

# SPACE10

Handbook

The SPACE10 Handbook is the common reference for everything you need to know about working at SPACE10. It is made for all — whether you are new to SPACE10 or have been with us for a while. With the Handbook, we aim to help you better understand what to expect from SPACE10 as a company — and what SPACE10 expects of you.

The contents of the Handbook are closely connected to our company culture and ways of working, and we encourage everyone to take the time to read it through and reach out if you have any questions.

The Handbook has been developed by Kajsa, Sabina, Daniel and Kaave. Changes to the Handbook will be communicated on Slack and reflected accordingly in this document.

## Questions

Here is an index of who to reach out to by topic:

### Team Head of

Your role, salary, development, and physical and mental well-being

### Kajsa, Head of Operations

Our ways of working and physical and mental well-being (in case you don't wish to speak with your Head of)

### Sabina, Finance & Legal

Your employment contract, employee rights, pension, health insurance, vacation and other absence, visa and work permit, therapy, as well as budget matters

### Daniel, Head of Strategy

Project-related confidentiality, intellectual property (IP), information security and GDPR

### Valeria, Admin & Operations

Hardware and software, the Copenhagen office, and use of the van

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## How We Work

### Code of Conduct

As a SPACE10 co-worker we expect you to contribute to a respectful, safe and inclusive working environment for our team, collaborators and guests. We don't accept discrimination, harassment or bullying in any form — whether verbal, physical or visual. If you notice or experience any violations of our code of conduct, speak up or reach out to Kajsa. Violations will be investigated, might result in a written warning, and can be grounds for termination of contract.

Behaviours that contribute to a healthy environment:

- Using welcoming and inclusive language
- Being respectful and empathetic of differing viewpoints and experiences
- Gracefully accepting and offering constructive criticism and feedback

Violations include, but are not limited to:

- Hurtful remarks
- Unreasonable deprivation or reduction of responsibilities and work tasks
- Slander or exclusion from the social and professional community
- Attacks on or criticism of employees' privacy
- To be shouted at or ridiculed
- Physical assaults or threats thereof
- Hostility or silence in response to questions or attempts at conversation
- Impairment of employees' jobs, their work effort or their competence
- Offensive phone calls
- Offensive written messages, text messages, pictures and videos incl. on social media
- Unpleasant teasing
- Degradation, e.g. due to age, gender, gender identity, sexual orientation, ethnicity or religious beliefs
- Exploitation in the job, e.g. private errands for others

### Work Hours

Our work hours are 9am to 5pm from Monday to Thursday. Friday is our day of inspiration where you are free to do whatever you wish, be it travelling, reading, being with friends and family, or something else. You are not expected to work, attend meetings, answer messages and emails, or be at the office on these days.

When you are working away from our default and main working time zone of CET/CEST on behalf of SPACE10, for example for a pop-up, your default work hours

are 9am to 5pm within the local time zone. In this case, you are not expected to answer messages and take meetings outside of work hours.

However, if you work in a time zone different from CET/CEST on a more permanent basis, or are away for personal reasons, you may be expected to be available for meetings and messages outside of 9am to 5pm. In this case, you should align your work hours with your Head of and team while your remote work is being approved.

We know that modern life, work and creativity are not always in line with a determined time schedule. If it suits your family life or productivity better — or if you have an appointment during the day — you are more than welcome to work outside the default work hours. Simply be sure to align it with the project team(s) you are on, and mark in your calendar when you are not available.

If you would like a more permanent setup that is different from 9am to 5pm, speak with your Head of and Kajsa.

## Office Day and Remote Work

We believe flexibility and diverse ways of working shape the best outcome. We recognise that productivity and creativity is not one-size-fits-all, and leave it primarily up to you to decide where to work from during the week.

However, to ensure we all get to see each other in person on a recurring basis, we have one day a week, Mondays, where those located in Denmark are expected to work from the office. Those located outside Denmark are expected to come to Copenhagen at least one week a month.

If you are interested in working remotely for a period of time, or are considering a more permanent setup that is remote, reach out to your Head of. Remote work should always be aligned with your Head of and team, and also requires sign-off from your Head of if it spans more than one week — whether in or out of CET.

To give a better idea of who is working from where, we encourage you to set your work location in your calendar. For remote work spanning more than one week, we encourage you to reach out to Kajsa, who can also add it to the shared Absence calendar. This ensures it is included in the automatic update in the #out-of-office Slack channel.

If you work outside the default work hours, are out for a doctor's appointment or similar during the day, mark in your calendar when you are not available. You are also welcome to post an update in #out-of-office on Slack to notify the team.

## Meetings

For our mandatory team meetings and sessions, we expect you to attend unless you are sick, on leave, on vacation or something else has been agreed on in advance. If something unexpected happens and you can't attend, notify Kajsa.

To be respectful of each other's time and ensure enough focus time during the week, we strive to be diligent in why, when and how we meet. Besides our company-wide meetings and sessions, internal meetings are meant for discussion and decisions — whereas updates are kept to Slack and email.

When hosting a meeting, we expect you to:

- Provide a clear purpose, agenda, and desired outcome with the invite
- Be conscious of the time needed. Anything from five minutes to eight hours is valid
- We host 25, 40 or 50 minute meetings instead of 30, 45 and 60 minute ones. This provides time for arrival and a short break in between meetings
- If needed, book a meeting room when creating the calendar event
- Share necessary material for discussion and decision-making in advance
- Be ready on time and have any conferencing hardware setup, ready to use
- Make time for a round of introductions if there are new people attending
- Facilitate the meeting to ensure all are heard and time is kept
- Share clear takeaways and next steps at the end or shortly after the meeting

When attending a meeting, we expect you to:

- Come prepared and on time
- Respond to the calendar invite at least one day before the meeting
- If needed, cancel in advance by updating your calendar response

## Overtime

We don't compensate for overtime, and therefore encourage you to manage your time and plan projects in accordance with the time available.

