

Gender equality statement

Appendix to Norske tog's annual report 2024

Gender equality statement

Norske tog wants to offer its employees a working environment where people thrive and can develop both professionally and personally. The company is committed to treating its employees fairly and giving equal opportunities to everyone and focuses on organising working conditions where necessary. The fact that Norske tog takes equality and diversity seriously is natural - it is expected both by the company's employees and by society in general, as a state-owned enterprise.

Norske tog does not accept any form of harassment and works actively for equality and against discrimination on the basis of gender, pregnancy, maternity or adoption leave, caring responsibilities, ethnicity, religion, beliefs, disability, sexual orientation, gender identity and gender expression, as well as combinations of these grounds.

This report has been prepared in accordance with the requirements of the Activity and Reporting Obligation and includes salary mapping to analyse salary differences between women and men in total and per job level. Norske tog has previously reported on gender balance and age distribution on the Board in its report. Reporting related to the Board of Directors from 2024 can be found in Norske tog's annual and sustainability report.

Actual condition in 2024

Table 1 Gender distribution of employees in Norske tog at the end of 2024

Women	Men	Other	Total	Comment
Number of employees				
21	44	-	65	
Number of permanent employees				
21	43	-	64	All the company's employees work at the office in Oslo.
Number of temporary employees				
-	1	-	1	
Number of employees with no set workload				
-	2	-	2	The company has two resources that work a limited number of hours when needed.

In 2024, a total of 67 different employees (22 women and 45 men) were employed by Norske tog. As of 31 December 2014, the company had 64 full-time employees, including 21 women and 43 men.

In 2024 four employees joined the company (four men) and two employees left (one woman and one man). The increase in the number of employees is a conscious effort to ensure sufficient and appropriate expertise and capacity to carry out and follow up the procurement processes for new local and long-distance trains, as well as proper management of the trains.

Table 2 Age and gender distribution of the company's senior management in figures

	Management team	Extended management team
Women	2	3
Men	3	6

Table 3 Salary mapping for 2022 and 2024, based on all permanent employees during the year.
Mapping of salary and overtime was carried out last in 2022 in accordance with reporting requirements.

Salary mapping	Gender distribution at different job levels/groups				Total benefits		Fixed salary		Overtime allowances*		
	2022		2024		2022	2024	2024		2024		
	Women	Men	Women	Men	Women's share of men's salaries		Women's share of men's salaries		Women	Men	Difference payment women vs. men
Total	36%	64%	33 %	67 %	82%	93 %	77%	89 %	19 %	81 %	39 %
Managers (top manager/ middle manager)	40%	60%	30 %**	70 %	82 %	90 %	82%	79 %	0 %	0 %	-
Other employees	36%	64%	33 %	67 %	79 %	88 %	76%	90 %	18 %	82 %	44 %

*Overtime compensation as a result of required overtime work or approved work over 7.5 hours Mon-Fri. Overtime pay varies between 50, 100 and 145 per cent depending on the time of day and whether it is a weekday, weekend or public holiday.

**There has been a change in the management team in 2024, the number in the table reflects all managers who have held a position. At the end of 2024, the proportion of women in management was 33 per cent.

Norske tog has experienced a positive development in the equalisation of differences in pay between women and men from 2022 to 2024. One reason for this is that for the wage settlement in 2024, it was decided that individual assessments would be made of the pay rise. Management was also allocated a pot that was used to equalise differences. We see particular improvements in fixed salaries, where women's salaries have increased from 77 per cent to 89 per cent of men's salaries during the period. Some of the pay gap for total benefits is made up of overtime. The proportion of overtime work is higher for men, and this is explained by life stages and the age composition of men and women, in addition to individual roles that may involve a greater workload at times.

Norske tog has not identified any risk of discrimination or obstacles to equality related to the differences in the amount of overtime work or overtime pay.

Gender balance

At the end of 2024, Norske tog had a gender balance of 32.3 per cent women and 67.7 per cent men. At senior management level, the gender distribution is 40 per cent women and 60 per cent men.

Norske tog works continuously to improve the gender balance in the company. The company operates in a traditionally male-dominated industry, and in recent years has worked purposefully to increase the proportion of women, with good results. From having a predominance of men in positions related to technology, development and documentation, the company has seen a strong increase in the proportion of women in recent years with the recruitment of more female engineers.

After a real boost in the proportion of women in 2021, the company set an ambitious target - that the proportion of women among employees should be over 40 per cent. As of 31 December 2024, the proportion of women was 32.3 per cent, and the company has not yet reached the target, but is continuing the efforts towards employee gender balance. Norske tog has a low staff turnover and is growing moderately in terms of the number of employees, which affects Norske tog's ability to set a time-based target for goal achievement.

