

 HBG Teknopress AB Ljungby	Document name: Employee Training Program		Doc. no. QMH 2-13-2
	Created by: David Blomberg	Valid effective 21/06/2018	Page (of): 1/9
	Approved by: Director of Operations	Signature: Date: 01/10//2025	Version 5

Objective

To inform about practical routines, the workplace, safety and security, and to make the new employees feel welcome as well as a reminder training program for existing employees.

References

ISO 9001:2015, 7.2, 7.3
ISO 14001:2015, 7.2, 7.3

Scope

All employees, co-ops/interns, temporary holiday workers, employment agency temps

Responsibility

Executive management

Follow-up

Via management meetings and management review as well as via internal audit process.

Description:

At the new employee orientation, the Employee Training Program is gone through and documented. In addition to a supervisor, new employees who are minors will also have an appointed mentor.

For existing employees, a repetition is made in connection with the yearly general personnel meeting.

The orientation should be carried out at the time the employment begins, preferably before or on the first day. For practical reasons, it can sometimes take up to a month after the start of employment until a group can be assembled and the orientation can be performed.

All of the key personnel who are part of the production management team can perform the new employee orientation. At each orientation event, the participants and meeting leaders sign to confirm that the orientation has been completed.

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Part 1: General introduction - Headings

- The company
- Organisational structure
- Lockers, clothes and protective gear.
- Workplace: Sommarvägen 14 and Blockvägen 5, Ljungby
- Our work hours:
 1. Early shift: Mon-Fri 6:00 am–2:00 pm
 2. Late shift: Mon+Tue 2:00 pm–12:00 am, Wed+Thu 2:00 pm–11:30 pm
 3. Night shift: Sun 10:00 pm–6:00 am, Mon+Tue 12:00 am–6:00 am, Wed+Thu 11:30 pm–6:00 am
- Quality ISO 9001:2015
- Environment ISO 14001:2015
- Orders and responsibilities
- Whistleblower service in collaboration with KPMG, which makes it possible to report irregularities by name or anonymously. Available on the company website.
Teknopress Whistleblower service/ Whistleblowing in collaboration with KPMG:
Link: <https://wbreport.amo.kpmg.se/556359-6419> Phone number: 0771402145
- Review of the Code of Conduct
- Review of the Work Environment Policy
- In the event of any illness or absence, report it to 0372-26700 as well as to the supervisor.
- Requests for leave must be delivered to a supervisor 2 weeks before the time of leave.

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- Forbidden to take photos or films within the company premises without prior approval from Director.
- Forbidden to use memory sticks or connect personal computers or similar equipment to the company network.
- Forbidden to post negative or sensitive opinions or information about the company on social medias etc.
- Forbidden to use another persons log-in details to company computers or software.
- Employees under 18 years have limited work that can be performed. All work done by under 18 years employees must be supervised and approved by supervisor. For these employees only possible work times within 06:00-18:00 Monday to Friday. No overtime work.
- Employment agreement
- IF Metall/IKEM industry collective bargaining agreement (I-avtalet).
- Presentation of co-workers and tour

Part 2: Safety instruction/training - Headings

1. Fire safety: Evacuation routes, fire extinguishers, fire alarms, assembly stations.

Fire extinguishers and emergency exits must never be obstructed. The assembly station for evacuations is between the office and 'the Pub' (the old 'Cramo') for Sommarvägen and on the right corner inside the gates beneath the Teknopress sign near Ljungby Screen for Blockvägen. Review of our fire safety policy.