That said, we know overtime can be hard to avoid in some instances — e.g. for projects abroad, such as a pop-up. If you are set to be working extensively and consistently over our regular 9am to 5pm working hours due to a special-case project, reach out to Kajsa to plan time tracking and time in lieu up front.

More information on holidays and vacation time is explained further below.

## Absence

It is unacceptable to miss work without notifying us and doing so can be grounds for a warning and termination of contract. If it continues after receiving a warning, or if you are absent at a later date without giving notice, we may consider dismissing you. Please note that we trust you and hope this will never occur.

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# Employment

## Contracts

We define hires in two types, which can be either full time or part time:

- Permanent
- Fixed-Term

Each employment type has different benefits and terms, but everyone is covered by the Danish Salaried Employees Act ('funktionærloven' in Danish), which secures a wide range of regulations that benefit you as an employee.

If you would like to renegotiate your contract — including role, title, salary, etc. — bring it to your annual contract conversations with your Head of. The contract conversation is conducted no later than 12 months after your first day of employment or last contract conversation.

## Work Permit

All employment contracts at SPACE10 are dependent on a valid work permit for the country you will work in. If working in Denmark and not a registered citizen, you will need a valid work permit — we will assist you in the process. SPACE10 is registered as a 'fast track' company in Denmark, which means that we are pre-approved to host international employees.

In the end, it is always the sole responsibility of the employee to complete the necessary legal documents. However, we are just as keen to get this in order as you are. It is important to note that there are additional formalities to complete once you arrive in Copenhagen. A helpful guide to all of them can be found [here](#).

## Wage / Salary

Pay at SPACE10 follows market-based salaries and is determined by your skill sets, level of experience, responsibilities, role and performance. From an organisational point of view, we keep salaries confidential and only Kajsa, Daniel, Kaave, Sabina and your Head of have access.

We use the software [Zenegy](#) to pay out salaries. When you are first hired, we will help you set up your account but you are responsible for making sure that all information is consistently up to date. You can find salary slips, holiday information and employment documents in Zenegy.

The salary is paid in arrears on a monthly basis. This means that on the final business day of the month, you will receive your salary for that month. For example, if 31 January falls on a Sunday your salary for January will be paid out on Friday 29 January. If you are working in Denmark, we only pay your salary to a Danish bank account. It is your responsibility to provide your bank information in order to receive your payment.

## Termination

As a result of working under the Danish Salaried Employees Act ('funktionærloven' in Danish) the termination of employment can be done by SPACE10 under the following notifications:

- 0-3 months: Probation period, your contract can be terminated with 2 weeks' notice
- 3-6 months: Notification of current month + 1 month
- 6 months – 3 years: Notification of current month + 3 months
- 3-6 years: Notification of current month + 4 months
- 6-9 years: Notification of current month + 5 months
- 9+ years: Notification of current month + 6 months

By default, a termination by SPACE10 should never come as a surprise and we strive to be as transparent as possible. Furthermore, Danish law protects employees with more than one year's seniority in the way that companies cannot let go of someone without reasonable justification — such as external factors (budget, strategic changes, reorganisation), performance (following written warning/s), breach of contract, and long-term illness (more than 120 sick days during a year).

If you as an employee want to resign for any reason, you are obliged to give us a notification of current month + 1 month's work no matter the length of seniority.

In specific cases other conditions can be made, but in that case it will be put in writing in your Employment Agreement, which is always the decisive agreement.

## Senior Policy

We believe in positive special treatment to the elderly when it's intended to allow the employee to keep their job. If you desire to work towards a specific retirement time, it might be relevant to discuss a possible downsizing of work tasks and change of working hours before retirement. We fully support a balanced work life regardless of age and want to accommodate this by designing the best possible setup for you.

## Side Employment

If you work on passion projects on the side that you are compensated for, you will need approval from SPACE10. As long as it does not conflict with the work we do at



SPACE10, it should not be a problem. If you are working under a visa, responsibility lies with you to find out if you should report the side employment to relevant authorities.

## Keynote Fees

If you are offered compensation for a keynote you are giving on behalf of SPACE10, the fee should be paid to SPACE10 and not you personally. To respect that the projects we present are a result of the work of all of us, we pool this money to use on supporting non-profit organisations and charity. Preferably, the organiser should donate your fee directly to a cause.

## Onboarding

When you start working at SPACE10, we plan a special onboarding program for you to help guide you from being a new employee to a confident team member. The program is broken into sections: First day, first week, 30 days, 60 days and 90 days. The onboarding process is closely followed by your Head of. The program ends by the 90th day of employment with a 3-month evaluation and approval of the probation period, as well as the beginning of benefits.

## Development

On a tertiary basis, you meet with your Head of to discuss professional growth areas and career aspirations. Based on self-reflection and feedback, the purpose is to identify individual strengths, weaknesses, skills and areas of improvement that you would like to address. The conversation is not about your contract, but about identifying a personal trajectory of development and evolution to deepen and broaden your abilities in your work.

## Intellectual Property Rights

All Intellectual Property Rights (IP) that are created during the employment are the IP right of SPACE10. We expect you to be careful with all IP created and all information that is of confidential nature about projects, ideas, concepts, inventions, and the relationship with IKEA, which comes to your knowledge during the employment. We need to make sure that IP and confidential information (trade secrets) are not accidentally disclosed to the public. If we don't protect it, value may be lost.

When leaving SPACE10, all IP that you created during your employment is the IP right of SPACE10. We remind you of your confidentiality obligation. You must continue to keep knowledge of unpublished IP rights and confidential information acquired during your employment as a secret.

Contact Daniel if you would like to know more, or refer to your employment contract.