Figure 1 Development of gender balance

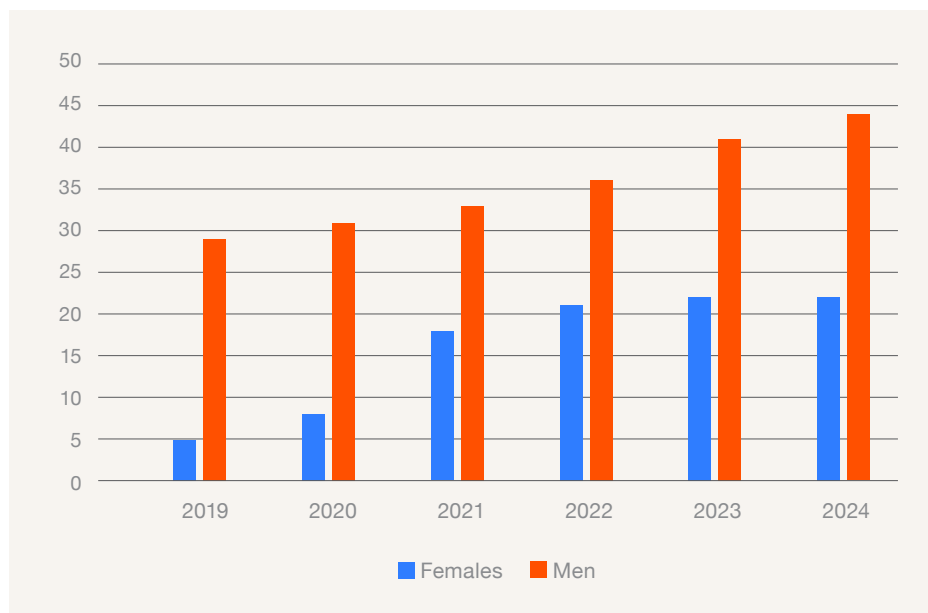


Figure 1 shows the development in the proportion of women in Norske tog. At the company's start-up in 2016, the proportion of women was six per cent (two women and 27 men).

Involuntary part-time work and temporary employees

Norske tog wants to avoid temporary positions and involuntary part-time work. In 2024, the company had only full-time employees, with the exception of one resource who works 80 per cent at his own request. In addition, there are two hourly workers who work when needed and at their own request.

Norske tog hired external consultants equivalent to 28.8 man-years in 2024.

The consultants were mainly involved in the procurement projects for new local and long-distance trains, the establishment of a self-insurance company, the takeover of Flytoget's rolling stock, and the administration's work on corporate governance and new sustainability reporting requirements. There has also been a need for temporary support due to parental leave.

Parental leave

Norske tog encourages both men and women to take parental leave. In 2024, seven employees took parental leave. The average number of weeks of parental leave in the organisation was 27 weeks for women and 16 weeks for men. Everyone entitled to parental leave took it. Norske tog organises "baby showers" for both male and female employees who are expecting a child.

Norske tog's work for equality and against discrimination

Principles and procedures

The Finance, HR and Administration department have the overall responsibility for work on diversity, equality and gender balance. They co-operate with employee representatives and the committee for the working environment to forward proposals and ensure progress in the work. With a better structure and systematic approach, it will be easier to follow the development and results of the work going forward.

Promote equality and prevent discrimination

Diversity and inclusion are important in a small organisation where individual employees are visible. Norske tog wants to show that there is room for everyone, and that differences should be the company's strength, both personal and professional. Despite being a technical competence centre, the organisation has a large proportion of employees without a technical background.

At Norske tog, no one shall be discriminated against on the basis of gender, age, disability, sexual orientation or religious, cultural and ethnic background. The company's workforce shall reflect the diversity of the population.

Norske tog's employees shall treat everyone they come in contact with through their work or work-related activities with courtesy and respect. Employees must refrain from behaviour that may have a negative impact on colleagues, or the working environment or Norske tog. This includes any form of harassment, discrimination or other behaviour that colleagues or business associates may perceive as threatening or degrading.

Both senior management and the Board of Directors of Norske tog are committed to working for equality and against discrimination. There is great awareness that diversity helps strengthen the company's work through different points of view and good discussions about how the company can create a better product. In 2023, a Diversity and Inclusion Group was established to work on this topic. The group includes employee representatives, safety representatives and senior management. The topic is also integrated in the management team's yearly cycle.

