

## SELF-REPORTING OF SALARY AND WORKING CONDITIONS

Requirements for salary and working conditions are mentioned in chapter C4 or C2 of the contract. This self-reporting is part of the Client's monitoring and risk assessment of the Design and build contractor's commitment to good practices.

Unless otherwise agreed, the completed form must be submitted to the Client no later than two (2) weeks before the Design and build contractor or a Subcontractor is granted access to the construction area. Self-reporting may be required multiple times duration the duration of the contract.

If the Client's HMSREG system is in use, the completed form should be uploaded by the Design and build contractor or Subcontractor during project registration. If the HMSREG system is not in use, the completed form should be sent as a message through the Client's digital project support tool.

All questions must be answered based on the employees and hired and posted workers who will directly contribute, or are planned to directly contribute, the performance of the execution of the contract work.

<b>Project name</b>	
<b>Contract name</b>	
<b>Contractors contact person</b>	
<b>Contact person cell phone number</b>	

SECTION 1 – OVERALL COMPANY INFORMATION						
<b>Company name</b>						
<b>Corporate identity number</b>						
<b>Chief Executive Officer/ Top Manager</b>						
<b>Type of company</b>	<b>AS</b>	<b>ENK<sup>1</sup></b>	<b>NUF</b>	<b>ANS</b>	<b>DA</b>	<b>Other<sup>2</sup></b>
<b>Registration date<sup>3</sup></b>						
<b>Country the company is registered in</b>						
<b>Date when the company was registered in Startbank</b>						
<b>Industry code (NACE)</b>						

1 The Design and build contractor's use of Sole proprietorships must always be approved by the Client in advance by way of an application on form ENK-01.

2 E.g., a foreign company form: AB, Ltd, SE, SA, S.p.A, GmbH etc.

3 Business or entity register.

<b>SECTION 2 – ADDITIONAL COMPANY INFORMATION</b>	
<b>Answer the following questions in full:</b>	
a) Has the company merged, changed its company name and/or corporate identity number in the last two years?  Give a brief description of any changes.	
b) Has the company changed auditors <sup>4</sup> in the last two years?  Give a brief reason for any change.	
c) How many employees does the company have?  In addition, provide a description of the percentage of foreign workers.	
d) Which fields does the company work in?  Give a short list.	
e) In which fields does the company have central approval of the right to accept responsibility <sup>5</sup> ?  Give a short list.	
f) Do the company's employees have one or more employee representatives that they can consult?  Provide the contact details (name and telephone number) of the person concerned.	
g) Do the company's employees have one or more safety deputies <sup>6</sup> or a regional safety deputy that they can consult?  Provide the contact details of the person concerned or attach the documentation for a different arrangement <sup>7</sup> .	

4 Applies only if the company is obliged to undergo an audit.

5 Regulations relating to building applications, chapter 13:  
[https://dibk.no/globalassets/byggeregler/building\\_application\\_regulations.pdf](https://dibk.no/globalassets/byggeregler/building_application_regulations.pdf)

6 A safety representative is required in companies with ten or more employees.

7 Example Arbeidstilsynet-blankett AT-619B «Verneombud – avtale annen ordning» (in Norwegian only), <https://www.signform.no/dss/statlige-blanketter?task=form.downloadFile&id=6183>

## SECTION 2 – ADDITIONAL COMPANY INFORMATION

### Answer the following questions in full:

<p>h) For certain occupational groups that are performing work with particular hazards, a company health service is required.</p> <p>Provide the name of an approved<sup>8</sup> company health service that the company has a valid agreement with.</p>	
<p>i) Will the company use subcontractors?</p> <p>State also whether more than two sub-levels of subcontractors will be used.</p>	

## SECTION 3 – INFORMATION RELATED TO THE CONTRACT

### Answer the following questions in full:

<p>a) Which general and/or national wage collective agreements are used as a basis for the actual work performed under this contract?</p>	
<p>b) Which individuals are planned to carry out work under this contract? Please provide the total number and the proportion of foreign workers.</p>	
<p>c) Are the company's workers' costs for travel, board, and lodging covered?</p> <p>State also who covers these costs.</p>	
<p>d) Which working time arrangements is the company planning to use?</p> <p>Attach a copy of the working hours arrangement.</p>	
<p>e) Will the company use working time arrangements that require special approval upon application?</p> <p>Attach a copy of the agreed upon working time arrangement or approval from the union with right to nomination or the Norwegian Labour Inspection Authority.</p>	

<sup>8</sup> Approved by the Norwegian Labour Inspection Authority or a copy of the dispensation.

<b>SECTION 3 – INFORMATION RELATED TO THE CONTRACT</b>	
<b>Answer the following questions in full:</b>	
<p>f) Will the company use posted workers<sup>9</sup> in the performance of contract work?</p> <p>Describe which components of the contract work will be performed by posted workers.</p>	
<p>g) Will the company use subcontractors?</p> <p>State also whether more than two sub-levels of subcontractors will be used.</p>	
<p>h) Will the company use hired labour in the performance of contract work?</p> <p>Describe which components of the contract work will be performed by hired labour. State also whether any foreign staffing companies will be responsible for the hiring out of the labour.</p>	

<b>SECTION 4 – FOLLOW-UP OF REQUIREMENTS</b>	
<b>Answer the following questions in full:</b>	
<p>a) Has the company submitted and implemented the Client's contract terms regarding salary and working conditions?</p> <p>Describe in detail how the company has familiarized itself with the Builder's contract terms, and how this has been implemented in your company.</p>	
<p>b) How does the company monitor the salary and working conditions of its own employees, its hired workers, and any subcontractors?</p> <p>Give a brief description of systems and procedures.</p>	

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<sup>9</sup> This applies when a foreign company sends an employee to Norway in connection with the provision of services, provided that there is an employment relationship between the foreign company and the posted employee during the posting period.

**SECTION 5 - INSPECTIONS OR INJUNCTIONS BY THE NORWEGIAN LABOUR INSPECTION AUTHORITY AND OTHER INSPECTION AUTHORITIES**
**Answer the following questions in full:**

a) Has the company been inspected by the Norwegian Labour Inspection Authority or other inspection authorities in the last two years?

If so, describe which injunctions or penalties were issued following the inspection and when the conditions were met by the company.

b) Has the company been reported or convicted of violating conditions related to work-related crime, social dumping, or requirements regarding salary and working conditions?

Give a brief description of the matter and any juridical decisions.

**SECTION 6 - SIGNATURES**
**Information has been provided on behalf of the company by:**
**Name:**
**Position:**
**Place and date:**