## Confidentiality

You will gain access to confidential information while working at SPACE10. In general, everything that has been released publicly (on our website, social media, etc.) can be freely spoken about — but topics such as contracts, finances, IKEA insights, and new discoveries should remain confidential until further notice has been given. Ask Daniel if you are in doubt.

In order to safeguard confidential information and personal data, you are obligated to comply with our information security policy. The policy defines instances both where we need to do things in a particular way and where we need to configure our IT to support. Ask Daniel if you are in doubt.

## Tax Card

Your tax card establishes what you should pay in tax. It is calculated on a personal basis and is dependent on things like other incomes, travel distance to work, mortgages, etc. It is your own responsibility to make sure it is up to date and you can always correct it at [skat.dk](https://skat.dk) using your MitID or NemID. Remember to adjust it if your salary changes. After changes have been made we automatically receive the information into our salary system, so no need to inform SPACE10.

Find more information about the tax card [here](#).

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## Health

### Illness

If you experience illness, whether physical or mental, SPACE10 covers all days with paid leave until you get well again.

Please register 'Sickness' in Zenegy, make an all-day 'Out of office' event in your own calendar, and post an update in the #out-of-office Slack channel no later than 8.30am on the day. You're welcome to be as open or discreet as you wish about why you'll be away for the day.

Human beings can be very contagious, so even if you just have a cold we encourage you to stay home, rest and recover. As your well-being is important to us, your Head of or Kajsa might check in on how you are doing.

If you need to contact a doctor, call the phone number on the top of your yellow health card, which you receive once you are registered in Denmark. Outside of your

doctor's operating hours you can call the national medical helpline on 1813. If it is an emergency, call 112 for urgent services.

If you are ill for more than 14 days in a row, we require that you have a conversation with your Head of and/or Kajsa. This helps us become aware of your condition and better strategise for your team(s) to continue working efficiently. Based on the output of the conversation we might request a statement of illness.

## Menstrual and Menopause Leave

We believe in destigmatising menstruation and menopause to enable more equity in the workplace. We therefore separate menstrual and menopause leave from regular sick leave, and provide the following support:

- Flexibility to work from home if needed
- Spaces at the office that facilitate physical and mental comfort
- Free period products in the office bathrooms for our team and guests
- A range of items at the office to relieve symptoms
- Paid leave until you feel better
- Annual educational sessions for the wider team

Please register 'Menstrual and Menopause days' in [Zenegy](#), make an all-day 'Out of office' event in your own calendar, and post an update in the #out-of-office Slack channel no later than 8.30am on the day. You're welcome to be as open or discreet as you wish about why you'll be away.

If you are away for more than 14 days in a row, we require that you have a conversation with your Head of and/or Kajsa. This helps us become aware of your condition and better strategise for your team(s) to continue working efficiently. Based on the output of the conversation we might request a statement of illness.

Read our full Menstrual and Menopause policy [here](#).

## Children's Illness

If your child is unwell, we cover 2 days of paid leave on your child's first 2 sick days. This applies each time your child is sick and also if the daycare is closed, and you have to take care of your child. If you need additional days of care, you will have to spend your vacation days.

Please register 'Child's sick days' in [Zenegy](#), make an all-day 'Out of office' event in your own calendar, and post an update in the #out-of-office Slack channel no later than 8.30am on the day. You're welcome to be as open or discreet as you wish about why you'll be away.

## Doctor and Dentist

### **Regular doctor visits, hospital treatment and treatment by a specialist/dentist**

Try to plan your appointments outside work hours. If it cannot be avoided, coordinate with your team(s) and add the hours you will be out in your own calendar.

### **Emergency doctor or dentist visit**

An emergency visit is equated with illness, and you will be compensated for the missed work with full pay. Please notify a member of the team as soon as you are safe and able.

### **Children's and elderly treatment**

If you need to accompany your child and elderly family members to their medical and dental treatments, please reach out to Sabina to coordinate.

## Medical Declarations

If you become sick, we might request a statement of illness. There are three types:

### **Duration of illness statement ('varighedserklaering' in Danish)**

After 14 days of absence, we can request further information about the duration of your illness. The information is given in a statement issued by your doctor or a specialist. Find more information (in Danish) [here](#).

### **Declaration of opportunity ('mulighedserklaering' in Danish)**

If you are unsure about when or whether you can return to work due to illness, this declaration states what you are able to do during your particular illness, and is intended to support a healthy return to work. It helps determine the work you can do, and what considerations, if any, can be taken for you to be able to return to work. The declaration must be filled out by three parties: SPACE10, yourself, and your doctor.

### **Illness statement ('friattest' in Danish)**

From your first sick day, we may request a declaration from your doctor that states your absence is caused by illness and provides an estimated duration of absence. Find more information on this declaration (in Danish) [here](#).

## Therapy

Mental health can be a challenge and we recognise the need to treat it as such. Should you need or desire to see a doctor for mental health, contact your own doctor to ensure you are getting the right treatment covered by your PFA health insurance. SPACE10 has a list of referred therapists from PFA (see next section).

We keep all your information strictly confidential. Please contact Sabina if you would like more information.

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## Benefits

### Lunch Plan

At SPACE10, we offer you to be a part of our vegan lunch plan which costs 20 DKK per day. If you would like to be a part of the lunch plan, Danish law permits the cost to be automatically taken out of your salary after tax.

### Pension Scheme

In order to help you save for retirement, SPACE10 offers all employees on a permanent contract a 4% contribution of their salary to [PFA](#) after their first 3 months employment. PFA is the biggest pension company in Denmark. This contribution is in addition to your salary, not taken from it.

PFA will contact you within a month after your contribution begins — by phone, email or letter — to introduce you to their services and assist in creating the most beneficial plan for you. The 4% covers approximately 2.8% pension savings and 1.2% health insurance, depending on what you decide with PFA. It is up to you to evaluate how much more you would personally like to contribute to saving for your retirement. In general, savings of around 10 to 14% in total is recommended.

