

## Conditions regarding electronic personnel files

ID06 applies to all Skanska's construction sites. There is a law on keeping electronic personnel files in the construction industry. In short, this means that everyone working on a construction site must register their presence electronically on a daily basis. You can read more about what the law means on the [Swedish Tax Agency's website](#) (in Swedish).

If you are a subcontractor to any of Skanska's constructions or service assignments, this means that you, your employees and subcontractors hired by you, should register your presence at the construction site in the tools provided by Skanska. It is therefore important that you take the time to read the information about the new regulations. Prepare yourself, your employees and the subcontractors you hire so that you can fulfill your obligations according to the law.

### What does this mean to your business and your employees?

When you and your employees, or a subcontractor hired by you, are at one of Skanska's construction sites, you must contact the project management to receive information regarding where to register your presence electronically and how this information is handled. If it is a fenced workplace with an access system, you have to pre-register all personnel with the project management. This must take place before you start performing work according to your contract.

You are also obliged to pre-register which subcontractors you hire and inform them that they have the same obligations as you.

### What equipment is required?

- **ID06 card** – in order for the electronic registration to work, everyone at Skanska's construction sites must carry an ID06 card. It serves as identification and contains a chip that transfers the cardholder's information to the personnel registration system. If you and your employees do not have valid ID06 cards, you must order them immediately. The ID06 card must be issued at the legal entity to which the employee belongs, ie the company paying the salary. Learn how to order a card at [www.ID06.se](http://www.ID06.se)
- **Mobile phone (Smartphone)** – if you are at a construction site that is in a start-up or shutdown phase, or if the workplace is connected to a short service assignment, it is likely that fixed registration units are not available. Then a smartphone is required to register attendance. This is done with the support of an app. Today, the app works with the operating systems Windows, Android and iOS. However, no RFID reader is required in the phone. It is your responsibility to ensure that you, your employees and the subcontractors you hire have a smartphone.
- **Mobile app** - in order for the mobile phone to be used to register your presence, you have to download the app that is supported by the construction site's electronic registration system. The mobile apps are available in App Store (Iphone), Google Play (Android) and Windows Store (Windows). Contact the project management at the construction site for further information about which app the construction site's electronic registration system supports.