

Working hours agreement for white collar employees

§ 1 Scope of Agreement

Item 1

This agreement applies to all white collar employees whose employers are affiliated to IKEM. This agreement replaces the Swedish Working Hours Act in its entirety. In this agreement the terms 'white collar employee' or 'employee' and 'the local branch of the white collar employees' union' include 'supervisor' and 'the local branch of the supervisors' union'.

The parties agree that this agreement lies within the scope of the EU Working Time Directive, which aims to provide employees with health and safety when organising working time. Specific rules pertaining to working time for juveniles can be found in the Swedish Work Environment Act.

Travelling time should be planned so that it does not unreasonably burden the employee with regard to night, daily and weekly rest.

Item 2

The provisions of Sections 2–4 do not apply to:

- employees with managerial status;
- work carried out by employees in their homes or otherwise under such conditions that it cannot be considered to be the employer's responsibility to supervise how the work is arranged.

Item 3

Employers and employees who reach an agreement that the right to specific compensation for overtime shall be replaced by longer vacation, or compensated for in some other way in accordance with Section 5 Item 2:3. in the agreement on general conditions of employment, may reach an agreement that the employee shall be

exempted from the provisions of Sections 2–4. Such agreement may only be reached with respect to:

1. work that is performed under such conditions that it cannot be considered to be the employer's responsibility to supervise how the work is arranged, and
2. work performed by employees whose duties and conditions of employment are such that they may be deemed to occupy a managerial or comparable position, or by employees who, considering their duties of employment, are entrusted to organise their working hours themselves.

Comment on Items 2 and 3:

According to Items 2 and 3 above, the provisions of Sections 2–4 do not apply to certain employees. However, it is in the mutual interest of the employer and the local branch of the white collar employees' union to gain an idea of the total number of working hours of these employees. For some of them, hours are registered by a time stamp or in some other way, for example when a company applies a system of flexible working hours. In these cases, the system provides a basis on which to assess working hours. In other cases hours cannot be registered in the same manner as for other employees. If the local branch of the white collar employees' union so requests, the employer and the local branch of the union shall jointly prepare a suitable basis on which to assess the volume of working hours for these employees.

Some employees who are exempt from the provisions of Sections 2–4 have, in accordance with current practice up to now, had a certain amount of freedom with regard to the scheduling of working hours. This freedom is not affected by this agreement.

Exemption from working hours regulation is primarily intended to apply to employees who have freedom with regard to the scheduling of their working hours and for employees who are able to influence their own work volumes.

Agreements which cover Sections 2-4 of the Working Hours Agreement should be formulated such that their meaning is clear.

The employer cannot, through an agreement in accordance with this Item, be released from its liability for work environment factors and the application of, among other things, the Swedish Work Environment Authority's regulation on the organisational and social work environment.

Item 4

In addition to the exemptions in Items 2 and 3, written agreement may be reached between the employer and the local branch of the white collar employees' union that certain employees or groups of

employees shall be exempted from the provisions of Sections 2–4, in those cases where the employees, with respect to their duties, can be deemed to hold a particular position of trust regarding working time or if there are exceptional circumstances.

For the term of such agreements, see Section 7 Item 2.

§ 2 Number of working hours, etc.

Item 1 Available working time

The total working hours during any seven-day period may amount to a maximum of 48 hours on average over a reference period of 12 months. Regular working hours, overtime, extra hours for part-time employees and hours on call are included in the total working hours.

When calculating the total working time, paid vacation and sick leave during periods when the employee should otherwise have been working, shall be deemed equal to performed working time.

Item 2 Regular working hours

Regular working hours for white collar employees may not exceed an average of 40 hours per week with no public holidays over a reference period of 12 months.

In addition, for shift work, average regular working hours per week with no public holidays over a reference period of 12 months may not exceed:

Two-shift work	40 hours*
Intermittent three-shift work	38 hours
Continuous three-shift work	36 hours
Continuous three-shift work with major public holiday work	35 hours
Underground work	in accordance with Appendix 2

*White collar employees working in intermittent two-shift work in line with production should be given paid time off to the same extent as is given to subordinate workers under collective bargaining agreements. If such time off is not provided for in the working time schedule, the

time off shall be given as paid days off, after consultation with the employee. The legitimate interests of production and of the employee shall both be taken into account here.

