing concerns the CEO, the person receiving the information is responsible for communicating about this to the Chairman of the Board.

In 2023, there were no incidents of whistleblowing.

Work environment committee

All members of the working environment committee have completed a basic HSE training course.

AMU meetings have been held once a quarter.

Regular topics at AMU meetings in 2023 have been:

- The health and welfare aspect
- Reported accidents
- Review of action plan
- Absence reporting
- Non-conformance reporting

A representative of the occupational health service has been present at all AMU meetings.

Identification of risks

Norske tog exceeded 50 employees in 2022, and is covered by the extended activity obligation, as well as the obligation to report on its work. The extended activity obligation requires Norske tog to work actively, purposefully and systematically to promote gender equality and prevent discrimination in the workplace. To meet the increased legal requirements, the company sees a need to initiate a major effort to structure and systematise its work on gender equality and diversity in the coming year. There is a particular need to review the company's guidelines in the various personnel policy areas in order to identify risks of discrimination and obstacles to equality, and to introduce targeted measures to remove these obstacles.

Based on the above, Norske tog has implemented the following measures in 2023:

- Employed an HR resource in the company who has overall responsibility for the company's equality and diversity work. This person started in April.
- Developed an annual wheel with activities aimed at working with diversity and gender equality.
- Established a working group for diversity and inclusion with resources from HR, employee representatives, safety representatives and employees in the company who wanted to be involved in the work.
- Included questions on diversity and inclusion in the employee survey for 2023. Data from this survey will provide the company with a better basis for mapping risk, as well as monitoring developments, deciding on and implementing targeted measures, and following up the results of initiated measures.
- Performed risk analyses across the organisation for a more systematic approach to risk management. Management is responsible for the mapping work, and will then delegate responsibility for follow-up and implementation of measures to other resources where relevant.
- Analysed sickness absence to a greater extent than has been done previously, particularly with a view to picking up trends, for example if one employee accounts for a large proportion of sickness absence. NT had a very low sickness absence rate in 2023, with only 2-3 people on long-term sick leave. It is difficult to identify any trends as there have been completely different reasons for the sickness absence.
- All vacant positions are advertised internally so that employees have the opportunity to apply. No internal employees have applied for advertised positions.
- Tested anonymisation of job applicants in the first step of the recruitment process. Only managed to do this for one position when the measure was introduced just before the summer. Too early to make any evaluation of this.
- A special scheme has been introduced to organise for employees with other religious and cultural affiliations with holidays other than Norwegian public holidays. Those who wish to do so have the opportunity to take two days of paid leave. The programme was introduced late in the year, and no one took advantage of the opportunity in 2023, but we now expect it to be used in 2024.

The following measures for 2023 were not carried out and will be added to the list for measures in 2024:

- Develop guides/guidelines to support the company's managers in operationalising facilitation for the company's employees. AMU is primarily responsible for following this up.

Norske tog's procedures

The Finance, HR and Administration department has overall responsibility for the work on diversity, gender equality and gender balance, and cooperates with employee representatives and the newly established working environment committee to put forward proposals and ensure progress in the work. With a better structure and systematic approach to this work, it will be easier to monitor the development and results of the work going forward.

Recruitment

The company wishes to recruit a diverse workforce that reflects the diversity of the population. To ensure quality and professionalism in the company's recruitment, Norske tog uses two external recruitment agencies, Assessit and Personallhuset. The external recruitment specialists work closely with the recruiting manager. The recruiters responsible for Norske tog's positions are DNV-certified. Both companies have competence and training programmes where unconscious bias is part of the training.

Norske tog has set a requirement that at least one qualified female applicant and one qualified applicant with a minority background shall be invited to interviews, where possible. All job adverts shall include an invitation to qualified candidates to apply, regardless of age, disability, gender, sexual orientation, religion or ethnic background. Norske tog places great emphasis on organising working conditions if employees need it. In 2023, recruitment has been tested where applications are anonymised at the first review of applications so that only qualifications are listed.

Pay and working conditions

All the company's employees are covered by Spekter's main agreement – SAN 2022-2025, which contains clear guidelines and provisions for determining salaries. Compensation is adjusted annually in line with the current wage settlement. Senior management receive a percentage supplement that is the same as the average supplement for all employees.

Norske tog's employees shall be treated fairly and given equal opportunities. Norske tog shall not have unjustified pay differences between women and men. The local pay policy shall ensure that employees with the same type of expertise and the same work tasks have the same opportunities for pay and skills development. Experience and expertise are the only factors that can justify different salary levels in equivalent positions. In the event of employment, the final salary will be decided in negotiations between the employee and Norske tog, with the assistance of the recruitment agency that has been responsible for the recruitment process in question on behalf of Norske tog.

