

Policy owner: Chief People, Culture & Organisational Transformation

Approver: CEO/The Board of Directors of Heimstaden Bostad

1. Policy Owner Purpose and Mandate

The main objective of this policy is to ensure that Heimstaden Bostad (HSTB) in all aspects of our operations and towards all our employees, contingent workers and relevant external stakeholders adhere to our promise to provide a Friendly Workplace for all and that we live our values Care, Dare and Share.

The Manual connected to this policy provides the framework, the guidelines, process, tools, guidance and advice to Managers and Employees in people matters ranging from recruitment, hiring, onboarding, development and termination.

The Chief People, Culture & Organisational Transformation (CPC) is given the mandate to administer people and culture affairs throughout HSTB, with an aim to provide a common framework of group guidelines to ensure HSTB in all people matters act with professionalism, in compliance with current legislation and through this contribute to HSTB achieving its ambitions and delivering on goals.

2. Requirements from Group

1. CPC shall ensure the implementation of group People & Culture (P&C) functions that report directly or indirectly to CPC and provide support and guidance throughout the organisation, with regards people and culture matters. The CPC shall also support local countries and ensure adequate local P&C functions are in place to properly support the local country.
2. Each country shall utilize Group's P&C framework and tools, as further specified in Group Manual People & Culture Management.
3. All employees shall continuously work to promote a Friendly Workplace by ensuring we live up to our promises within Work Health & Safety, Compensation & Benefits, Work-Life Flexibility, Digitally Smart Solutions, Diversity, Inclusion & Belonging, Good Leadership, Opportunity to Grow, and Well-being & Happiness at Work. We shall always work to display and strengthen our culture and act promptly upon any indication we do not comply with these promises to our employees.

3. Reporting

- Each country P&C representative shall regularly report on the most important areas, challenges, tasks, people matters and other important issues to CPC and partake in common group P&C forums.
- CPC shall report highlighted topics from the countries in addition to the most important tasks and processes in Group function and share reports with management and board.

4. Reference Documents

- Code of Conduct
- Group Manual People & Culture Management