[OM OS](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920546)/Virksomheden

[Organisation](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920539)

[Vision](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920540), [Mission](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920541), [Mål](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920542), Værdier, [Strategi](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920545)

[DIN START i virksomheden](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920546)

[Adgang til huset og åbningstider](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920547)

[Alarm – aktivering og betjening af alarm](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920615)

Brandinstruks

[Introduktionsforløb](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920548)

[Evalueringssamtale](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920549)

[Foto](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920550)

Intranet - [Medarbejderinfo](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920551)

[Nyhedsbrev](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920552)

[Parkering](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920553)

[DIN ADFÆRD – forventninger til opførsel og adfærd.](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920554)

[Alkohol](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920555)

[Fortrolighed](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920556)

[Hjemmearbejde](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920557)

[Mobiltelefoner](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920558)

[Påklædning](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920559)

[Rygning](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920560)

[FERIE OG FRIDAGE](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920561)

[Ferie](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920562) - [Ferietillæg](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920563)

[Fridage](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920564) - [Feriefridage](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920565)

[FESTER OG SOCIALE ARRANGEMENTER](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920566)

[FROKOST](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920567)

[GRAVIDITET & BARSEL](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920568)

[Graviditetsorlov](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920569), [Barselsorlov](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920570),[Fædreorlov](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920571) og [Forældreorlov](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920572)

[MØDER](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920573)

Interne møder: [Personalemøder](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920574), [Afdelingsmøder](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920575), [Ledermøder](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920576)

Mødelokaler

[IT SYSTEMER OG IT SIKKERHED](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920578)

GDPR-regler

[MEDARBEJDERUDVIKLING OG UDDANNELSE](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920579)

[Medarbejderudviklings- og lønsamtale](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920580)

[Uddannelse](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920582)

[MILJØ](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920583)

[Arbejdsmiljøgruppe](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920584) pg Trivselsudvalg

[Miljøpolitik](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920585)

[PENSIONS- OG FORSIKRINGSFORHOLD](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920586)

[Pensionsordning](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920587)

[Sundhedsforsikring](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920588) og [heltidsulykkesforsikring](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920589)

[PERSONALEGODER](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920590)

[Briller](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920591)

[Gavekasse](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920592)

[Forsikringer](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920593)

[Fødselsdage](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920595)

[Kaffe/te/sodavand](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920596)

[Kreditkort](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920597)

[Massage](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920598)

[Mærkedage](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920599)

[Rabatordninger / renseordning etc](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920600).

[Vaccination](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920602)

[PRESSE](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920603)

[REJSER](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920604)

[Transportmiddel](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920605)

[Rejseforsikring](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920606)

[SYGDOM](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920607)

[Fravær, sygemelding](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920608)

[Barns sygdom](file:///C:\Users\pvo\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5G7EX7PL\HORESTAs%20personalehåndbog%20redigeret%20sept%202018%20(002).docx#_Toc408920609)