

# GUIDELINES FOR WORK ENVIRONMENT IN THE HANDELSBANKEN GROUP

established by the Group Chief Executive on 12 May 2021

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## 1. Purpose

These guidelines describe the overall goal, responsibilities and process of Handelsbanken's work environment activities. The guidelines are applicable throughout the Handelsbanken Group, with the deviations and additions which may follow from local work environment regulations.

## 2. Goal of work environment activities

The overall goal of work environment activities at Handelsbanken is for employees to feel good, to develop, and to function optimally. A good, inclusive work environment contributes to employees' health and well-being, which is essential to the Bank's long-term profitability. All Handelsbanken staff must feel respected and secure at their workplace. Therefore, no form of victimisation, discrimination or harassment is acceptable.

## 3. Responsibilities and process for work environment activities

### 3.1 Responsibilities

By order of the Central Board, the Group Chief Executive has the overall responsibility for the Bank's work environment and delegates work environment tasks to the managers responsible, who ensure that work environment activities are carried out in day-to-day work. The Head of Group HR is responsible for issuing the instructions that are to be followed by the managers who have been given work environment responsibilities.

All employees have a responsibility for participating in work environment activities, and are responsible for their own health. It is also important that there is an ongoing dialogue between managers and their employees, to make it possible to detect early signs of poor health and to ensure that the employees' work situation is sustainable in the long run.

### 3.2 Systematic work environment activities

Work environment activities are to be carried out systematically, based on a number of health factors inherent in Handelsbanken's culture and values (respect, security, pride, competency, balance, communication, safety and the physical work environment). They are to be ensured through regular surveys, risk assessments, actions, verification of actions, follow-up and reporting.

Ahead of the annual business planning, the manager responsible must carry out a work environment survey based on these health factors. The survey includes topics relating to the physical, organisational and social work environment, security, gender equality, diversity and inclusion.

Identified measures for maintaining and developing a good, inclusive work environment and counteracting risks of illness must be regularly followed up in the work environment plan, which is a part of the business plan.

The Bank also contributes to initiatives that promote the health and well-being of our employees through health promotion subsidies and activities.

### ***3.3.Follow-up and reporting***

The Head of Group HR must follow up the work environment activities by analysing and reporting sickness figures, occupational injuries and work environment incidents, as well as annually following up the aggregated results of the work environment survey.

The Head of Group HR must also report the results of the above to the Group Chief Executive and, to the requisite extent, keep the Group Chief Executive informed of work environment-related matters.