

**Nordiqus**

# Occupational Health and Safety Management System OHS

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Adopted by: Executive Management  
Adopted: 23-12-07  
Last updated: [Date]  
Updated by: [Role]

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## Occupational Health and Safety Management System

This policy is applicable to all employees of Nordiqus AB and Nordiqus group companies, hereinafter referred to as the "Company". When this policy refers to the company, if nothing else, Nordiqus AB and its group companies are mentioned.

### 1. Introduction

The Company works systematically and long-term with the work environment, health and safety. The work is described in this document, in The Company:s Work Environment Handbook, in The Company:s Environmental- and Quality Management system, in The Company:s Sustainability Policy, Code of Conduct and in The Company's Sustainability Vision 2030.

### 2. Vision, targets, and follow-up

The Company's vision is a healthy and safe workplace regarding both the physical and psychosocial work environment.

The Company's overall targets are:

- Create a safe and healthy work environment for all employees, customers, and contractors
- Prevent sick leave

The Company's operational targets are:

- Zero serious accidents in the workplace (serious accident as defined by the Swedish Work Environment Authority)
- Zero sick leave caused by inadequate work environment or safety

The quality and safety work for customers is described in The Company's Environmental and Quality Management System.

Operational targets are prepared by The Company's Management team in consultation with the Board's Sustainability Committee and are adopted annually by the Board. The operational targets are specific, measurable, timed and assigned to the responsible manager.

The Company shall be transparent in its follow-up and reporting of targets, impacts, and risks. The CEO is ultimately responsible for the work environment and safety and can delegate this responsibility for parts of the organization to

Kommenterad [BJ1]: Update?

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the responsible manager in consultation with the Head of HR. Reporting and evaluation of the work environment, health and safety takes place regularly in consultation between the regional manager and the Head of HR. The CEO and the responsible manager for each target continuously monitor the status of the operational targets in consultation with the Head of HR. Significant deviations are reported in connection with each ordinary board meeting to the Board's Sustainability Committee, at least once a quarter. Fulfilment of the targets is compiled and reported annually to the Board and in the Annual Report.

**Kommenterad [BJ2]:** Update?

The Board's Sustainability Committee is responsible for reviewing and monitoring the continuity and progress in the work with the sustainability targets, Management of sustainability risks, and compliance with the Sustainability policy and Code of Conduct. Follow-up and evaluation of the systematic work environment work takes place annually according to the routines described in The Company's Work Environment Handbook.

**Kommenterad [BJ3]:** Update to Samuel or Jenny TBC

**Kommenterad [BJ4]:** Do we have this one?

## 3. Education

All managers must be trained in work environment, health and safety, the application of The Company's Management system for occupational health and safety according to a plan established by the HR manager.

**Kommenterad [BJ5]:** Update?

The education includes systematic work environment work (Swedish: "systematiskt arbetsmiljöarbete" or SAM) and organizational and social work environment (Swedish "organisatorisk och social arbetsmiljö" or OSA).

Systematic work environment work (SAM) includes, among other things:

- Safety audits to verify conditions for a safe and healthy work environment
- Correct physical conditions for safe work (eg equipment and premises)
- Processes for the reporting of incidents.

Organizational and social work environment (OSA) includes training and education in:

- Leadership
- Monthly workplace meetings (Swedish: "månatliga arbetsplatsträffar" or APT)
- Stress
- Culture

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- Routines for reporting deficiencies or irregularities at an early stage.

All employees undergo annual training in health and safety, such as, for example, CPR (cardiopulmonary resuscitation).

Audits of the status of the training for employees are carried out annually by the Head of HR and the sustainability analyst.

**Kommenterad [BJ6]:** Update

## 4. Responsibility for work environment

**Kommenterad [BJ7]:** Secure correct responsible throughout this document

The CEO is ultimately responsible for the work environment and safety and can delegate this responsibility for parts of the organization to the responsible manager in consultation with the Head of HR. Distribution of responsibilities takes place in writing through an agreement drawn up by the Head of HR and signed by the responsible manager. Responsibility for employees' work environment is usually delegated to the employee's closest manager. A manager may be responsible for a maximum of 25 employees' work environment.