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2. **Forklifts:** A forklift card, approved competence in the field and a forklift operator's licence are required in order to operate a forklift at Teknopress. NOTE! Forklifts are designed to transport pallets, rolls, tools and accessories. All loads must be secured. Never more total weight than what the forklift is suited for. Max. 4 pallets stacked on top of one another (2 pallet collars); for stackers, max. 3 pallets stacked on top of one another (2 pallet collars).
3. **Pallet racks:** Carefully check to ensure that the pallet rack is suitable for the weight of the goods/tool. The max. load should be indicated on all pallet racks. If it is not, contact Ola/Fredrik.
4. **First aid stations/Defibrillators:**
Shown during the factory tour. Defibrillators can be found by the entrance to the office on Sommarvägen and outside the cafeteria on Blockvägen.
5. **Personal protective equipment:** The requirements include steel toe footwear, ear plugs and/or earmuffs, appropriate attire, protective glasses, as needed, and suitable gloves, depending on the work task. Other protective equipment that the employee or supervisor considers necessary shall be supplied immediately upon request. Upon termination of employment, personal protective equipment shall be returned to the supervisor.
6. **Safety of machinery:** Deficiencies in machine safety can be reported directly to the Occupational Health & Safety (OHS) representative, the immediate supervisor or the office.
7. **Emergency stop:**
Always check where the emergency stop is located when you begin working with a new machine.
8. **Chemicals:** Must be stored in the chemicals cabinet and handled according to the instructions on the container
9. **Drug policy:** Absolutely prohibited to appear on the workplace under the influence of alcohol, drugs or any medicine classified as a narcotic.
10. **Ergonomics:** Ergonomic conditions are reviewed at Safety Rounds (twice a year). Main points are work position, tables, chairs, lifting techniques, stairs, use of protective gear. Employees are always free to request work rotation and/or tools to improve ergonomics at any specific workstation.

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11. Systematic occupational health and safety work:

Actively pursued in various forms, and all employees are encouraged to participate.

12. Health and Safety Representative/IF Metall representatives:

Erik Bengtsson (Blockvägen) and the regional IF Metall Health and Safety Representative.

13. Safety data sheets: Available on the server for all chemicals (shortcut at the top right corner of all company computers). Server path: Produktion/säkerhetsdatablad ("Manufacturing/safety data sheets")

14. Safety sheets: A brief summary of the most important safety information from the safety data sheets is stored, where necessary, close to the workplace.

15. Non-conformities report: A non-conformities report, which concerns work incidents, the work environment, the environment and internal findings of product quality deviations, is available near the factory bulletin boards in each factory as well as in the office.

16. For investigation of workplace accidents and incidents:

For investigation, contact Occupational Health & Safety (OHS) Coordinator Christer Helander or the office.

17. Safety rounds: Carried out each year in two different forms: internal safety rounds and safety rounds with the regional IF Metall Health and Safety Representative.

18. Management representatives for the work environment and workplace safety issues: Christer Helander and David Blomberg

Part 3: Human rights- Headings

The Universal Declaration of Human Rights in Simplified Version

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1. All people are born free and with the same values and rights.
2. The Declaration of Human Rights applies to all people.
3. Everyone has the right to life and to live freely without being imprisoned.
4. No person may own another person or sell another person.
5. No one may torture or mistreat anyone else or treat them as if they were not human or worthless.
6. Everyone has the right to be their own person. Society must not treat people as things or animals.
7. The laws must apply equally to all people.
8. Everyone has the right to help from a court in their country.
9. No person may be taken by the police or imprisoned or forced to leave their country without a valid reason as stated in the law.
10. When someone is accused of a crime, a court must inform it so that other people can come and listen.
11. When someone has been accused of a crime, they have the right to be treated as if they have not committed it until it is known for sure.
12. No one may say cruel and untrue things about anyone else. Everyone has the right to have their private life and family in peace.
13. Everyone may travel wherever they want and live wherever they want in their own country.
14. If someone is treated badly in their country, for example, because they think differently or have a different religion, that person has the right to flee to another country.
15. Everyone has the right to be a citizen of a country.
16. All adult men and women have the right to marry and have children. No one should be forced to marry against their will.
17. Everyone has the right to own houses and things themselves or together with others.
18. Everyone has the right to think what they want and believe in whatever religion they want.
19. Everyone has the right to think what they want and say what they want about, for example, politics and religion.

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20. Everyone has the right to form a group or association and hold peaceful meetings whenever they want.
21. Everyone has an equal say in how the country they live in should be governed.
22. Everyone should have enough money to live on. People should receive help from society if their money is not enough or if they have nowhere to live.
23. Everyone has the right to work.
24. Everyone has the right to rest and leisure. Working hours must not be too long. Everyone has the right to paid vacation.
25. Everyone should have enough money for food and clothing, housing, and healthcare.
26. Everyone has the right to go to school. Education should be free.
27. Everyone has the right to culture, for example, to read books or go to the cinema and theater.
28. Everyone has the right to live in a society and a world where the freedoms and rights in this declaration can become a reality.
29. Everyone must help ensure that the society they live in is free.
30. No one may use what is stated in this declaration to try to take away or reduce the freedoms and rights of others.

