

2.3.1 Policy on working environment

This policy concerns PDAid's working environment. This policy should be seen as a continuation of the policies mentioned in section 2.3. In section 3.2 of the PDAid Handbook, the company's view upon working environment (heavily focused on the physical working environment) is described as well as the process of the assessment of significant working environment aspects and risks.

The following points highlight what has PDAid committed to in the area of working environment:

- Identify and highlight all the working environmental nuisances and burdens, and take continuous care to prevent and minimize them, for example:
 - purchased office furniture adapted to the individual employee
 - make sure that lighting conditions in the workplace are adapted to the individual employee
 - make sure that the indoor climate levels fulfill the minimum requirements recommended by the World Health Organization (WHO)
- Set and assess goals for improvements in safety, health and well-being.
- Focus on a healthy and nutritious diet and ensure daily access to fruits and vegetables for all employees in the PDAid offices.
- Encourage employees to actively evaluate their working environment, report nuisances and contribute to finding solutions.
- Give priority to the ISO work and include safety and health conditions when deciding on investments.
- Always consult and involve the employees about topics and any concerns in relation to the working environment.

Flexible working environment

PDAid operates with a flexible working environment to help ensure better working days for employees – for example, by giving parents the opportunity to work from home when necessary when a child needs care.

PDAid works internationally, which entails working under different time zones, meaning that employees can sometimes have meetings later in the evening after normal working hours or earlier in the morning before normal working hours. As a company that asks for flexibility from its employees, we must give flexibility back to ensure a healthy work-life balance.

With the freedom of a flexible working environment comes responsibility as well. In this regard, PDAid values and promotes trust and freedom, rather than control.

Contractual conditions

Some contractual conditions have an influence on the working environment and how each employee is treated, which influences how the employee feels. In general, PDAid operates with flexible terms for the people employed in other countries besides the HQ and subsidiaries.

HQ – Denmark

At Phoenix Design Aid, all employees in Denmark are hired under the Employers' and Salaried Employees' Act (Funktionærloven) which ensures that every contract is based on the same rules and regulations for all employees.

In addition to this, the Employers' and Salaried Employees' Act ensures that the employees are always guaranteed the terms within the act, including the Holiday Act – for example, full salary during vacation, illness and public holidays. The Employers' and Salaried Employees' Act creates the basis for contractual terms which, for example, concerns maternity/paternity leave. For employees covered by Danish laws, there is a separate policy on this matter, outlining the regulations.

PDAid follows the Confederation of Danish Industry (Dansk Industri), a private business and employers' organisation, to ensure the rights of employees – for example, related to contracts.

In this regard, it is important to note that all contracts follow the present law within all elements of a contract – such as leave, vacation, termination, employment law, etc.

Subsidiaries

Each subsidiary follows the laws and regulations of the respective country when creating employee contracts. Panama follows the Labour Code of 1971, while Kenya follows the Employment Act.

The Labour Code of 1917 in Panama establishes labor relationships and the rights and duties of both the employee and the employer. In addition to this, all employees in Panama are protected by MITRADEL which is the Ministry of Labour.

Employees in Panama have 22 days of holiday per year which can be spread over one or more periods. Besides this, the Labour Law in Panama states that employees can have 30 days (including weekends) of paid vacation after 11 continuous months of employment. The Labour Law also makes sure that employees have the mandatory 13th-month payment and payment for vacation days when/if a contract terminates. In addition to this, the staff in Panama have around 14 national holidays every year.

In Panama, maternity leave is covered by the Social Security entity, which covers 14 weeks of paid leave.

In addition to the above, the office in Panama has an affiliation agreement with the City of Knowledge Foundation that also brings some benefits for the office. These are on another level and topic but can still be related to the working environment – for example, the empowerment of hiring international staff.

For Kenya, these are stipulated in the binding obligations of the company. Every year, these are reviewed to make sure that PDAid is compliant. Binding obligations can be found in Annex A, while the full list is placed in the company's drive in the ISO folder.

The Employment Act in Kenya sets and defines the framework around employment conditions for employees in Kenya, such as equal opportunities, harassment, contractual conditions, maternity leave, wages and termination, thus declaring the fundamental rights of employees. For example, this means that employees have the right to full pay for 21 days of annual leave (after 11 consecutive months of working for the same employer) and women are entitled to three months of maternity leave with full pay, while men are entitled to two weeks of paternity leave with full pay.

Other Kenyan acts set the frame around employment. For example, the Occupational Safety and Health Act secures the employees' safety, health and welfare in the workplace, while the National Social Security Fund Act is concerned with the eligibility and terms of contribution to employee pensions.