We encourage you to choose PFA's green savings solution, [Climate Plus](#), where your pension is invested with focus on reducing CO2 emissions.

Learn more about our PFA insurance [here](#). If you want to increase your personal pension contribution, reach out to Sabina.

### Gross Salary Scheme

The gross salary scheme ('bruttolønsordning' in Danish) enables benefits that you can pay through your salary before paying tax. The following schemes are available:

- Transport
- Education
- Computer displays up to 26 inches
- Other work-related hardware and software

Please reach out to Sabina if you would like to know more about any of the above schemes, and would like to activate any of the benefits.

## Health Insurance

While basic healthcare is available to everyone residing in Denmark (using your yellow health card), extra health care needs are not always included in the governmental coverage. If you receive pension through SPACE10, a basic healthcare plan is provided through PFA Insurance (the 1.2% that does not go to your pension savings). It covers the costs of:

- Rehabilitation therapy
- Recuperation
- Chiropractor and physiotherapist
- Acupuncture or reflexology
- Psychiatrist and psychologist, inc. emergency counselling
- Temporary home help and home nursing care
- Second opinion by a new specialist
- ... and more.

Please note that dentist visits are not covered under the Danish health care system and you will be required to pay a fee when seeking dental care.

## Celebrations

### **Birthdays**

Every year we operate a 'birthday game' in which each co-worker receives a birthday 'nisse' (elf) for the coming year. Every 'birthday nisse' is given a budget of 400 DKK (800 DKK for a 'round number' birthday) to purchase a gift for their designated co-worker on their special day. This is an opportunity for us to get to know one another, make every birthday unique, and celebrate both ourselves and others.

### **Life events and work milestones**

We celebrate most of life's events such as big anniversaries, weddings or when your family grows. We also recognise and celebrate work milestones — though we are a young company some team members have already dedicated many years to SPACE10 and we want to honour that. Every co-worker reaching an increment of 10 years of employment at SPACE10 will be celebrated.

### **Annual team events**

We enjoy celebrating team achievements, holidays and festivities, and miscellaneous occasions throughout the year. We head out for dinner on a recurring basis, celebrate the SPACE10 birthday in November, and usually host a bigger party at the end of summer. All social activities are optional.

## Learning Activities

We believe in developing personal and professional skills that amplify our strengths and align with our mission. This can range from workshops, peer-to-peer sessions, group courses and field trips to individual development activities. Reach out to Kajsa to learn more.

## Well-being Activities

We aim to support everyone's physical and mental well-being through these perks and tools:

- Headspace (meditation app) account. Contact Valeria if you would like one
- Physical activities such as yoga, badminton or basketball (changes throughout the year based on the team's interests and needs)

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## Holidays and Vacation

### How the System Works

The Danish vacation year runs from 1 September to 31 August. Co-workers employed on the basis of the Danish Salaried Employees Act ('funktionærloven' in Danish) have 30 paid days of holiday every year — 25 days of vacation and 5 days of extra holiday entitlement.

Vacation days are earned throughout the year with 2.08 days being added each month. You are entitled to use 5 vacation days in advance before having completely earned them.

The extra holiday entitlement days ('feriefridage' in Danish) are automatically given at the start of each vacation year. If you are not employed from the start of the vacation year, the amount of days received is calculated based on your start date.

- T1, Sep – Dec: 5 extra holiday entitlement days
- T2, Jan – Apr: 4 extra holiday entitlement days
- T3, May – Aug: 3 extra holiday entitlement days

The extra holiday entitlement days need to be spent by 31 August, while earned vacation days can be spent until 31 December. We expect you to use all of your vacation days and extra holiday entitlement days in this period.

In case something unexpected happens hindering you from using all your vacation and extra holiday entitlement during the year, 5 vacation days can be transferred to the next year. Apply with a written request to Sabina on Slack to transfer the extra vacation days (max 5) by 31 December at the latest.

If the 5 (or less) remaining vacation days are not transferred, they will be paid out. If you have not been employed during the entire period you are allowed to take vacation, you will need to sign a declaration to have the remaining days paid out.

Any additional unused days will be lost. Extra holiday entitlement days cannot be transferred. However, this is not applicable if you have been prevented from spending your vacation days for a recognised reason — e.g. illness or leave in connection with child birth — that has lasted until the end of the vacation year.

You can always check your vacation balance in Zenegy, either on your payslip or in the 'Holiday and absence' tab.

## Submitting Vacation

We expect you to align with your Head of and team in relation to ongoing and upcoming work and check your vacation balance before submitting requests. Requests for vacation spanning more than one week also require sign-off from your Head of.

Unless otherwise agreed, vacation requests are submitted via Zenegy and added to the shared Absence calendar by Sabina. If you need to change or remove an existing vacation registration, reach out to Sabina.

## Going on Vacation

Before going on vacation, please set your Slack status to 'On vacation' and your email to auto reply by inserting a reply similar to the example below. You are welcome to personalise it to make it your own. If you provide an alternative contact email, make sure to align with the person you're referring to beforehand.

### **OoO auto reply example**

Thanks for getting in touch. I'm on holiday until [Day Month] and will not be checking my inbox until then. For urgent matters in the meantime, please reach out to my friendly colleague [name]@space10.com.

All the best,  
[Name]



## When to Take Vacation

Longer vacations of 3-4 weeks should preferably be taken in July, and we expect all to be at work for the end and start of the business year in August and September. Beyond that, you are welcome to take vacation whenever suits you best. Please reach out to Kajsa with any questions.

## National Holidays

In addition to your 30 days of paid vacation, these national holidays are also paid days off:

- Christmas Eve (24 Dec)
- Christmas Day (25 Dec)
- Boxing Day (26 Dec)
- New Year's Eve (31 Dec)
- New Year's Day (1 Jan)
- Maundy Thursday (early-mid April)
- Good Friday (early-mid April)
- Easter Monday (early-mid April)
- Great Prayer Day (late April – mid May)
- Ascension Day (mid May)
- Whit Monday (late May/early June)

You are welcome to swap one or several of these with other national or religious holidays. In that case, reach out to Sabina to coordinate.

