

# Work environment instruction

December 2024

*This instruction 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.*

## Guidelines for occupational health and safety work

Work environment includes physical, digital and organisational/social work environment. Physical work environment refers to, for example, premises, workplaces and the tools used. Digital work environment refers to the support systems. Organisational/social work environment refers to, for example, management, governance, communication, workload and social conditions at work.

Our systematic occupational health and safety work includes evaluating, mitigating and monitoring 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, evaluate 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, and that there is a clear action plan in place if it arises,
- 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 on 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.

The employee is responsible for studying and being familiar with the contents of the *Work environment instruction* 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 *Work environment instruction* 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.