Comments:

- 1. Three-shift work may be carried out with three or more shift teams.*
- 2. The parties agree that different lengths of working hours may be applied at different times of the year.*

The local parties may, in addition to the alternatives given in this agreement, agree on different ways to organise working time, which promote the business but also meet individual requests regarding the working-time schedule.

Item 3 Rest breaks, meal breaks and pauses

Unless the local parties agree otherwise, rest breaks shall be arranged so that the employee does not work for more than five consecutive hours at a time. 'Rest break' means an interruption in the daily working hours during which employees are not obliged to remain at their places of work. The employer shall indicate the duration and scheduling of rest breaks in advance and as accurately as the circumstances allow.

Rest breaks may be replaced by meal breaks at the workplace. Such meal breaks are included in the working hours.

The employer shall arrange the work so that employees can take any pauses that are needed over and above breaks. If working conditions so require, special pauses in the work may be scheduled instead. Pauses are included in working hours.

Item 4 Daily rest

Item 4:1 General rule

Every employee is entitled to at least eleven consecutive hours of rest per 24-hour period, calculated from the start of the period of work, according to the employee's working-time schedule (daily rest).

Item 4:2 Exceptions

1. The local parties may agree on deviations from the provisions of Item 4:1, provided that the employee is given an equivalent period

of rest after the period of work that interrupted the period of daily rest.

2. If no local agreement according to the first point is made, temporary deviations from Item 4:1 are permitted if these are caused by exceptional circumstances that the employer could not have foreseen, provided that the employee is given an equivalent period of rest after the period of work that interrupted the period of daily rest.
3. If no local agreement according to the first point is made, deviations from Item 4:1 are permitted in the event of work during standby duty, provided that the employee is given an equivalent period of rest after the period of work that interrupted the period of daily rest.

Item 4:3 Deviations regarding the scheduling of the equivalent rest period

If, for objective reasons, it is not possible to schedule an equivalent rest period according to Item 4:2 after the period of work that interrupted the period of daily rest, the equivalent period of rest shall be scheduled within seven calendar days.

Comment:

In respect of work in connection with stand-by duty during several consecutive days, the equivalent rest periods for these days may be added together and scheduled within seven calendar days of the most recent stand-by duty shift. However, this presupposes that the employee, despite the interruptions in the rest periods, has had sufficient rest during the stand-by period.

If the equivalent rest period cannot be given within seven calendar days, the local parties may agree on other appropriate protection.

Comment:

'Other appropriate protection' does not mean solely financial compensation.

Item 4:4 Scheduling of equivalent rest period in regular working hours

No salary deduction shall be made if the employer schedules the equivalent rest period within regular working hours.

Item 5 Night rest etc.

Item 5:1 Night work

'Night' means the period between 10 p.m. and 6 a.m. By local agreement, 'night' may be defined as another period of at least seven hours including the period between midnight and 5 a.m.

All employees shall be free from work to rest at night. This time off work shall include the time between 24.00 and 05.00.

Deviations from the second paragraph are permitted if, in view of the nature of the work, the needs of the public or other particular circumstances, the work must also be carried out between midnight and 5.00 a.m.

Deviations from the second paragraph may also be made on the basis of a local agreement.

Item 5:2 Night workers

'Night workers' are employees who normally work at least three hours of their working time during the night and employees who are likely to work at least half of their annual working time at night.

The regular working hours for night workers shall on average not exceed eight hours per 24-hour period over a reference period of 12 months.