The UN's Work on Human Rights and Democracy

Human rights cover many aspects of a person's life. They aim to ensure that all people have the opportunity to live a decent life and include rules about people's ability to survive, including food and shelter, about people's rights to their innermost thoughts and beliefs, about protection for the family, freedom from torture and slavery, about the right to education, freedom of speech, and participation in the governance of the country. Human rights apply to everyone. They establish that all people are born free and equal in dignity and rights. Human rights are universal. They apply worldwide, regardless of country, culture, or specific situation.

All Rights Are Equally Important

Human rights are written down in conventions. Presenting the rights in categories does not imply a ranking. They are all important. A series of decisions within the UN has emphasized the importance of viewing the various rights as mutually interrelated and as parts of the same whole. This emphasis has come as a reaction to the fact that economic, social, and cultural rights have, in practice, been given lower priority than other rights and have sometimes been described as aspirations rather than as real rights.

A Functioning Legal System is Essential

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Human rights regulate the relationship between the state and individual people. They impose limitations on the state's power over the individual while simultaneously establishing certain obligations for the state toward the individual. States are obliged to respect the rules of international law. Each country has a responsibility to ensure that its commitments regarding human rights are implemented in national legislation. However, it is not enough to have laws that clarify the state's obligations or that prohibit certain actions. There must also be a functioning legal system (police, lawyers, and prosecutors, impartial and fair courts) that upholds the laws. In addition, complementary measures are required, such as promoting – through information and other means – human rights.

Violations of Human Rights

If a violation occurs against human rights, it is primarily the responsibility of the state in question to ensure that the individual receives redress. However, human rights are an international concern, and it is therefore entirely legitimate for other states to express opinions about and attempt to influence the situation in various countries where rights are violated. Within the framework of human rights, it is thus states that have obligations and individuals that have rights. Individual persons are obliged to respect the rights of others under the laws of the country. According to the main rule, however, it is solely states that can be held accountable internationally for violations of human rights.

Date training completed:

Location where training completed:

Training conducted by Training Supervisor:.....

Training conducted by Training Supervisor:.....

I have received and understood the general orientation and the 18 points in this safety instruction/training. Moreover, I know where I can find more information on issues concerning safety and the work environment. I also know which individuals at the company are management representatives for the work environment and workplace safety issues.

Name of employee:

Signature of employee:

Name of employee:

Signature of employee:

Name of employee:

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Signature of employee:

Name of employee:

Signature of employee:

Name of employee:

Signature of employee:

Name of employee:

Signature of employee:

Name of employee:

Signature of employee:

Name of employee:

Signature of employee:

Name of employee:

Signature of employee:

Name of employee:

Signature of employee:

Board of Directors
Hans, David, Niklas

Director - KAM, HR, Admin
David

Director - Technical
Daniel

Director - KAM, Sales
Niklas

**Blockvägen
Factory Supervisor**
Fredrik
+ 55 Operators

Logistics
Michelle

Technician
Benigno

Technician
- Vacant

Technician
- Vacant

**Service,
Repairs,
Maintenance**
- Simon

**Service,
Repairs,
Maintenance**
- Vacant

Foreman Trays
Johan

Foreman CMS
Michal

**Foreman
Evening**
- Vacant

**Foreman
Night**
- Vacant

**Sommarvägen
Factory Supervisor**
Herman
+ 20 Operators

Logistics
Ola

Technician
Vinh

Technician
Lorant

Technician
Josef

**Service,
Repairs,
Maintenance**
- Vacant

Finance / HR
Magdalena

CSM
Elin
- Vacant
50%

Purchasing
- Vacant
50%

**QM, SBA (Brand),
SAM
(Arbetsmiljö),
Environmental M**
Christer

**IATF 16949, ISO
45001, GHG**
- Vacant

**Production
Manager**
- Vacant

3 Directors
8 Managers
2 Logistics
6 Technicians
3 Service, Repairs, Maintenance
4 Team Leaders
55 Ops BV
20 Ops SV
101 Personnel