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## Leave

### Pregnancy

If you are expecting a baby, you should let us know at the latest 3 months before the expected birth.

If you get sick during your pregnancy (also called 'pregnancy-related illness') you still hold your right of paid sick leave. The 120 days rule (see 'Employment Termination' section) does not apply here as the Danish Equal Treatment Act §9 determines that you cannot risk your job by announcing pregnancy and going on leave.

## Fertility

If you are going through fertility treatment, you should know that:

- You are protected by the Danish Equal Treatment Act §9, which determines that announcing fertility treatment and the potential leave cannot risk your employment due to the treatment. Note that this protection begins when treatment starts.
- You have the right to compensation for absence while visiting doctors and getting treatment, however you should try to schedule it to not disturb your work calendar if possible.
- If it is your partner receiving the treatment, you do not have the right to compensated absence, but we fully support your involvement in both the treatment and, hopefully, during the pregnancy. Coordinate with your team and Sabina when relevant.

Please note that the following sections have not been revised to reflect the amendments of the act on parental leave which took effect on 1 July 2022.

## Maternity Leave

Denmark gives every mother, father and co-parent the right to leave due to pregnancy and birth of a child. The amount of leave is divided into 3 types, and you are welcome to use all three in their entirety.

- 4 weeks of pregnancy leave: To relax and prepare for the little one to arrive.
- 14 weeks of maternity leave: To take care of the new family member.
- 32 weeks of parental leave: To establish your new family in whatever form it may take (to be used after maternity leave but within 46 weeks of the child's birth). If you have a partner (father or co-parent) who is also a guardian of the child, you can split this time however you like.

Please inform Sabina about your pregnancy no later than 3 months ahead of the due date, and of when you plan to return to work within 6 weeks of the birth.

SPACE10 covers 4 to 38 weeks' full salary to support your new family. The length depends on your level of seniority in relation to your right to refund of unemployment benefits at the maximum unemployment benefit rate. You can see the breakdown of levels below. If you are interested to know more, please contact Sabina.

### For the Mother (birth-giving)

The policies of this section are determined by your tenure in the company, calculated from your first day of employment until the day of giving birth.

**Between 3 months and 1 year's employment**

- The employee receives full salary for 4 weeks before the estimated date of delivery (pregnancy leave). The 4 weeks must be taken immediately before the estimated date of delivery and cannot be transferred to after childbirth.
- The employee receives partial salary for 14 weeks after childbirth (maternity leave) equivalent to the unemployment refund possible (up to 193,10 DKK per hour and 37 hours per week in 2020).
- The employee is entitled to partial salary for another 12 weeks which, at the employee's own option, can be scheduled 15-46 weeks after childbirth (parental leave) equivalent to the unemployment refund possible (up to 193,10 DKK per hour and 37 hours per week in 2020).

**Employment for 1-5 year(s)**

- The employee receives full salary for 4 weeks before the estimated date of delivery (pregnancy leave). The 4 weeks must be taken immediately before the estimated date of delivery and cannot be transferred to after childbirth.
- The employee receives full salary for 14 weeks after childbirth (maternity leave).
- In addition, the employee is entitled to full salary for another 12 weeks which, at the employee's own option, can be scheduled 15-46 weeks after childbirth (parental leave).

**Employment for more than 5 years**

- The employee receives full salary for 4 weeks before the estimated date of delivery (pregnancy leave). The 4 weeks must be taken immediately before the estimated date of delivery and cannot be transferred to after childbirth.
- The employee receives full salary for 14 weeks after childbirth (maternity leave).
- In addition, the employee is entitled to full salary for another 20 weeks which, at the employee's own option, can be scheduled 15-46 weeks after childbirth (parental leave).

## Paternity Leave (and non birth-giving parents)

Fathers and co-parents also receive compensated leave to welcome a new life. The Danish Maternity Law gives new fathers and co-parents the right to:

- 2 weeks of paternity/co-parent leave ('fædreorlov' in Danish): In agreement with us, you are free to plan when and how you want to use the 2 weeks of paternity leave within the first 14 weeks after the child's birth.
- 32 weeks of parental leave: To establish your new family in whatever form it may take (to be used after paternity/co-parent leave but within 46 weeks of the child's birth). If you have a partner who is also a guardian of the child, you can split this time however you like.

By law, we need to know of the pregnancy 4 weeks in advance of the mother's due date. Please feel free to let us know earlier so we can prepare accordingly and plan your leave the best way possible.

We cover 2 to 22 weeks of full salary to support your new family. The length depends on your level of seniority in relation to your right to refund of unemployment benefits at the maximum unemployment benefit rate. You can find the overview below. If you are interested to know more, please contact Sabina.

## For Father or Co-Parent

### **Between 3 months and 1 year's employment**

- The employee receives full salary for 2 weeks (paternity/co-parent leave) which, at the employee's own option, can be scheduled within the birth-giving mother's 14 weeks of maternity leave after childbirth.
- The employee is entitled to partial salary for another 12 weeks which, at the employee's own option, can be scheduled 2-46 weeks after childbirth (parental leave) equivalent to the unemployment refund possible (max. 193,10 DKK per hour and 37 hours per week in 2020). Keep in mind that you use the shared parental leave if you have a partner who is also a parent/guardian of the child.

### **Employment for 1-5 year(s)**

- The employee receives full salary for 2 weeks (paternity/co-parent leave) which, at the employee's own option, can be scheduled within the birth-giving mother's 14 weeks of maternity leave after childbirth.
- The employee receives full salary for another 12 weeks which, at the employee's own option, can be scheduled after the 2-week period of paternity leave after childbirth (parental leave). This time is shared and agreed upon with your partner.