Comments:

- 1. When calculating the average, for each commenced period of seven days the weekly rest shall be deducted from the reference period. Vacation and sick leave during periods when the employee should otherwise have been working, shall be deemed equal to performed working time.*
- 2. It is the intention of the parties that the length of the reference period shall not be applied in such a manner that it results in working-time schedules where extremely long working hours without sufficient rest are used over a long period of time.*

Item 5:3 Night workers whose work involves special hazards

Night workers performing work that involves special hazards or heavy physical or mental strain may not work for more than eight hours during any 24-hour period when involved in night work.

Item 6 Weekly rest

Each employee shall have at least 36 continuous hours of rest during each period of seven days (weekly rest).

Time on standby duty, when the employee is allowed to remain outside the workplace but is obliged to be at the employer's disposal to do work when the need arises, is not included in weekly rest.

Weekly rest periods shall as far as possible be scheduled at weekends.

Deviations from the first paragraph are permitted; e.g. in cases of standby duty or overtime work. In doing so, the employee shall receive compensation in accordance with the Agreement on compensation for weekly rest.

Item 7 Overtime

Item 7:1

'Overtime work' in this agreement means work carried out by an employee over and above his or her regular daily working hours if:

- the overtime work has been requested in advance, or
- where it could not be requested in advance, the overtime work has subsequently been approved by the employer.

Time spent carrying out any preparation and rounding-off work that is necessary and normal for the employee's job is not deemed to be overtime in accordance with Item 7:2 below.

Completed overtime is credited by the full half-hour.

If overtime work has been carried out both before and after regular working hours on any one day, the two overtime periods shall be added together.

Item 7:2

In exceptional circumstances, up to 150 hours of general overtime may be worked during a 12-month period.

Comment:

The 12-month period refers to a fixed period, usually applied to the calendar year.

Item 7:3

General overtime may be worked for a maximum of 150 hours during three consecutive calendar months. Nevertheless, the amount of overtime during any one calendar month may not exceed 100 hours. These 100 hours may only be exceeded in the event of exceptional circumstances, for example when it is necessary to finish a job that cannot be interrupted without considerable inconvenience for the business.

Local parties may also agree that overtime can be worked up to a maximum of 144 hours during 12 consecutive weeks, with a maximum of 96 hours in any four weeks.

Item 7:4

General overtime, whatever the form of compensation, shall be deducted from the overtime allowance in accordance with Item 7:2 above.

If overtime is compensated for by time off (leave in lieu) in accordance with the agreement on general conditions of employment, the 'overtime hours' that have been compensated for by leave in lieu are added back to the overtime allowance according to Item 7:2 above.

Comment:

Leave that employees have obtained under the Agreement on working hour reduction, 1. Lifetime working time - working time account is also restored as above, currently up to a maximum of 32 hours for 2025, and up to a maximum of 40 hours for 2026.

Example:

An employee works four hours of overtime one weekday evening. These overtime hours are deducted from the overtime allowance under Item 7:2. An agreement is reached that the employee shall be compensated with six hours of leave in lieu (four overtime hours x 1.5 = six hours of leave in lieu). Once the employee has taken the leave in lieu, the four overtime hours that have been compensated for in this way are added back to the overtime allowance under Item 7:2.

During a 12-month period, no more than 75 hours may be added back to the overtime allowance in this manner, unless the employer and the

local branch of the white collar employees' union have agreed otherwise.

Comment:

The employer and the local branch of the white collar employees' union may reach an agreement that overtime compensated for by leave in lieu so as to be added back to the overtime allowance in the manner described above shall be scheduled within a given time period, e.g. calculated from the time the overtime was worked or before a specified date.

For the term of such agreements, see Section 7 Item 2.

Item 7:5

The employer and the local branch of the white collar employees' union may reach a written agreement on a different method of calculation, or on a different volume of general overtime for a particular employee or group of employees. Agreements on a different volume of general overtime shall be submitted to the relevant unions and employer associations for approval.

For the term of such agreements, see Section 7 Item 2.

Item 7:6

In addition to what has been stated above, in the event of extraordinary circumstances, an agreement may be reached between the employer and the local branch of the white collar employees' union that up to 150 hours of extra overtime may be worked per 12-month period.