The group meets once a month and follows an annual cycle in which various diversity and inclusion topics are addressed. In 2024, the company has, among other things, mapped the potential risk of discrimination related to religion and disability. Potential obstacles to equality and challenges are discussed in the group, and attempts are made to come up with solutions to reduce obstacles to hiring qualified applicants with minority backgrounds, disabilities or gaps in their CVs.

A separate page has also been created on the intranet for inclusion and diversity. Video clips are regularly posted here and other material to raise employee awareness of diversity and inclusion. Diversity and inclusion topics have also been discussed at the Train Academy.

Several members of the group have participated in seminars on the topic of inclusion and diversity.

The importance of diversity and inclusion is also enshrined in Norske tog's Code of Conduct:

"NT employees must treat everyone they come in contact with through their work or through work-related activities with courtesy and respect. Employees must refrain from behaviour that may have a negative impact on colleagues, the working environment or NT. This includes any form of harassment, discrimination or other behaviour that colleagues or business associates may perceive as threatening or degrading.

NT will safeguard equal treatment in recruitment, promotion and competence-enhancing continuing and further education. Similarly, NT will emphasise diversity that reflects a cross-section of society. Recruitment work shall be characterised by all applicants having equal opportunities for employment, regardless of age, gender, disability, sexual orientation or religious, ethnic and cultural background. Any employee travelling on business or otherwise on assignment for the company must refrain from purchasing sexual services."

Norske tog's strategy for 2024 states, among other things:

"Recruitment is adapted to the company's strategy, the need for transfer of expertise, and with the aim of maintaining a diverse organisation."

One of the KPIs defined in the strategy for 2024 is *Gender balance*. A high proportion of women in new hires is prioritised.

Notification system

In co-operation with the legal firm Kvale Advokatfirma DA, Norske tog has established a joint whistleblowing service. This service can be used both by employees and external stakeholders and is intended to ensure professional, neutral and independent handling of whistleblowing in line with the requirements and intentions of the Norwegian Working Environment Act. The whistleblowing service must also contribute to the safety and security of whistleblowers, particularly in regard to confidentiality and anonymity, and must be able to be used without fear of consequences and retaliation.

Norske tog emphasises an open culture of expression. Matters of an illegal or unethical nature can be detrimental to the working environment, and it is therefore important that such matters are addressed and handled properly. Each employee has a statutory right to report unfavourable conditions, and this right also applies to contracted employees and consultants. It is desirable, but not a requirement, that the whistleblowing service should only be used when there are special (objectionable) circumstances.

Misconduct refers to illegal behaviour, breaches of general ethical norms and breaches of internal guidelines. Examples of misconduct are (non-exhaustive list):

- cases of bullying
- employment in violation of the requirements of the Working Environment Act
- irresponsible case management
- failure in safety procedures
- sexual harassment
- discrimination

- corruption, abuse of power, financial misconduct, breach of confidentiality, discrimination, etc.

Whistleblowing should primarily take place to the nearest manager, possibly via the safety representative or employee representative. If this is not possible or appropriate, whistleblowing can take place directly to the organisation's contact person for whistleblowing, which is Kvale Advokatfirma. An anonymous whistleblowing channel is available on Norske tog's website. Whistleblowing can take place verbally or by written enquiry (letter, e-mail or similar).

The CEO is responsible for contacting the board directly with information if the company receives a notification. If the notification concerns the CEO, the person who receives the notification is responsible for passing on information about this to the chairman of the board.

There were no notifications in 2024.

Working environment committee

All members of the working environment committee have completed a basic HSE training course.

AMU meetings have been held once a quarter. Fixed topics at the AMU meetings in 2024 have been:

- The health and welfare aspect
- Reported accidents
- Review of action plan
- Absence reporting
- Non-conformance reporting

A representative of the occupational health service has been present at all AMU meetings.

During the reporting year, Norske tog's office premises were subject to extensive renovation work. This has led to a lot of noise at times, and it has been necessary to adapt the working day for the company's employees. As a consequence, the home office policy has been changed and the requirement for physical attendance at the office has been relaxed. This has been clearly communicated to employees through general meetings, department meetings and Teams posts. Due to these circumstances, the AMU has also discussed working environment challenges related to the refurbishment of the office building, the flooding of the basement, lunch arrangements in the absence of a canteen, noise in office areas and space challenges.

Identification of risk

Norske tog shall work actively, purposefully and systematically to promote gender equality and prevent discrimination in the workplace. In recent years, the company has worked to structure and put into system its work on equality and diversity. There is a particular need to review the company's guidelines in the various personnel policy areas in order to identify the risk of discrimination and obstacles to gender equality and introduce targeted measures to remove these obstacles.