### **Employment for more than 5 years**

- The employee receives full salary for 2 weeks (paternity/co-parent leave) which, at the employee's own option, can be scheduled within the birth-giving mother's 14 weeks of maternity leave after childbirth.
- The employee is entitled to full salary for another 20 weeks which, at the employee's own option, can be scheduled after the 14-week period of maternity leave after childbirth (parental leave). This time is shared and agreed upon with your partner.

## Adoption

If you adopt a child, we provide the same conditions as if you become a parent by giving birth. However, there are a few adaptations due to the nature of adoption — including paid leave being dependent on your specific situation. Read more about it (in Danish) [here](#). However, a general understanding for adopting parents and their right to paid leave is:

- 4 weeks before adoption of a child from overseas, for both parents
- 1 week before adoption of the child in Denmark, for both parents
- 2 weeks immediately following adoption of the child in Denmark, for both parents

Each case is handled individually, and guidelines are in place to make adoptive leave as equal as possible to birthing parents.

Contact Sabina for more information and to make the best plan for your family.

## Bereavement Leave

When you lose a loved one, you can take paid time off from work for bereavement, making arrangements, settling family affairs and attending the funeral or memorial service. Let Sabina know your plans as soon as you can so we can arrange for your absence.

- Parents, spouse/partner or siblings: 10 days of paid leave
- Children under 18: You are covered with full pay for 14 weeks
- Relatives (not fitting in the above categories): 1 day of paid leave (inside the country) or 2 days of paid leave (outside the country)

These caps are not to say you must return to work after so many days, but just to show what we cover for bereavement. You can use any of your available vacation time if you need more time off after bereavement leave. It is also possible to arrange a special leave in which case you should reach out to Sabina to coordinate.

## Wellbeing Leave

When you are an employee, you will be paid during illness. For more information on short-term illnesses, please refer to the 'Health' section above.

### **Leave for 30 days or more**

If you are on wellbeing leave for more than 30 days, we contact the municipality you live in. This enables us to receive sickness benefit reimbursement (approximately 16.000 DKK per month), and you get offered their assistance in getting you well and able to rejoin the team in your full capacity. You can find more information [here](#). Note that it is important that you actively try to regain your health while on sick leave to maintain your rights. You have the duty to participate in all procedures issued by the municipality. If you do not live up to this, we have the right to deduct your salary.

### **Holiday**

If you are on wellbeing leave you don't have the right to take vacation. You will have to report 'recovered' before leaving on vacation, and it will be based on your doctor's assessment whether you have recovered or not. If you wish to leave the country for recovery reasons you need a written approval from your doctor as well as the municipality prior to departure.

### **Back to work**

When you feel ready and have recovered from your illness, please contact Sabina to coordinate your plan of return (part-time or full-time) and contact the municipality [here](#) to inform them when you have fully recovered.

## Nursing Leave

You have the option of taking nursing leave to care for a close relative who wishes to spend their last days at home. During this period, you will not receive pay from SPACE10 as an allowance from the municipality is available to you. You can find more information [here](#).

## Care Leave

If you need to look after a close relative who is seriously ill or has a disability, you can take leave from work for up to 6 months (in special cases, extended to 9 months). During this period you will be employed by the municipality, which will pay you a salary, and not SPACE10. You can find more information [here](#).

## Leave of Absence

In principle, you are not entitled to take a leave of absence outside the previously mentioned obligations (maternity, paternity/co-parent, wellbeing leave, nursing and care leave). However, you are always welcome to reach out if you are considering taking time off for private interests. Contact Sabina if so.

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## Office Setup

### Access and Alarm

Unless other agreements are made, you may enter the office at any time as long as you deactivate the alarm when you enter and activate it again when you leave.

Each co-worker at our Copenhagen HQ is assigned an access chip and 6-digit code to enter the space and activate/deactivate the alarm. You are not allowed to share your chip and code with anyone. In case of loss, reach out to Valeria immediately. You will be shown how the alarm system works during your onboarding, but the information is below for your reference.

#### Entering

- To enter when the alarm is on, scan your access chip **and** enter your 6-digit code on the access panel. The alarm is now deactivated.
- To enter when the alarm is off, scan your chip **or** enter your code.

### **Leaving**

- The last person to leave the office must do a final check over of the space, from the basement to the top floor. Close any open doors and windows, as this can disrupt the alarm setting process.
- To set the alarm when you leave, press the green checkmark on the access panel and scan your chip. The panel will flash green and two orange dots will appear. Wait until you hear a short alarm and the panel flashes red, which means you did everything right. Now the office is locked and the alarm is on.

In case of issues, call the security company and state the password in either English or Danish. You can find the phone number on your access chip. As the number wears off the chip after a while, we also recommend that you add it to your phone contacts.

## **Video Surveillance**

For security reasons, we have video surveillance installed at the office. The cameras monitor the following areas of the space, and will as a consequence also capture those working in those areas. The recordings are only used in the event of a break-in, and are automatically deleted after 30 days.

### **Ground floor**

- 1 in the Kiosk and bar area, overlooking the space and door
- 1 in the staircase behind the bar, overlooking the space and door
- 1 in the Gallery, overlooking the space and door
- 1 in the Library work space (formerly Orange Meeting Room), overlooking the space and door

### **First floor**

- 1 near the Fast Lane, overlooking the Green Cube and door to the balcony

### **Basement**

- 1 in the Cork Meeting Room, overlooking the space and the door

## **WiFi**

Access the SPACE10 network by using the password provided. The SPACE10 Guest network can be accessed using the password 'Copenhagen'.

## **Working Environment**

We aim to provide a working environment that supports your physical and mental wellbeing.

