

Work Environment Policy

Enento Group, June 24th, 2021

Overall about Enento Group's work environment policy

A good and safe work environment is an important strategic issue for Enento Group. A healthy work environment shall be seen as a natural and integrated part of our entire business, i.e. the work environment issues shall be processed directly in connection with the everyday business. The goal is to create a physical, psychosocial and organizationally healthy and developing workplace for all employees. Fundamental to the business is to prevent ill-health and injuries due to the work. Achieving efficiency and quality in our work environment work is a profitable investment for the future where high work motivation and low sick leave are the direct benefits.

Enento works systematically with the company's work environment and implements ongoing improvements and constantly strives to maintain a high level in our work environment. Through, for example, safety rounds, employee surveys and Grow Talks, we continuously capture needs in both the physical and the psychosocial and organizationally work environment. As far as possible, the work must be adapted to our employees' conditions.

A key factor to a good work environment is competent and responsible leaders who live by our values; We Build Trust, We Grow Together, We Care and Dare. Ensuring leadership in constant development is therefore important for Enento's management.

The work environment is a common concern for the Enento Group and our employees. The work is done in collaboration between employees and the company. Work environment representatives and the work environment committee in each country are important functions in this work.

Responsibility

As an employer, we have the main responsibility for the work environment regardless of where the employee conduct the work. We are therefore obliged to take all necessary actions to create a good working environment and prevent risks of illness and accidents. Work from home is possible according to the company's remote working policy or if the company advise to work from home due to special circumstances.

The CEO has the overall responsibility and shall ensure that the work environment work is conducted efficiently by allocate responsibility and authority to the organization.

All managers are responsible for ensuring that an active work environment work is conducted in the day-to-day operations. To be able to ensure this the manager needs, among other things; competence, resources and powers.

All employees have a responsibility to be involved in the work environment work and follow established guidelines in the work environment area but also inform about risks or shortcomings in the work environment.

Guidelines

In order to achieve our overall goals, we need to understand that:

- The common work environment and the future is a concern for everyone - we have a shared responsibility for how the issues are handled. Employee involvement is therefore a basis for a functioning work environment work, even if the managers have management responsibilities.
- All new employees shall receive a necessary introduction.
- Quick and early actions shall be taken in the event of shortcomings or problems, for example in connection with rehabilitation and crisis situations.
- Equality issues should be highlighted and made aware of.
- No employee should be exposed to offensive treatment such as bullying, psychological violence or harassment.
- Work environment aspects should be taken into account when purchasing various office supplies and other equipment.
- Employees should be able to combine work life with family life and leisure.
- Employees should be given the opportunity to participate in the design of their work situation and in change- and development work related to their work.
- Employees should be given the opportunity to variation in work, social contact and collaboration with other employees.
- Employees should be given the opportunity to choose if they want to work part-time from home if it is possible according to the role and the working tasks.
- Expert knowledge should be used if necessary.

Support

As support in the work environment work, HR and the country's specific processes and guidelines are:

- Rehabilitation policy and process
- Diversity and gender equality policy - Respective plan
- Guideline and action plan for harassment and discrimination
- Guidelines for occupational health care

- Remote working policy
- Meeting policy

This policy is adopted by Enento Group's EMT 2021-06-24 and applies until further notice. The policy applies to the entire group with subsidiaries. The policy shall be reviewed annually and revised as necessary.

Enento Group