Based on the above, Norske tog has implemented the following measures:

- Developed an annual cycle of activities aimed at diversity and equality work.
- Established a working group for diversity and inclusion with resources from HR, employee representatives, safety representatives and employees in the company who wanted to be involved with the work.
- Included questions about diversity and inclusion in the employee survey. Data from this survey will provide the company with a better basis for mapping risks, monitoring developments, deciding and implementing targeted measures, and following up the results of initiated measures.
- Conducted a risk analysis across the organisation for a more systematic approach to risk work. Management is responsible for the mapping work and will then delegate responsibility for follow-up and implementation of measures to other resources where relevant.
- Analysed sickness absence to a greater extent than previously, particularly with a view to picking up trends, for example if one employee accounts for a large proportion of sickness absence. Norske tog had a low level of sickness absence in 2024. Three people were on long-term sick leave, but none of these were due to work-related injury or illness.
- Announced vacancies internally, so that employees have the opportunity to apply. No internal employees have applied for advertised positions.
- A special arrangement has been introduced to accommodate employees with different religious and cultural affiliations with holidays other than Norwegian public holidays. Those who wish to do so have the opportunity to take two days of paid leave. The measure has been utilised in 2024.

Recruitment

The company wants to recruit a diversity of employees reflecting the diversity of the population. To ensure quality and professionalism in the company's recruitment, Norske tog uses two external recruitment agencies, Assesit and Personarhuset. The external recruitment agencies work closely with the recruiting manager. Both recruitment agencies are DNV-certified and have competence and training programmes where unconscious bias is part of the training.

At the end of 2024, the recruitment services tender was finalised and Assesit was replaced by Academic Work. Personarhuset continues. In the tender round, the importance of diversity and gender equality in Norske tog's recruitment was emphasised.

Norske tog has set a requirement that a minimum of one qualified female applicant and one qualified applicant with a minority background shall be invited to interviews, where possible. All job advertisements must include an invitation to qualified candidates to apply, regardless of age, disability, gender, sexual orientation, religion or ethnic background. Norske tog attaches great importance to organising working conditions if employees need it.

Salary and working conditions

All the company's employees are covered by the Employers' Association Spekter's main agreement, which contains clear guidelines and provisions for wage setting. Compensation is adjusted annually in line with the current wage settlement. Senior management receives a percentage supplement that corresponds to the average for all employees.

Norske tog's employees shall be treated fairly and given equal opportunities. The company shall not have unjustified pay differences between women and men. The local pay policy shall ensure that employees with the same type of expertise and the same tasks have the same opportunities for pay and skills development. Experience and expertise are the only factors that can justify different salary levels in similar positions. In the event of employment, the final salary will be decided in negotiations between the employee and Norske tog, with the assistance of the recruitment agency that has been responsible for the relevant recruitment process on behalf of Norske tog.

Annual assessments are made of the need for salary adjustments beyond the salary settlement, primarily related to changes in position, tasks or areas of responsibility, as well as to adjust any internal imbalances in salary levels. The management team, in consultation with the employee's immediate manager, is responsible for assessing the need for further changes for the individual employee. The assessments are made in an extended management meeting to eliminate the risk of both conscious and unconscious favouritism or discrimination of individuals. The extended management team compares the salary levels per department and against what they consider to be the same level in other departments. For example, a senior project manager, an engineer and an accounting manager should have relatively similar salary levels. If particularly large salary differences are discovered, the equalisation must usually be spread over a couple of years to avoid the adjustment exceeding the fixed percentage salary increase for the remaining employees in the company.

At present, the company does not have a separate policy for salary setting or changes in salary but is considering developing one.

Norske tog conducts an annual employee survey each November. In 2024, the response rate was 87 per cent. The results of the survey show that Norske tog has largely satisfied and loyal employees. The loyalty score was a full 85 out of a possible 100 points.

Promotion and development opportunities

All the company's employees have two regular performance appraisals with their immediate manager. During the appraisal, a development plan is completed in consultation with the manager. The plan can include everything from internal training and participation in breakfast meetings to more formal courses, certifications and master programmes. The main appraisal should take place during the first quarter, while the half-yearly appraisal should take place during the third quarter.

Employees who perform part of their work in the workshop are required to undergo regular certification to be able to carry out their work. All competence building measures beyond this are primarily driven by the employees' desire to acquire more knowledge. The programme must be relevant to the position, but this is interpreted broadly. This means that if an employee has management ambitions, even a course in psychology can be considered relevant.