### **Ergonomics**

When at your desk, please use a stand to elevate your screen and adjust the height of the table so your elbows rest on the desk at a 90-degree angle. If seated, adjust the height and back of your chair to support an upright posture and a 90-degree angle at your knees.

### **Air quality**

Our cleaning team comes in three times a week to keep the space clean and minimise dust. As we don't have air conditioning in-house, we air out the ground floor and first floor on a daily basis and keep air purifiers in the basement spaces to keep track of the air quality.

## **Meetings**

You are welcome to invite anyone for meetings at the Copenhagen HQ. We are all responsible for setting up and cleaning up for our own meetings. If you are hosting a larger meeting or workshop and need help setting up, you can reach out to Valeria at least two days in advance to see if assistance is possible.

Please find general meeting guidelines in the [How We Work](#) chapter.

## **Cleaning**

The office is our common responsibility to keep tidy at all times. We don't have defined teams who set up or clean up after lunch, instead it is a joint effort. We expect everyone to clean up after themselves out of respect for their fellow workers and work environment. To be climate-conscious we always use natural cleaning products and sort our trash in the kitchen bins and backyard wheelie bins.

## **Lunch**

We share vegan lunch at the office on Mondays to Thursdays from 12 noon to 1pm CET. Please respond Yes/No to the 'Office Lunch' calendar invite to indicate what days you'll be joining for us to order accordingly, and reduce food waste. Responses for the following week need to be in by Thursday at 12 noon to be included. Those joining are collectively responsible for setting up lunch at 12 noon and cleaning up at 1.40pm.

You can opt in or out of our company lunch plan. Opting in means a deduction of 240 DKK from your salary each month, and opting out means that you cover lunch at your own expense. By default, we assume that all people working in Copenhagen are opting in. Should you wish to opt out — until further notice, or for a period longer than 2 months, e.g. due to work abroad — reach out to Sabina and/or Kajsa.



## Drinks and Snacks

In the upstairs kitchen you will find a variety of drinks and snacks that are free of charge for us and our guests to consume when in the office. To be climate-conscious we always choose local and organic options when possible. The products in the ground floor fridge, such as wines and beers, can be purchased for personal use with a 40% discount.

## Stationery

Office supplies and stationery can be found in the printer room. If we have run out of something or if you have a request, please reach out to Valeria.

## Alcohol and Smoking

We provide beer and wine free of charge to us and our guests outside work hours. Please drink responsibly. Smoking is not allowed inside the office. When outside, make use of ashtrays, dispose of cigarette butts in the trash, and be mindful not to smoke near open doors or windows as you risk passing second-hand smoke to those inside.

## Borrowing the Office

You are welcome to borrow the office for hosting a private event outside work hours if it is not conflicting with a SPACE10 event or meeting. To borrow the office, please coordinate with Kajsa in advance. It is required that you leave the space clean and tidy by the following workday.

## In Case of Emergency

If there is an emergency — e.g. a fire, robbery, sudden accident or something else — you should call 112. This central emergency number in Denmark alerts police, fire trucks and ambulances, and they will guide you further. If you have more time, please find someone on the Organisation team and they will know what to do. Please remember that your safety comes first at all times.

In the event of a fire or danger inside the office, vacate the building and meet in the parking lot of Flæsketorvet outside SPACE10.

We have the following emergency tools and supplies available in the office:

Fire extinguishers  
— 3 in the basement (workshop)

- 1 on the ground floor
- 2 on the first floor (kitchen)

#### First aid kits

- 5 in the basement (workshop)
- 1 on the ground floor (behind the bar)
- 1 on the first floor (kitchen drawer)

#### Fire blanket

- 1 on the first floor (kitchen)

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## Budgets

### Financial Setup

SPACE10 is fully funded by Inter IKEA Systems B.V. and we have a project-based setup. Each project has a set yearly budget managed by a budget owner, usually the project responsible. Three digital tools are key when it comes to our spending and budgets: Budget sheet, Pleo and Corpay. Read about them below.

Our business year follows IKEA's and runs from 1 September to 31 August. It is divided into three terms — 'tertiars' — of four months each.

### Spending Guidelines

IKEA is a cost-conscious and responsible company — we mirror that in our own spending. We expect everyone on the team to spend money wisely, keep track of expenses, and assess estimates and fees with due diligence.

We honour IKEA's values by promptly paying our collaborators and residents — we never expect people to work for free. We count on everyone to make fair agreements with external parties and contributors that correlates to their experience for the task required.

### Expenses and Reimbursements

For most expenses you will use Pleo, your company credit card. However, if you are required to pay for something using your personal account, add it as a 'Private expense' in Corpay in the current month of purchase, and with the relevant project label. After approval from the project's budget owner, you should receive the funds in your private account within the current month.

## Pleo Credit Card

We offer a Pleo card to all employees at SPACE10 with a demonstrated need for it. It is your responsibility to use it strictly for business purposes and to always follow our spending guidelines.

It is prohibited to use your company card for private reasons. If it does happen, the full amount must be refunded within one week with an added 100 DKK to cover administrative costs. Your card will then be closed. If the expense is not refunded, the amount will be deducted from your salary and you will be considered in breach of contract. This can lead to direct termination of your contract.

All Pleo expenses should be updated with the correct category, project tag and attached receipt by latest on Friday at 12 noon CET every week.

## Corpay Invoices

All invoices are handled in the software program Corpay. For security, the software requires validation from you, approval from the budget owner, and approval from Sabina. You should always know which project budget will cover an expense before you purchase anything and label it appropriately within the system.

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## Transportation and Travel

### Means of Transportation

When travelling around Copenhagen (or the city you primarily work from) for meetings or work-related errands, please try to use public transportation, a bicycle or the SPACE10 van. When away for work travel, you are also welcome to use Uber or taxis.

### Van and Parking

We have a shared van at SPACE10 that is used for work-related purposes. Please remove all your belongings and trash when returning the van to prepare for the next user.

