

# Triple Topping Games – Employment Contract

Between

## **Triple Topping Games**

Havnsøgårds vej 42  
4591 Føllenslev  
("The Company")

and

## **Name**

Civic reg. No.:  
Address:  
("The Employee")

## 1. Effect

1.1. With effect from \_\_\_\_\_

1.2. The employment is permanent.

## 2. Work and areas of responsibility

2.1. Work tasks

2.2. Work tools

2.3 Code of conduct, the employee has read and accepted the company's code of conduct:

## 3. Work hours

3.1. The employee's normal work time is 32 hours per week, including a daily lunch break with a duration of 30 minutes to 1 hour. The employee will be working from 8:00 to 15:00 or from 9:00 to 16:00 and register any overtime hours in the overtime form in the shared Google drive. Astrid will always be required to sign the overtime forms.

3.2. The company will endeavour to avoid overtime in connection with the production of games. However, the employee will be expected to put in a reasonable amount of overtime work in connection with important deadlines. Notice about overtime will always be given a week in advance, and only the company can decide that the employee will work overtime. Overtime will be

earned on a 1:1 basis, no matter when the work hours take place, but the company will always try to avoid overtime hours in weekends and on holidays.

3.3. Overtime is tallied up every month based on the completed and signed overtime forms. If the employee has had overtime during a month, he or she will be able to take time off in lieu in the subsequent month. Time off must be agreed upon with Astrid no later than the day before and must be registered in the time off form in the shared Google drive. If time off in lieu of overtime has not been taken or registered as planned time off on the first day of the next month, the overtime will automatically be transferred to the next month unless the employee has asked no later than the 22<sup>nd</sup> in the month to have the overtime converted into salary to be paid. Overtime is paid by DKK 231 per hour.

3.4. Furthermore, the employee is obliged to participate in meetings with other employees and the company's management and must, to the extent necessary, also participate in training courses and other business meetings outside of normal work hours. Participation in meetings etc. hosted by the company is counted as a part of the work time.

## 4. Salary and holiday

4.1. The monthly start salary amounts to DKK 35,000 paid in monthly arrears no later than the last weekday of every month.

### 4.2. Seniority

- Salary year two 36000
- Salary year three 37000
- Salary year four 38000
- Salary year five 40000

4.3. Employment takes place in accordance with The Danish Holiday Act with salary during vacation. Triple Topping pays 6 weeks of full vacation.

4.4. Aside from the fixed monthly salary, the company will also pay a fixed monthly basic amount of DKK 2,500 to the company's pension scheme in AP Pension. The employee can ask for a higher percentage of the salary (including bonus) to be paid as pension.

4.5. The employment includes salary allowance for parents. The salary allowance always follows the youngest child in the family and will be adjusted from the month after the month in which the child reaches a new age group.

- DKK 5,000 child 0-2 years
- DKK 4,000 child 3-6 years
- DKK 3,000 child 7-14 years
- DKK 1,000 child 15-18 years

## 5. Expense refunds

5.1. The company will, to a reasonable degree, refund the employee's company-related travel and representation expenses in accordance with the company's rules and as agreed upon with its management.

5.2. The employee will receive DKK 150 per day for food when travelling, either as credit vouchers or with the company's Pleo card and app.

## 6. Workplace

6.1. The employee's normal workplace will be the company's office address on Store Kannike Stræde 6, 2, 1169 København K and not the company's formal address. Furthermore, the employee should expect travel and meeting activities, projects etc. away from the workplace.

6.2. Days working from home and absence must, to the extent possible, be agreed upon with Astrid at least 2 days in advance.

6.3. The workplace makes all necessary hardware available to the employee.

## 7. Job satisfaction and collaboration

7.1. The employee is under an obligation to work with colleagues to create the best possible work environment and collaboration with other employees and management.

7.2. The employee is encouraged to inform management as early as possible about any disputes and other conditions that obstruct a good work environment so everyone can work together on finding a solution.

7.3. Please also refer to the employee handbook and our code of conduct.

7.4. The employee accepts that English is the most commonly used language in the workplace.

## 8. Other jobs etc.

8.1. Throughout the period of employment, the employee is obliged to dedicate his/her entire working capacity to the company's interests.

8.2. However, the employee is allowed to participate in other business activities, paid as well as unpaid, as long as they do not impact his/her dedication to the company.

8.3. The employee may not directly or indirectly work with or show an interest in businesses in direct competition with the company without prior written permission from the CEO.