Annual assessments are made of the need for salary adjustments beyond the salary settlement, primarily related to changes in position or tasks or areas of responsibility, and to adjust any internal imbalances in salary levels. The management team, in consultation with the employee's immediate manager, is responsible for assessing the need for further changes for the individual employee. The assessments are made in an extended management meeting, to remove the risk of both conscious and unconscious favouritism/discrimination of individuals. The extended management team compares salary levels per department, and against what they consider to be the same level in other departments. For example, a senior project manager, an engineer and an accounting manager should have relatively similar salary levels. If particularly large salary differences are discovered, the equalisation must generally be spread over a couple of years, so that the adjustment does not exceed the fixed percentage salary increase for the remaining employees in the company.

The company does not currently have a separate policy for determining or changing salaries, but is considering preparing such a policy.

Norske tog conducts an annual employee survey in November. In 2023, the response rate was 90 per cent. The results of the survey show that Norske tog has largely satisfied and, not least, loyal employees. The loyalty score was 86 out of a possible 100 points.

The results of the 2022 survey showed that many employees, primarily in the company's Technology, Development and Documentation department, felt that their workload was too heavy, as well as challenges in making decisions that are necessary in the job. Workload referred to the fact that there are many balls in the air at

the same time due to the way tasks are distributed in the department, which in turn led to an unpredictable working day and high psychological strain.

Measures were implemented in 2023 to address this. In the 2023 survey, we see that the measures have worked as the workload score increased from 61 in 2022 to 74 in 2023 and the ability to make necessary decisions increased from 67 in 2022 to 75 in 2023.

The results for 2022 also showed that more employees were dissatisfied with the financial remuneration they receive in Norske tog. There was an increase here, with the score going from 63 in 2022 to 74 in 2023.

The areas with the greatest decline in the 2023 survey were the physical working environment and overall management. A review of the survey in all departments has revealed that the decline in the physical working environment is primarily due to the refurbishment of the facade of Drammensveien 35, which has been ongoing for most of 2023. As regards the decline in senior management, this is due to the decision-making process related to the focus change from procurement to management.

After a review in the various departments, two positive and two negative areas were selected with proposals for measures to be worked on in 2024.

In 2023 Norske tog started with pulse measurements to be carried out in the first and third quarters. The fourth quarter is covered by the employee survey.

The first pulse survey was conducted in September. The survey showed that, overall, employees are satisfied with conditions at Norske tog, but there are some challenges related to systems and specific ongoing processes that have had consequences for individual employees' work and the organisation of their work. There was no feedback due to obstacles to equality or discrimination. Measures are being taken in the department to improve pressure on workload, motivation and the degree of feedback.

Promotion and development opportunities

All the company's employees have regular performance reviews with their immediate manager. In 2023, Norske tog introduced a change to have at least two performance reviews during the year, instead of one. In the performance review, a development plan must be

completed in consultation with the manager. The development plan includes everything from internal training and participation in breakfast meetings to more formal courses/certifications and master programmes. The main performance review will take place during the first quarter, while the six-month performance review will take place during the third quarter.

Employees who perform parts of their work in the workshop are required to complete regular certifications in order to be able to carry out their work. All competence building measures beyond this are primarily driven by the employees' desire to acquire more knowledge. The programme must be relevant to the position in question, but interpreted in a broad sense. This means that if an employee has management ambitions, a course in psychology can be considered relevant.

There is no limit to the number of hours of courses an employee can complete per year, but for the larger training programmes (e.g. master's programmes) there is a limit of one programme at a time.

Upon completion of a master's programme paid for by Norske tog, the employee undertakes to remain with the company for two years after completion of the course. For less extensive training programmes, the commitment period is one year. By committing the employees to the company after completion of the course programme, Norske tog ensures that they benefit from the investment made in the individual employee.

Through Norske tog's annual employee surveys and performance reviews, the feedback from employees is that there is great scope for professional and personal development at Norske tog. This is something the company is proud of – and is keen to continue.

Organisation

Norske tog offers and supports a diverse working life with a high degree of flexibility. Great emphasis is placed on adapting working conditions to the individual employee's needs.

The company has had a stable, low sickness absence rate since the start-up in 2017, and in 2023 the sickness absence rate was 1,6 per cent. This is a decrease of 0,5 per centage point since last year. Norske tog has fixed routines for organising long-term sick leave, which outline what employees can expect from the company in the event of long-term sick leave. Sickness absence is

followed up at AMU meetings throughout the year, and in 2023 the committee analysed sickness absence in more detail than previously. No findings were identified that triggered special measures.

