



## Occupational Health and Safety Policy

In accordance with our **Code of Conduct**, health and safety is prioritized in all aspects of our work, at our offices and during business travels. The people who work with us should not suffer from illness or injury due to work. Safe and healthy workplaces should be provided to our employees and consultants. Work environment aspects should always be considered when making business decisions and planning for new activities. Our work should be characterized by openness and all individuals should be treated equally and with respect. We do not accept any form of bullying or harassment in our workplace.

- We work with preventative measures to minimize any workplace accidents or other forms of occupational health risks, including diligent reporting of accidents and incidents
- We ensure that the appropriate safety equipment is available where needed.
- We should follow health and safety legislations at all work locations, and strive to constantly improve our work organizationally, socially and physically.

We strive to have processes and routines in place that enable all employees to understand what is expected from them and make sure they have the resources needed to fulfill their tasks. All employees should feel safe to speak to their Manager about their needs, and know how to prioritize their work in periods of tight deadlines and limited amount of time.

In our workplace this means that:

- Work environment, health and safety, is considered in everything we do.
- Work environment improvements and processes are carried out in cooperation between employer, employees and work environment representatives.
- Managers and supervisors are required to have the right knowledge, skills, resources and powers to promote a healthy and safe work environment.
- All employees should receive the introduction, training and information they need to work safely.
- We regularly, and during changes, investigate and assess risk. This includes risk assessment of our physical as well as our organizational and social well-being, in order to take the steps needed to create a safe and secure workplace.
- All incidents and accidents as well as any form of offensive treatment are reported and investigated in order to take appropriate action. We also encourage reporting of any identified risks (risk alerts). The reporting is done to Manager or through our "Speak Up" forum.
- We live up to existing legislation on health and safety, we set targets and follow-up on our performance.