## 9. Immaterial rights

9.1. The company retains full rights to all work results produced by the employee or as dictated by the company, covering results both inside and outside of the company's area of work, including knowhow, IT applications, copyright, inventions, designs, trademarks and other immaterial rights. Payment for these is included in the salary.

9.2. Inventions that can be patented or registered as utility models are covered by Notice 104 from January 24, 2012, from the law about employee inventions. If the employee creates an invention, he or she must immediately inform the company.

9.3. With regard to products protected by Notice 202 from February 27, 2010, from the copyright law, the company has the right to change the products as they see fit and, without any limitations, transfer copyright without liabilities to the employee.

9.4. During or at any time after the employment, the employee must handle his or her work results according to §§ 10.1-10.4 and sign documents and in other ways assist the company to the extent necessary to secure the sole, exclusive and full rights to the employee's work results.

## 10. Confidentiality

10.1. The employee must keep everything that he or she learns about the company and information about it, its customers or other external partners connected to the company during his or her work for the company.

10.2. This confidentiality is also in effect after the termination of employment, no matter why it was terminated.

10.3. Breaches of confidentiality will be viewed as a considerable breach of contract and may result in immediate termination of it.

10.4. Furthermore, the employee should be familiar with the law about business secrets.

## 11. Notice

11.1. Termination of employment will take place according to the rules in the Salaried Employees Act, no matter if it is initiated by the employee or the company. Notice must be given in writing no later than the last day in the month the notice is given from.

11.2.

<b>Employment time</b>	<b>Notice from employer</b>	<b>Notice from employee</b>
0 - 6 months (without trial time)	1 month (notice must be given before 5 months of employment)	1 month
6 months - 3 years	3 months (notice must be given before 2 years and 9 months of employment)	1 month
3 - 6 years	4 months (notice must be given before 5 years and 87 months of employment)	1 month
6 - 9 years	5 months (notice must be given before 8 years and 7 months of employment)	1 month
More than 9 years	6 months (notice must be given after 8 years and 7 months of employment)	1 month

11.3. At the termination of employment, no matter for what reason, the employee is obliged to hand over all materials in his or her possession related to the company's business to the company, no matter if the materials are analogue or digital. The employee will not be able to exercise right of retention to materials belonging to the company.

## 12. Leave in connection with pregnancy, birth and adoption

### 12.1. Absence rights

The employee has absence right in connection with pregnancy or parental leave in accordance with current legislation.

### 12.2. Salary rights

The person who gave birth has 14 +25 weeks of paid parental leave, and co-parents have 25 weeks of paid parental leave.

On the following conditions:

- The company receives full unemployment benefit refund for the period, since the salary right will otherwise be dropped (however, women will always have the right to ½ salary in the last four weeks leading up to birth and the first 14 weeks after birth), and
- the company receives the maximum refund from Barsel.dk,

- and for adopters, the pre-adoption investigation authorities have decided that the adopter must be at home during the period.

### 12.3. Adoption

In case employees adopt a child, they will have leave options corresponding with those of biological parents, provided that the pre-adoption investigation authorities decide that one of the parents must stay home for a period of time.

### 12.4 Bonus when taking parental leave

If the employee chooses to take a minimum of 1 month of parental leave, the company offers a baby carriage valued at DKK 7,000 (please note that tax must be paid of the value hereof, and the employee is of course allowed to decline the offer).

## 13. Illness

13.1. In case of illness, the employee must report to Astrid and Simon before 08.00.

13.2. The employee has the right to contribute to a work capacity statement, and the company can demand one at any time during the course of illness. Failure to turn up or refusal to contribute could result in consequences for the employee's employment.

13.3. The company can, in case a work capacity statement is irrelevant, choose to request a normal physician's statement about the employee's illness if the company deems it necessary. The employee is obligated to produce a physician's statement upon the company's request for one. Failure to produce a physician's statement upon the company's request could result in consequences for the employee's employment.

## 14. Personal data

Singed together with this document

## 15. Conflict resolution

15.1. This agreement is subject to Danish law, regardless of any conflict of laws rule. The Salaried Employees Act has effect on the terms of employment. The terms of employment are not covered by collective agreements.

15.2. For any disputes between the parties that cannot be settled amicably, an attempt must be made to settle them through mediation, although all parties are free to present the dispute to and seek a verdict from a Danish court with a week's notice.

## 16. Signature and dates

16.1. Two copies of this employment contract are signed.

For the company: / Triple Topping Games

Date: \_\_\_\_\_

Place: \_\_\_\_\_

For the employee: /

Date: \_\_\_\_\_

Place: \_\_\_\_\_