

# Occupational health and safety policy

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*This policy is published in Swedish and English. In the event of any differences between the English version and the Swedish original, the Swedish version shall prevail.*

## Introduction

A good work environment is an important foundation for Avanza to have a well-functioning organisation that enables it to reach its overarching goals. One of those goals is to have engaged employees, which is measured and monitored periodically during the year. The work environment is therefore a priority issue for the Group, where legislation is considered a minimum requirement.

## Goal

Avanza's work environment has to live up to the requirements of the Work Environment Act, the Work Environment Ordinance and the Work Environment Authority's regulations. Occupational health and safety work is conducted systematically to ensure a satisfactory environment that does not expose our employees to illness or workplace accidents. The work environment must not only be safe, but as far as possible provide opportunities for employees to grow and have an impact.

## Guidelines for occupational health and safety work

Our systematic occupational health and safety work includes investigating, monitoring and following up risks in the workplace. The work is continuous and is a natural element in all our operations. The results are continuously evaluated to facilitate improvements.

In our day-to-day work:

- Our managers have or receive the right training, skills, resources and authority to create a healthy and safe work environment,
- All employees receive the introduction and training they need to perform their job,
- We have leaders who are present. Employee dialogues are conducted at least twice a year, usually one-on-one, to review the results of annual pulse surveys with employees, and when needed draft an action plan together with them. This work is followed up by HR,
- We regularly, and in connection with changes, investigate and assess any risks associated with our physical as well as our organisational and social work environment in order to take the measures needed to create a safe workplace,
- We conduct inspections of the physical work environment, e.g. safety inspections, workplace ergonomics and air quality,
- We systematically measure and follow up sickness absences,
- We work systematically through the Occupational Health and Safety Committee,
- We systematically follow up workplace accidents,
- We ensure that no employees are subjected to discrimination such as bullying, emotional abuse, social ostracism or harassment,
- We have clear guidelines on alcohol and drugs. No one may be under the influence of alcohol or drugs while on the job. All employees are obligated, if they find someone under the influence of alcohol or other drugs, to immediately report it to their immediate supervisor, who is responsible for taking the necessary action,
- We comply with the smoking bans in Avanza's premises.

## Responsibility

Creating a safe work environment is something that both managers and employees have to take responsibility for. Employees' participation and collaboration between employees and managers are essential to effective and systematic occupational health and safety work.

The employee is responsible for studying and being familiar with the contents of the *Occupational Health and Safety Policy* and has to take personal responsibility for their health and the day-to-day work environment. Any occupational health and safety issues are reported to a manager, HR or the Occupational Health and Safety Committee.

Each manager is responsible for taking preventive action to create a good work environment, reacting quickly if rehabilitation is needed and reporting any risks or weaknesses that have to be addressed in the occupational health and safety area.

The employer has ultimate responsibility for not exposing employees to illness or accidents in the workplace. After completing occupational health and safety training, each manager is delegated responsibility for a safe and sound workplace. The employer is also responsible for ensuring that those delegated occupational health and safety responsibility have the necessary skills as well as the resources and authority that are needed. The HR manager has been delegated overarching responsibility for ensuring that the *Occupational Health and Safety Policy* meets existing requirements.

Avanza has a central *Occupational Health and Safety Committee* that coordinates the overarching, systematic occupational health and safety work. The committee consists of representatives from both the employer and employees, who participate in the planning of Avanza's occupational health and safety work.