



ITIVITI

Work Environment Policy

Itiviti Group AB



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Introduction

Preventive work environment management leads to a good working environment that benefits everyone in the workplace.

Itiviti Group's work environment management is carried out in a systematic manner and shall be included as a natural part of Itiviti's activity.



Work Environment Objectives

Itiviti strives to create a healthy physical and psychosocial work environment that is safe and professional and that promotes teamwork, diversity and trust. This includes the strongest commitment to providing equal employment opportunities for all employees. A good working environment is important for all employees to thrive and develop and for Itiviti to recruit and retain skilled co-workers.

Itiviti strives to develop the employees and aims for the work-environmental work to be an integrated part of the manager's daily work.

Work Environment

Itiviti is a type of operation with exclusively clerical work. Potential risks are primarily connected to repetitive strain injury or psychosocial problems. Work injuries and other physical problems such as pain in the shoulders and neck etc., shall be minimized. Itiviti shall also work for a good psychosocial work environment where, for example, stress-related illnesses are minimized.

Each local office has health and safety routines that must be followed. All of our employees and the employees of other companies working on our premises must know these routines. Contact your local office administrator for more information regarding the safety rules at your office.

A safe and secure work environment also means a workplace free from violence. Threats (whether implicit or explicit), intimidation and violence have no place at Itiviti and will not be tolerated.

Itiviti shall examine and investigate any accidents, injuries at work, any longer or frequent sick leaves, to prevent and minimize any future accidents or work related illness.

Development

Each employee is entitled to development discussion with his/her manager each year. A development discussion is a tool for both manager and employee to discuss and follow up performance but also to discuss and follow up the both the physical and psychosocial work environment.

Diversity and Equality

Itiviti endeavors to be an attractive employer with fair and equal work conditions. The level of education, work experience and achieved individual results are preconditions for the basis on which the salary shall be set. Itiviti endeavors a work environment free from all sorts of discrimination.

Gender Equality

Itiviti strives to be an attractive workplace with equal conditions for women and men. A central core value for Itiviti is the idea of equality, which stipulates all individual's equal and unique value, regardless of gender. Women and men shall have the same opportunities, rights and obligations in all events.



Itiviti is and shall be a workplace, free of any kind of discrimination. Itiviti's goal is that gender equality shall be an integrated part of every employee's professional development. Itiviti's HR department regularly monitor the ratio between men and women at each department and salaries are set after level of education, experiences, and performance. Salary discrimination based on gender is strictly prohibited.

Harassment

Having a professional work environment also means that we will not tolerate any form of harassment. Harassment can be verbal, physical or visual behavior where the purpose or effect is to create an offensive, hostile or intimidating environment. Sexual harassment, in particular, can include sexual advances, requests for sexual favors, unwanted physical contact or repeated and unwelcome sexual suggestions. Other prohibited conduct includes: offensive racial, ethnic, religious, age-related, or sexual jokes or insults; distributing or displaying offensive pictures or cartoons; and using voicemail, e-mail or other electronic devices to transmit derogatory or discriminatory information. This kind of behavior will not be tolerated at Itiviti.

Information and Reporting

If you observe or experience any form of harassment, you should report it to your manager or Human Resources. An investigation will then be conducted and necessary actions taken. We strictly prohibit any form of retaliation against anyone making such a report in good faith.

Risk and Management of Crisis

Itiviti is exposed to various types of risk as a part of the business. The major risks include credit risk, operational risk, liquid risk and market risk. Itiviti's Risk Management Team regularly works to mitigate risks. In addition, Itiviti, like all companies, may be exposed to risk beyond our control such as natural disasters or accidents. Itiviti has a comprehensive Crisis Management Plan, established, implemented and operated by the Crisis Management Team. For more information on Itiviti's Risk and Crisis Management practices, please contact the Chief Financial Officer.

Freedom of Association

Itiviti employees have the right to join, not join or leave groups of a person's own choosing. Freedom of association includes but is not limited to, trade unions, political parties, debating societies, and religious groups. Any retaliation by Itiviti, due to an employee's association, is strictly prohibited.

Access and External Visitors

Itiviti has technical and organizational procedures to ensure that no unauthorized people can access our premises and/or offices. All Itiviti employees have to sign applicable forms in order to receive a personal keycard when they begin their employment at Itiviti and must return it when they leave the company. External visitors such as, including but not limited to, guests, cleaning staff, landlord and suppliers, may not enter Itiviti's offices without prior approval and not without appropriate security measures. Please view the Information Security Manual for further information.



Applicability

This policy applies to all employees of Itiviti Group AB and its subsidiaries. In cases where national regulations cause difficulties regarding the implementation of or differs from the content of this policy, national regulations shall rule in those areas. Other parts of this policy shall still be valid.

Owner

Head of Human Resources.