Item 7:7

If a natural incident, accident or other similar circumstances that could not be foreseen have caused an interruption in the business or involve an imminent risk of such an interruption or of injury to life, health or property, overtime worked for these reasons shall not be included in the calculation of overtime in accordance with Item 7:2 above.

§ 3 On-call duty

Item 1

If, owing to the nature of the business, it is necessary for the employee to be at the disposal of the employer at the workplace to work when the need arises, the maximum number of on-call hours during a four-week period shall be 48, or 50 hours per calendar month. The hours during which the employee works on behalf of the employer are not deemed to be on-call hours.

Item 2

The employer and the local branch of the white collar employees' union may reach a written agreement on a different method of calculation, or on a different volume of on-call hours for a particular employee or group of employees.

For the term of such agreements, see Section 7 Item 2.

Item 3

The parties agree that on-call duty that is more frequent than every fourth week shall occur only in cases where this is justified for technical production reasons or human resources reasons.

§ 3a Standby duty

Standby duty shall be assigned so that it does not unreasonably burden an individual employee. The parties agree that standby duty that is more frequent than every fourth week shall occur only in cases where this is justified for technical production reasons or temporary human resources reasons.

Comment:

Standby duty is not deemed to be working time.

§ 4 Overtime and on-call log

The employer shall keep the necessary log for the calculation of overtime in accordance with Section 2 Item 7 and of on-call hours as in Section 3. The employee and the local branch of the white collar

employees' union or the central representative of the white collar employees' union are entitled to view this log.

Appendix 2

Working hours rules for underground work

For underground work, regular working hours may not exceed an average of 36 hours per week with no public holidays over a reference period of 12 months.

In addition, for shift work, average regular working hours per week with no public holidays over a reference period of 12 months may not exceed:

Intermittent two-shift work	35 hours
Continuous two or three-shift work and intermittent three-shift work	35 hours, including annual working hours are reduced by 40 hours.

Agreement on compensation for weekly rest

between IKEM and Unionen, Sveriges Ingenjörer/Naturvetarna and Ledarna.

§ 1

The parties agree to aim for weekly rest of 36 hours.

In cases where 36 hours of weekly rest cannot be achieved, a local agreement can be reached to compensate for this. If a local agreement has not been reached, the salaried employee receives compensation for each break in weekly rest as follows:

1. A supplement of 1.0 per cent of the salaried employee's fixed cash monthly salary, and
2. Half a paid day off.

Each interruption to the weekly rest after the first ten is compensated by one day of paid leave.

Interruptions to weekly rest and days of paid leave are calculated per calendar year.

An agreement is to be reached between the employer and the individual employee as to when all leave shall be taken. Normally, the leave should be taken within five days of the most recent interruption to the weekly rest and, as far as possible, immediately before or after a weekend.

§ 2

Overtime work (apart from on-call and standby duty) shall be compensated in accordance with Section 1, provided that the work is expressly requested in advance.

ÖVERENSKOMMELSE OM ARBETSTIDSFÖRKORTNING

Agreement on working hours reduction

1 Lifetime working hours – working hours account according to the 2025-2027 agreement

The following rules apply unless the local parties agree otherwise:

1. Individual working hours accounts shall be developed for all employees.
2. An amount based on salary and compensation for regular working hours during the previous year of the agreement is allocated to each working hours account on 31 March each year during the period of the agreement.

The amount allocated is calculated as follows:

Percentage	Date	Equivalent leave
2.0	31 March 2025	4 days*
2,5	Beginning with 31 March 2026, each year respectively	5 days*

* See also point 2a and 2b respectively below.

3. The allocation to the working hours account may be taken as paid leave, pension premium or cash payment.
4. The employee shall decide how the withdrawal is to be made from the working hours account in accordance with point 3. If the employee chooses the paid leave option, the leave shall be scheduled as agreed with the employer.
5. An employee who chooses paid leave is not entitled to carry days over from one year of the agreement to another. Leave that is not taken during the year of the agreement is compensated for in cash. This also applies to employees who, for whatever reason, do not choose any of the three options.
6. When working hours reduction are taken as time off, such taken leave – up to currently 32 hours, and 40 hours from 1 April 2026 –

shall be returned to the overtime space. Such returns, together with returns according to the Agreement on Working Time Regulations for Employees §2 item 7:4, may not exceed 75 hours per 12-month period.

