



Prenax.

Labour and human rights policy

12.09.2022 v. 2

Policy brief & purpose.

Our Labour and Human rights policy outlines our commitment to meet our responsibility to respect internationally recognized labour and human rights standards.

Our standard is based on UN Global Compact program. The aim of this policy is to provide guidelines for all our employees, partners and customers. These common principles are applied throughout the company.

As a company we have identified these key topics that are relevant for our company based on industry, size and location and the fact that we have formal collective bargain agreements in place in some of the large sites:

- Employee health and safety
- Remuneration, working hours and social benefits
- Skills, knowledge and employability
- Diversity and inclusion

Obligations.

Employee obligations

- Maintaining a safe work environment requires the continuous co-operation of all employees.
- It is required that all employees recognize that it is their duty to comply with this policy
- All management and supervisory employees are required to make the policy an integral part of their management and supervisory functions.
- All persons are required to refrain from any unsafe practices or hazardous actions and to exercise due care and diligence.
- No person shall carry out any action, practice or process, which may conflict with the principles of this policy.
- Managers are directly responsible for ensuring all processes and procedures used in their departments meet the requirements.

Definition of global vs local regulation.

This policy is based on having a global standard in order to prevent and address the risk of adverse human rights impacts linked to our business activities.

- The regulations and infrastructure on labour practices and human rights differ depending on our geographic location. It means that this policy must always be a guideline, but each country's local law supersedes this policy.

Key topics.

Employee Health and Safety- we have an office-based work environment and commit to these topics;

We commit to mental health and well-being and ensuring that the working environment considers aspects such as safety regulations and ergonomics as well as accident prevention.

Actions:

- Workplace monitoring and assessments on yearly basis
- Early prevention model and absenteeism reviews
- Annual employee performance reviews
- Respecting office working hours
- Making sure that the workplace atmosphere is good
- Supporting cooperation, interaction between employees and ensuring a flow of information
- Staff turnover analytics
- Regular employee surveys
- Organizing and resourcing work in a way that doesn't overburden employees

Quantitative commitment:

Our target is to conduct performance reviews with 100% of employees each year.

Our target is to maintain our zero (0) % employee accident ratio.

Key topics.

Remuneration, working hours and social benefits:

We commit to ensuring that remuneration is fair and at least on minimum wage levels.

We commit to ensuring that working hours are fair.

We commit to ensuring that there is a healthy work life balance.

Actions:

- Yearly salary reviews
- Not allowing excess working hours
- Ensuring vacation is taken yearly
- Ensuring that remuneration is based on objectivity
- Women and men are treated equally as far as compensation is concerned, and they receive equal treatment when doing equally demanding work
- Our company acknowledges the freedom of association and everyone is free to join trade unions
- Leave time for private affairs, family leave etc is encouraged

Quantitative commitment:

Our target is to maintain the ratio of full-time employees at 90% yearly

Our target is to keep the ratio on temporary contracts at less than 10% yearly

Key topics.

Employee skills management:

We encourage career long learning and skills development.

We commit to upskilling our employees in new areas, due to technical progress, position changes or process changes.

Actions:

- All employees have equal opportunities for career advancement.
- All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.
- Annual employee performance reviews
- Training program

Quantitative commitment:

Our target is to increase the number of training hours to 40 hours/employee/year until 2025

Our target is to conduct performance reviews on 100% of employees each year

Key topics.

Diversity and inclusion:

Our commitment to equal opportunity concerns all aspects of employment, including recruitment and promotion; it also provides guidance and encourages all employees at all levels to act fairly and actively prevent discrimination on the grounds of gender, race, colour, religion, age, national origin, marital status, disability, union affiliation, sexual orientation or any other status prohibited by law.

Actions:

- We have a non-gender-based selection to positions
- Our recruitment process is non-biased
- We are a diverse and inclusive workplace
- We recognize the importance of awareness training

Quantitative commitment:

Our target is to ensure 100% of employees are trained in diversity and inclusion by 2024.

Policy elements.

Disciplinary actions

Our company will take disciplinary action against employees who breach our Labour and Human rights policy. Incidents must be reported to direct manager or in case of escalation to HR as soon as any issues or concerns arise, as part of early detection and prevention.

Our Grievance policy guides in matters of concerns or complaints regarding employee workplace behavior or unfair treatment.

Policy ownership

This policy is approved by the Management team. The policy is owned by the Human Resource Manager, and all updates, changes, deviations and supplements shall be authorized by the policy owner. All updates are published directly on our Intranet.



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