All employees who need it are provided with special screens, mice and keyboards, extra lighting, customised chairs, etc. in their office space. In addition, the company has an agreement for support for equipment in the home office. The agreement means that employees can purchase freely selected equipment for their home office for up to NOK 25,000. This applies to all employees who have signed Norske tog's home office agreement. Employees can also borrow equipment from the office if they so wish.

The occupational health service ensures annual testing of the air quality in the office, as well as setting the correct seating position on the office chairs, in order to facilitate the best possible working climate for the company's employees. All employees were offered a flu vaccination in 2023.

Norske tog has many employees with a non-Norwegian cultural background. In 2023, the company therefore introduced a special scheme to organise for employees with other religious and cultural affiliations with holidays other than Norwegian public holidays. Those who wish to do so have the opportunity to take two days of paid leave. In addition, Norske tog adapts, as far as possible, to schedule gatherings, larger meetings and social events to periods outside relevant public holidays (e.g. Ramadan). The details of the organisation are clarified between the employee and their immediate manager. In addition, the canteen facilitates other diets as needed. At present, vegetarian, gluten-free and certain allergies are catered for. This is adjusted on an ongoing basis in line with employees' wishes and needs.

Norske tog's guidelines allow employees to wear what they want, as long as the clothing is decent.

Balance between work and family

Norske tog wants its employees to have good lives, both at work and at home, and therefore organises for employees in different life phases. Provided that the individual's job description allows it, Norske tog offers employees flexible working hours with external limits from 07:00-20:00. Core hours are 09-14.30. Flexible working hours make it possible for individuals to adapt their working day to their needs. In recent years, digital

tools such as Teams have made it possible to increase flexibility in positions where this is possible and desirable.

Norske tog has established a general practice of a minimum of 40 per cent physical presence at the office. The company is flexible in this practice, and employees who need a greater proportion of time at home can agree this with their immediate manager. HR quality assures all requests to ensure that there is no discrimination between the different departments in the company.

Norsk tog also facilitates so that employees can take half days of care for absence with a sick child, giving employees greater flexibility.

Norske tog goes to great lengths to organise the working day for its employees, and in some welfare cases it will

be possible to reduce working hours if the reduced working hours do not cause particular disadvantages for the company. Applications for reduced working hours must be submitted in writing to the immediate manager. Additional needs for customisation for the individual employee are reviewed in the annual performance review.

Expectations for future work

Norske tog is a growing organisation, and 2023 has been a year with a lot of activity in the company. As a result, some of the planned measures in the work on diversity and gender equality have not been implemented, but we still feel that there has been a positive development in the work and that we have matured as a company and as employees through the year's activities. Norske tog will continue its work in 2024.

Table 6 Status of diversity and gender equality initiatives

Actions	Status from 2023	Plan for 2024
Conduct statutory risk assessments related to barriers to equality and risk of discrimination.	The work started.	Continue the work in 2024 and ensure that all grounds and areas of discrimination are covered.
Carry out a risk assessment of the recruitment process and assess improvements in this.	Not implemented, but using external recruitment experts in all recruitments to ensure professionalism and anonymisation of applicants.	Planned to be completed in 2024.
When procuring recruitment services, we require the supplier to have expertise in diversity and inclusion and to contribute to achieving the goals set for Norske tog.	Not implemented.	The current agreement on recruitment services will be renewed in 2023/2024. Will be clarified when the agreements are renewed.
Apply for participation in the government's trainee programme for people with higher education and disabilities or gaps in their CV.	Has been investigated and assessed as relevant for engineers. Not yet applied for.	Will be followed up by a new HR resource.
Assess the possibility of creating apprenticeships – also for people with disabilities.	Under consideration. There is a desire to achieve this, particularly in the technical department, but it has not yet been realised.	Ambition to test this in 2024.
Ensure that all employees who conduct or participate in interviews have attended or seen DFØ's seminar series on the Inclusion Challenge.	Started, two employees have completed courses.	The remaining employees will complete in 2024.
Raising awareness of conscious and unconscious bias through the Train Academy and content on the intranet.	Work started in 2023.	The work will continue in 2024.

It is only natural that Norske tog takes gender equality and diversity seriously – it is expected both by the company's employees and by society in general, as a state-owned organisation.

In order to succeed with gender equality work in the future, Norske tog sees it as crucial to strengthen cooperation between the company, employees, employee representatives and safety representatives.