Board Member
Directors
Managers
Logistics
Technicians / Ställare
Service, Repairs, Maintenance
Foremans / Team Leaders

	Document name: Introduction – Work, environment work		Doc. no. QMH 7-1
	Created by: Thomas Börgesson	Valid effective 2017-11-15	Page (of): 1/1
HBG Teknopress AB Ljungby	Approved by: Director of Operations	Signature :	Date: 2025-01-10 Revision 3

General

This is our workplace environment handbook that describes our fundamental activities to create a good and safe working environment. The purpose is to ensure that the activities affecting the working environment are carried out in an effective and planned manner. The work on workplace environment should be a natural part of everything we do and in all decisions that are made.

The handbook is based on the Work Environment Act and the accompanying regulations from the Swedish Work Environment Authority. According to the regulation on systematic work environment management (AFS 2001:1), employers are required to systematically plan, implement, and follow up on activities to ensure that workplace environment requirements are met.

Systematic occupational health and safety work

HBG Teknopress AB systematically works with its work environment through:

- Work environment policy (QMH 7-2)
- Collaboration in occupational health and safety work. (QMH 7-3)
- Distribute workplace environment tasks (QMH 7-4)
- Knowledge and competence (QMH 7-5)
- Examine the work environment (QMH 7-6)
- Assess the risks in the work environment, take action, and develop an action plan (QMH 7-7)
- Report and investigate incidents and accidents (QMH 7-8)
- Annual follow-up of the systematic work environment management (QMH 7-9)
- Fire Safety Policy (QMH 6-1)
- Employee training program (QMH 2-13-2)

The systematic work environment management is revised through internal auditing

Work environment legislation

A list of the work environment legislation that we are included by can be found in document QMH 2-5-1 List of laws and other requirements.

Chemicals

Routines for the purchase of chemicals, machines, and equipment can be found in document QMH 4-4 Purchases. The chemical register with accompanying safety data sheets is available on all company computers and placed on the company server.

	Dokumentnamn: Distribute work environment tasks		Dok nr. QMH 7-4
	Framtagen av: Thomas Börjesson	Giltig f.o.m 2017-11-15	Sida (av): 1/1
HBG Teknopress AB Ljungby	Godkänd av: Director of Operations	Sign:	Datum: 2025-09-15
			Utgåva 2

Purpose

Ensure that it is clear who is responsible for what in the systematic work environment management and that those who have duties also possess the knowledge, competence, and other necessary resources to perform their tasks.

Definitions

Task allocation means that responsibilities in the work environment efforts are distributed to specific individuals or positions.

Resources refer here to, among other things, knowledge, time, money, and authority.

Routine

The Board has delegated the responsibility for the work environment tasks in the systematic work environment management to the Director of Operations, who in turn has distributed the work environment responsibilities among the employees.

Who is responsible for the work environment is shown in the organizational chart in document QMH 2-12 Organization. Responsibilities and authority are specified in the job description in document QMH 2-12-1.

Those who are to perform work environment tasks must have the knowledge, competence, authority, and resources to carry out their duties.

Task allocation should be documented in writing using the form QMH 7-4-1 Allocation of work environment responsibilities. Anyone wishing to return their task allocation should do so in writing on the same form.

Safety Committee:

The company's safety committee consists of the following persons:

David Blomberg / Management representative, ultimately responsible for the work environment

Christer Helander / Quality and Environmental Manager, delegated work environment manager

Erik Bengtsson / Safety representative at Blockvägen

Herman Nordqvist / Production Manager/Technician at Sommarvägen

	Dokumentnamn: Employee General Health checks and Medical examinations		Dok nr. QMH 7-7-3
	Framtagen av: Tibor Albert	Giltig f.o.m 2023-09-01	Sida (av): 1/1
HBG Teknopress AB Ljungby	Godkänd av: Director of Operations	Sign:	Datum: 2024-10-01
			Utgåva 3

Purpose

Ensure that general health checks and medical examinations have been conducted for the relevant staff.

Also that specific additional health checks have been conducted in the case of the workers coming into contact with glues with health hazardous indications.

Definitions

Medical examination for health assessment and fitness evaluation.