Fines are at your own expense — so drive carefully and follow the rules.

We have a free parking permit in the Meatpacking District, but you need to follow the set rules in the area. Please ask Kajsa if you are unsure of what those are.

## Reasons for Travel

Unless other agreements are made, we only travel for the below reasons to be climate-conscious and stay true to our mission as a non-profit. Make sure to sign off any travel abroad on behalf of SPACE10 with your Head of, and coordinate dates with your team in relation to current or upcoming project activities.

- Strategic meetings
- IKEA meetings and events
- SPACE10 projects, exhibitions and events
- Keynotes and panel discussions

Before booking flights and accommodation, make a schedule to calculate how many days you need to spend away — accounting for time to rest up between meetings and activities. We are cost conscious, so aim to book flight tickets at least three weeks in advance.

## Travel Visa

For international travel, it is your responsibility to check your destination country's embassy in advance to see if you require a visa or any special vaccinations. If there are 4 or more people going, it might be wise to get help from a travel agency.

## Travel Budget

Always act cost-conscious when representing SPACE10. When budgeting for accommodation, aim for approximately 3 stars, with your own room. When budgeting for food, account for breakfast, lunch and dinner during each day away. Keep in mind that we pay for meals — we do not cover alcohol-only purchases or trips to bars. Remember to upload all receipts and tag the expense in Pleo according to information provided by the project's budget owner.

## Travel Insurance

When you travel outside of Denmark for SPACE10 you are covered by our travel insurance from Gouda. It covers:

- Illness, emergency medical transport and repatriation
- Luggage and flight delay
- Personal injury
- Property damage
- ... and more.

In case of urgent help while travelling, please call +45 33 15 60 60 and inform them of our client number.

## Travel Compensation

When travelling on behalf of SPACE10 for one of the reasons listed above, we offer the following compensation:

- Paid meals and accommodation
- 0.3 days of time in lieu per day away (incl. weekends)
- 10,000 DKK bonus after three weeks away

Unless otherwise agreed, time in lieu requests are submitted via Zenegy and added to the shared Absence calendar by Sabina.

Trips longer than four weeks are seen as secondment and will entail a separate agreement. Voluntary travel to work from another country doesn't grant compensation but falls under the guidelines for remote work.

## Relocating to Another Country

As moving culture and country can be a stressful experience, we support anyone relocating on behalf of SPACE10 with 2 days of paid leave to sort out logistics and settling in before diving into your new role.

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## Tools and Hardware

### Phone and Computer

We provide all employees and project hires with a MacBook (with protective sleeve), an iPhone (with case and screen protector), and a pair of AirPods (or over-ear headphones within the same price range). You are welcome to use these for personal matters too.

These devices are required to comply with SPACE10's information security policy configuration baselines at all times. While some of the configurations are set at the time of handover, it is the responsibility of the individual team member to ensure that it remains as such. Valeria can guide you in configuring security settings for your devices.

Hardware is expensive and not environmentally friendly, so please treat it like you would your own. We expect you to always keep the phone case and screen protector on and use the computer case when on the move. In the unfortunate event of damage, theft or loss, please let Valeria know immediately.

We provide the possibility to upgrade your phone and computer every third year unless there is a demonstrated need for it before. As part of the upgrade, you will be offered the option to purchase the 'old' phone and/or computer for personal use through a salary deduction. If you are not interested, the offer will be extended to the rest of the team. Prices are set according to Humac's Buyback service [here](#).

## Phone Plan

We provide all employees a paid phone plan that you are welcome to use for personal matters too. If you do not wish to use the phone plan for personal matters, please inform Valeria and Kajsa. This is to ensure you are not deducted in salary, as Danish law requires a small reduction be made before tax for personal use of a company phone plan.

Please use WiFi rather than mobile data when possible. Use web-based services such as WhatsApp when making work-related or personal international calls. You are not allowed to make private purchases (e.g. bus or train tickets) on your phone plan.

Our phone plan includes 3LikeHome, which means you can use your phone while abroad without extra charges for up to 30 days. See which countries are covered [here](#). If you are abroad for more than a month, we encourage you to get a local SIM card with data to avoid expensive charges for the remainder of your stay.

## Email

You are welcome to choose the email client that suits you best — whether that is Gmail, Apple Mail or something else. We expect you to use your provided email signature and make sure it displays correctly and consistently in all your email communication.

We also expect you to add an Out of Office auto-reply when you are on vacation or wellbeing leave for more than 2 days, and that you direct people to a colleague in your absence. Remember to coordinate with that person beforehand so they are aware.

Note that we value your personal time and do not expect you to answer emails when you are on leave, on vacation or outside of work hours.

## Slack

Slack is our instant messaging platform and primary method of communication to share information, files and more. You should set up your profile with a portrait

photo, your title and contact details. Please read and respond to messages sent to you, and find a way to keep track of incoming requests from team members and collaborators.

We don't expect you to answer Slack messages when you are on leave, on vacation or if it is after work hours. We would much rather you disconnect and come fresh the next working day.

## Calendar

We use Google Calendar for booking meetings and setting up calls. It runs best in the Chrome browser. We request the use of Google Calendar over Apple iCal, as it is more advanced in terms of functionality and creates more seamless team communication with the following features:

- Checking participant availability before sending invites
- Adding a meeting room when creating a calendar event
- Calling for 'speedy meetings' of eg. 25 or 50 mins instead of 30 or 60 mins
- Automatically adding a Google Meet link
- Displaying time zones for both Copenhagen and any offices abroad
- Setting your work location as Office, Home or another location

Everyone has their own calendar, but we also have a few shared team ones providing overview of office events, team illness and vacation, and so on.

We would like you to be aware that administrators of our Google Workspace by default have visibility of all events in your calendar, even those marked private. We therefore recommend that you use your SPACE10 calendar for work appointments only.