2a Working hours according to the 1998 agreement (SIF/CF) – now Unionen and Sveriges Ingenjörer

Discussions shall be held between the local parties concerning issues relating to working hours at the company. During these discussions, the local parties may agree to a reduction in working hours for full-time employees of one day with effect from 1 May 1999, one further day with effect from 1 May 2000, and another further day with effect from 31 March 2001, with pro rata reductions for part-time employees. Any reduction shall be scheduled in full days or part days. These discussions can address issues such as a flexible working hours to suit company needs and individual wishes.

If no agreement on a reduction in working hours is reached, the monthly salaries of the employees concerned shall be increased by 0.5 per cent as of the date of the salary review each year.

2b Working hours – according to the 1998 agreement (Ledarna).

Discussions shall be held between the local parties concerning issues relating to working hours at the company. During these discussions, the local parties may agree to a reduction in working hours for full-time employees of one day with effect from 1 May 1999, one further day with effect from 1 May 2000, and another further day with effect from 31 March 2001, with pro rata reductions for part-time employees.

Any reduction shall be scheduled in full days or part days. These discussions can address issues such as a flexible working hours to suit company needs and individual wishes.

If no agreement on a reduction in working hours is reached, the monthly salaries of the employees concerned shall be increased by 0.5 per cent as of the date of the salary review each year.

At companies covered by an agreement on 'lifetime working hours' for other groups of employees, a corresponding agreement can be reached for members of Ledarna.

Agreement regarding National Day

In December 2004, the Swedish parliament (Riksdagen) decided to make National Day, 6 June, a public holiday as from the year 2005, at the same time abolishing Whit Monday as a public holiday. Since National Day, unlike Whit Monday, will at regular intervals fall on a work-free day, within some patterns of working hours, the Swedish Industrial and Chemical Employers' Association (now IKEM), SIF (now Unionen), Sveriges Ingenjörer and Ledarna have reached the following agreement.

1. At companies where working time is calculated as hours per week with no public holiday, full-time work during the daytime, intermittent two-shift work and intermittent three-shift work entitles the employee to two hours of compensation per year. Compensation is given pro rata for part-time employees and employees who work only part of the year.
2. At companies that have continuous shift working with stops during major public holidays, work may be performed on National Day provided that the employees with this pattern of working hours are compensated in accordance with point 1 above.
3. The local parties shall agree on how the compensation according to point 1 shall be handled.

Unless the local parties agree otherwise, the compensation shall be added to the individual lifetime working hours account according to the parties' agreement on reduction in working hours.

At companies where the pension premium alternative is the general rule, this shall be applied and the value of the above hours shall be calculated at 0.125 per cent.

1 April 2025– 31 March 2027

Agreement on local salary formation at companies: Unionen

IKEM and Unionen have reached the following agreement for Unionen's members employed by companies affiliated to IKEM.

§ 1 The importance of Salary formation

Salary formation is a positive force in the company's activities and creates conditions for individuals to develop and be stimulated to make good work contributions, which in turn leads to increased productivity, efficiency, and profitability.

All employees participate in continuous improvement work and thereby contribute their efforts, which leads to revenue-generating salary formation. This enables positive salary development and employment security, which creates conditions for the staff's salary development within the company.

Salary formation is based on the company's business and operational ideas as well as its economy, productivity development, and development power, with established overall goals broken down into sub-goals and individual goals.

A trustful cooperation between company management, employees, and their union representatives is a prerequisite for good salary formation.

The Company's managers have a special responsibility to set goals and follow up on results in dialogue with the employee.

The aim of the agreement is to create a process where efforts, competence, and results are tied to individual salary development.

This gives the employee the opportunity to influence their own salary development. The goal is to achieve salary setting that both the employer and the individual staff member can understand.

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