The responsible manager can delegate certain parts of the work environment and safety to experts. For example, equipment such as secure harnesses for roofing work. Some parts are included as mandatory parts of the leadership and cannot be delegated, such as annual employee interviews, reporting of serious risks, reporting of serious injuries. Delegation or return of work environment responsibility takes place through a form that is documented and archived by HR.

A Safety Committee consisting of the Head of HR, a representative from the Management team and a safety representative meets at least four times a year, in January, April, August and November or more often if necessary. At least once a year, the Safety Committee shall evaluate the systematic work environment work (SAM).

New managers shall receive basic work environment training that includes systematic work environment work and other regulations that apply in the business. The training must also address our internal routines for the systematic work environment work that are described in detail in the work environment handbook. Managers and property managers must also have knowledge and understanding of the occupational risks that exist and the working conditions that promote a good working environment and prevent accidents. The Head of HR is responsible for ensuring that new managers receive training, knowledge,

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and competence.

Our employees must be continuously informed about risks and detected shortcomings in the work environment so that they can prevent ill health and accidents and eliminate shortcomings in the work environment. Knowledge of working methods must always be kept up to date. In the introduction of new employees, a review of the systematic work environment work must always be done. Once a quarter, each region and other units shall have their own workplace meetings where the work environment is a standing item on the agenda.

Safety representatives are appointed to represent the employees at a workplace in work environment issues. Safety patrols are regularly organized by the employer at their own and contractors' workplaces, where the workplace is inspected and risks are inventoried, assessed and remedied. Employees, contractors and safety representatives are invited to participate in these safety tours.

### 5. Routines for injuries and incidents

**Kommenterad [BJ8]:** Update to EduCo routine?

In the event of injuries and incidents, a report must be sent to the Head of HR. This is mandatory for all workplaces and employees, including construction workplaces and contractors, this is included in the training held in work environment, health and safety for all managers.

The Head of HR reports serious injuries (serious accident as defined by the Swedish Work Environment Authority) and incidents to the Swedish Work Environment Authority and to AFA Insurance, which is owned and operated by the labour market representatives (trade unions and employers' organizations). AFA insurance offers an insurance that covers all professionals, regardless of whether they are part of a trade union or not. In addition to the reporting made to the Swedish Work Environment Authority and AFA for the Head of HR, internal statistics on all reported injuries and incidents are kept.

The Company requires a high level of safety standards and work environment from subcontractors through contractual requirements by signing and complying with the Company's Sustainability Policy and Code of Conduct. The signing and compliance of these policies are reviewed for all major projects.

### 6. Health and safety in The Company's properties

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Detailed routines for health and safety for tenants can be found in the Company's Environmental and Quality Management System. Safety rounds where the work environment of the property management organization is carefully reviewed are carried out at least every three years. The inspections are followed up by trustees who remedy and report deviations in the work environment to the Head of Property Management. Safety patrols are carried out regularly at the Company's own workplaces. Risks are identified and remedied promptly.

### **7. Health and safety for tenants of community service properties**

The Head of Property Management has the ultimate responsibility for ensuring that agreed and statutory environmental and quality requirements in the premises are maintained. Routines for safety checks are included in the operating agreements signed with operating contractors. Managers have regular meetings with tenants and operating contractors regarding the condition of the premises, indoor climate, well-being, etc.

### **8. Health and safety for residential tenants**

The Head of Property Management has the ultimate responsibility for ensuring that agreed and statutory environmental and quality requirements in the residential apartments are maintained. Safety patrols of stairwells and common areas are carried out by The Company's own staff. In connection with moving out, each apartment is inspected, where, among other things, child barriers, anti-tip devices, fire alarms are checked. The Company's customer service is open 24 hours a day and answers calls and questions about the apartment's status and condition.

### **9. Review and reporting**

Each year, the systematic work environment work is reviewed.

Reporting is done for:

- Injuries
- Incidents
- Sick leave

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Target fulfilment is reported to the Board's Sustainability Committee, significant deviations such as serious incidents are reported directly to the Board.

External audits of The Company's reporting take place annually in connection with the Annual Report.

Kommenterad [BJ9]: Update