There is no limit to the number of hours of courses an employee can complete per year, but for larger training courses, such as master's programmes, there is a limit that only one programme can be completed at a time.

When an employee completes a master's programme funded by Norske tog, they commit to staying with the company for two years after completing the course. For less extensive training programmes, the commitment period is one year. By committing employees to the company after completing the programme, Norske tog ensures a return on investment in the individual employee.

Feedback from Norske tog's annual employee surveys and appraisal interviews shows that there is plenty of scope for professional and personal development in the company. There has not been identified any risks of discrimination or obstacles to gender equality related to promotions or development opportunities. This is something the company is proud of and keen to continue.

Organisation

Norske tog offers and supports a diverse working life, with a high degree of flexibility, and places great emphasis on adapting working conditions to the individual employee's needs.

The company has had a stable low level of sickness absence ever since its inception in 2017. In 2024, the sickness absence was 3.5 per cent, an increase of 1.9 per cent from the previous year. The increase is mainly due to more people on long-term sick leave for reasons that are not work-related.

Norske tog has fixed procedures for organising long-term sick leave, which describe what employees can expect from the company in the event of long-term sick leave. Sickness absence is followed up at AMU meetings throughout the year, and in 2024 the committee did not identify any findings that triggered special measures.

All employees who need it receive a specialised monitor, mouse and keyboard, extra lighting, an adapted chair and more in their office space. In addition, the company has an agreement for support for home office equipment. This agreement means that employees can buy equipment of their choice for their home office for up to NOK 25,000, provided they have signed Norske tog's home office agreement. Employees can also borrow equipment from the office if they wish.

Norske tog has many employees with a non-Norwegian cultural background. The company's scheme to accommodate employees with other religious and cultural affiliations, with public holidays other than Norwegian public holidays, is still applicable. Those who wish to do so have the opportunity to take two days of paid leave. In addition, Norske tog adapts, as far as possible, gatherings, major meetings and social events to periods outside relevant holidays, such as Lent. The details of the arrangements are clarified between the employee and the immediate manager. The canteen also caters to other diets when needed. Currently we cater for vegetarian, gluten-free and certain allergies. This is continuously adjusted in line with employees' wishes and needs.

Norske tog's guidelines allow employees to wear what they want, as long as the attire is decent.

Work life- and family life balance

Norske tog wants its employees to have good lives, both at work and at home, and therefore organises for employees in different phases of life. Provided that the individual's job description allows it, Norske tog offers its employees flexible working hours with an outer framework from 07-20, where the core hours are 09-14.30. Flexible working hours make it possible for individuals to customise their working day to their needs. In recent years, Teams and other such digital tools has enabled increased flexibility in positions where this is desirable and feasible.

Norske tog has established a general practice of a minimum of 40 per cent physical presence at the office. The company is flexible on this practice, and employees who need a greater proportion of home office can arrange this with their immediate manager. HR quality-assures all requests to ensure that there is no discrimination between the various departments in the company. For large parts of 2024, our premises have been characterised by renovation, which has meant that we have not required physical attendance of at least 40%. From January 2025, we will return to normal.

Arrangements are also being made for employees to take half care days for absence with a sick child, so that employees have greater flexibility.

Norske tog goes to great lengths to organise the working day for its employees, and in certain welfare cases it will be possible to have reduced working hours if the reduced working hours do not entail any particular disadvantages for the company. Applications for reduced working hours must be submitted in writing to the immediate manager. Further needs for adaptation for the individual employee are reviewed in the annual appraisal interview.

Expectations for the work ahead

Norske tog is an organisation with a lot of activity in a small administration. As a result, some of the planned measures in the work on diversity and equality were not implemented in 2024 as planned. Nevertheless, we feel that there has been a positive development in the work and that we have matured as a company and as employees through the year's activities. Norske tog will continue this work in 2025.

In 2024, Norske tog carried out a statutory risk assessment relating to obstacles to gender equality and the risk of discrimination. Furthermore, a risk assessment of the recruitment process was carried out, and requirements were set for suppliers of recruitment services to have expertise in diversity and inclusion. All managers, with the exception of one new manager, participated in courses on the inclusion programme. Awareness of both conscious and unconscious biases were raised through the Train Academy and content on the intranet. An interview process to hire a person through the Helt Med foundation was started. The measures will continue in 2025.

In order to succeed with its gender equality work in the future, Norske tog sees it as crucial to strengthen co-operation between the company, employees, employee representatives and safety representatives.