

# Work environment policy

## Position Green

2024



# Work Environment Policy

The work environment at Position Green shall not pose any type of risk to the employees, and it shall remain in accordance with the nature of the work of the company.

Our goal is to establish a sound work environment through employer employee cooperation in order to be an attractive and competitive employer.

Our goals reflect our unwavering commitment to fostering a workplace that thrives on sustainability, employee well-being, and respectful leadership.

## Position Green's objectives are:

- To have a good social, organizational, and physical work environment.
- To promote employee well-being and work-life balance.
- To foster uplifting and clear leadership with respect and care for each employee.
- To maintain a zero-tolerance policy towards instances of offensive behavior, harassment, sexual harassment and discrimination during working hours and all company activities.

## Work environment guidelines

These guidelines serve as a compass to ensure that we maintain a workplace that prioritizes well-being, respect, and inclusivity for all. Together, we can make Position Green an even better place to work!

- The work environment is a collaboration between the employer, employees, and safety representatives.
- The work environment will be continuously monitored through follow-up meetings between managers and employees, quarterly employee surveys, annual safety inspections of all offices, and an annual evaluation of Position Green's overall work environment efforts.
- All employees should have a job description, goals, priorities, authorities, and adequate resources to perform their work.
- All employees should receive the introduction and training needed to perform their work safely and sustainably.
- All people leaders should have knowledge about the prevention and handling of unhealthy workloads, offensive behavior, harassment, sexual harassment, and discrimination.
- Position Green's People & Culture department should have clear forums/communication channels for participation and influence among employees.
- Position Green aims to distribute tasks and responsibilities in a way that prevents high workloads and stressful work environments that are not socially sustainable over an extended period.
- Position Green strives to provide each employee with continuous opportunities for competence development for professional growth and to promote a healthy work environment.
- People & Culture will regularly and, when necessary, assess and evaluate both our physical and organizational/social work environment to take the actions required to create a safe and secure workplace.

- All incidents and accidents will be investigated so that we can take appropriate measures.
- Position Green will follow up our systematic work environment efforts on an annual basis.

## Responsibility

- The CEO has overall responsibility for the work environment at Position Green.
- Position Green is responsible for the work environment, even in cases where one or more employees work remotely or from home.
- People & Culture is responsible for ensuring that routines and processes are in place and for revising the work environment annually.
- Managers are responsible for the work environment in their respective teams, including employees working remotely.
- All employees are responsible for contributing to a good organizational, sustainable, and social work environment by treating their colleagues respectfully and acting to reduce any work environment risks.
- All employees are responsible for getting to know Position Green's work environment policy and reporting any deficiencies to their immediate manager, safety representatives or People & Culture when discovered.

People & Culture is responsible for informing and training new and current employees about the content of this policy. If any behavior deviates from this policy it is the responsibility of the manager to take necessary measurements. All coworkers at Position Green have a joint responsibility to follow, maintain and inform about this policy.