Routine

Every year, it is checked that all certificates of fitness are valid for workers coming into contact with glues with health hazardous indications. Currently approximately 6 employees. This personnel have also received special training and uses specific protective gear.

A general health check for all employees shall be conducted every 6 years. Every year, approximately 10-15 people are sent for this periodical health checks.

Information on completed controls can be found in document QMH-2-13-1 Competence Matrix. Next to each person's information, there is a note about the applicable fitness certificate with a date.

	Document name: Fire Safety Policy		Doc. no. QMH 6-1
	Created by: Thomas Börjesson	Valid effective 15/11/2017	Page (of): 1/1
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Fire Safety Policy

HBG Teknopress AB operates a systematic fire safety programme by having:

- A fire safety organisation
- A description of fire safety
- Fire safety rules
- Procedures for classifying fire risks
- Operations and maintenance instructions
- Plans for fire safety training
- Awareness of laws and regulations concerning fire safety
- Procedures for monitoring and following up on fire safety
- Procedures for incident and accident reporting

All employees must be familiar with fire prevention, alarms and evacuation and have the knowledge to be able to intervene in an emergency situation.

Ljungby, the 15th of November 2017

David Blomberg
Director of Operations

	Dokumentnamn: Brandskyddsorganisation		Dok nr. QMH 6-2
	Framtagen av: Thomas Börjesson	Giltig f.o.m 2017-11-22	Sida (av): 1/1
HBG Teknopress AB Ljungby	Godkänd av: Director of Operations	Sign:	Datum: 2017-11-22
			Utgåva 2

Brandskyddsansvarig

Brandskyddsansvarigs arbetsuppgifter består av:

- Planera och genomföra brandskyddskontroll.
- Företräda företaget i tekniska brandskyddsfrågor.
- Planera och genomföra företagets brandskyddsutbildning.
- Informera anställda och nyanställda.
- Samverka med räddningstjänst och andra myndigheter.

Brandskyddsansvarig är SBA.

Föreståndare brandfarlig vara

Brandfarliga varor skall hanteras och används i verksamheten på sådant sätt att risken för brand eller ofrivilligt utsläpp blir så liten som möjligt. Företaget skall utse en föreståndare brandfarlig vara som kontrollerar att så sker.

Föreståndares arbetsuppgifter består av:

- Kontrollera att brandfarliga varor hanteras och används i verksamheten på sådant sätt att risken för brand eller ofrivilligt utsläpp minimeras.
- Kontroll av att föreskrifter och andra krav efterlevs när det gäller hantering och förvaring av brandfarliga varor.
- Stoppa verksamheten om brandfarliga varor hanteras eller används på ett ur brandsynpunkt riskfyllt sätt.
- Ändra hantering eller användning av brandfarliga varor vid överhängande risk för brand eller utsläpp.

Föreståndare brandfarlig vara är SBA.

	Dokumentnamn: Brandskyddsutbildning		Dok nr. QMH 6-3
	Framtagen av: Thomas Börjesson	Giltig f.o.m 2017-11-22	Sida (av): 1/1
HBG Teknopress AB Ljungby	Godkänd av: Director of Operations	Sign:	Datum: 2025-05-09
			Utgåva 3

Utbildning och övning

Brandskyddsorganisationen skall ha erforderliga kunskaper för att kunna arbetet. Detta tillgodoses genom regelbunden brandskyddsutbildning samt övningar. Utbildning och övning skall vara anpassad till den uppgift man har inom brandskyddet.

Utbildningsbehovet indelas i följande kategorier:

1. Allmän brandskyddsinformation för samtliga anställda samt nyanställda och feriearbetare.
2. Utbildning för brandskyddsansvarig.
3. Utbildning för speciella arbetsuppgifter t.ex. föreståndare brandfarlig vara, heta arbeten.
4. Information till entreprenörer och andra uppdragstagare.

Brandövning skall hållas med en gång per år. Ansvarig för att brandövningar hålls är SBA.

Dokumentering

För dokumentering av utbildnings- eller övningsbehov samt dokumentering av genomförd utbildning/övning se QMH 2-13.

Director of Operations ansvarar för uppdatering av kompetensmatris.

Övningar/information dokumenteras genom lista på dem som deltagit i övningen med datum, ledare samt omfattningen av övningen/informationen. Listan förvaras i journalpärmerna.