

# Human Resource policy

## Purpose and Scope

This document defines the Human Resource Policy of the Atria Group (“Atria” later). Atria’s Human Resource Policy describes the values that characterise Atria and the behaviour that is requested from our employees (“people” later). It also outlines Atria’s social responsibility commitment towards its people.

We recognize that our people are the company’s most valuable asset. Our success relies on their skills and motivation. We care for the safety, well-being and development of our people.

We believe that well-being is created in a working environment that is safe physically as well as mentally, and in which fundamental human rights are respected. We believe in fair remuneration and working hours that allow a healthy work-life balance. We are committed to a safe and healthy working environment and we require our people to adhere to the instructions that are set for their well-being and safety.

The requirements regarding people in our supply chain is communicated to Atria’s business partners through Atria Supplier Code of Conduct.

## Compliance

We maintain routines for preventive and corrective actions against breaches of the values and principles in this policy. Each breach is individually investigated, and necessary disciplinary actions are implemented.

---

## Approval:

Atria’s Human Resource Policy is approved by the CEO. It is reviewed annually by the HR steering group and possible changes are approved by the CEO at the AGMT meeting as part of the management review of HR issues.

**Target audience:** Public, all employees

**Approval date:** 28 March 2019



**Table of contents**

Purpose and Scope ..... 1

1. Atria´s Way of Work ..... 3

2. Atria´s Way of Leading ..... 4

3. Atria´s Safety Principles: "Safely Home from Atria" ..... 5

4. Fundamental HR principles ..... 6



## 1 Atria´s Way of Work

All employees share Atria´s Way of Work, which was defined by the employees themselves in 2013 as an expression of the employees' team spirit and shared intent. It is the guiding principle of our day-to-day work and interaction with our stakeholders.

Atria Way of Work is also integrated part of our HR processes such as performance evaluation and employee surveys.

### We focus on customers and consumers

- We are experts in consumer insights and market dynamics. We have a true interest in consumers and customers.
- We have strong customer co-operation.
- Consumers and customers are willing to pay premium for our brands. Our brands are desirable.
- All our actions should benefit customers and consumers.

### We deliver quality

- We do not compromise agreed quality. My responsibility is to react to deviations. Immediately!
- Everyone is responsible for quality and safety at work. Safety is a part of our competence.
- We deliver quality in everything we do. We are reliable and take responsibility

### We are hungry for success

- We are passionate about profitability and growth.
- We continuously improve safety and efficiency in all working processes.
- Every employee understands one´s goals and their connection to Atria´s success and is engaged in achieving them.

### We enjoy our work

- We have an open and friendly atmosphere. We respect and trust each other.
- We work together to achieve common goals and we contribute to a safe and positive work environment.
- Every employee has the opportunity to develop to one´s personal potential.



## 2 Atria's Way of Leading

A supportive leadership culture and good leadership practices significantly facilitate well-being at work. We consider good leadership as a competitive advantage. Harmonized leadership behaviour by using our Way of Leading principles contribute not only to bridging cultural differences but also lowers the threshold for internal mobility.

### Communicate

- I constantly keep myself and other people informed.
- I listen actively and see others' point of view.
- I encourage cross-functional and cross-unit co-operation.

### Involve

- I encourage proposals and ideas.
- I set realistic and demanding targets and follow up regularly.
- I delegate responsibility along with required resources.

### Develop

- I lead by example.
- I see the potential in people.
- I give constructive feedback and support personal development.

### Act

- I am open to change and make things happen.
- I focus on solutions rather than problems.
- I make decisions and take responsibility.



### 3 Atria´s Safety Principles: "Safely Home from Atria".

We are committed to provide a healthy and safe working environment for our employees in line with the ILO 155 Occupational Safety and Health Convention.

We apply workplace risk assessment for all our workplaces and take all necessary measures to eliminate or reduce identified risks. A routine for reporting, analysing, following up and acting on incidents and accidents is implemented.

Our employees are always given the necessary and adequate introductory training to their work, including relevant information on health and safety aspects of their daily tasks.

Understanding and adhering to Atria´s Safety Principles is required from all our employees:

#### Safety first

- All accidents can and must be prevented.
- Never accept unsafe ways of working under any circumstances.

#### Safety starts with me

- We are all responsible for safety.
- Safety is a part of my competence.
- Safety is not a choice or comfort issue, working safely is the only efficient way.

#### Stop-Think-Act

- Stay alert and report malfunctions and misbehaviour immediately to your superior.
- Think before acting.
- Follow the rules, be careful and never modify equipment.



## 4 Fundamental HR principles

We respect and support internationally recognised human rights principles and promote their implementation in all our business operations. Compliance with local legislation and the key conventions of the International Labour Organisation (ILO) constitutes the foundation of Atria's Human Resource Policy.

### Fair working relation

We are committed to comply with the requirements of applicable laws, rules and regulations concerning employees' working time and wages. Employees are hired based on documented contracts, which specify the terms of employment in a language that the employees understand.

### Equality

We do not tolerate any kind of discrimination at work. Qualified applicants have equal opportunities to be hired, make progress in their careers, increase their salaries and improve their skills regardless of their religion, ethnic or national background, gender, sexual orientation, age or disabilities.

### Development of skills

Our foundation of success is recruiting and committing motivated employees and developing their professional skills. The skills of the entire personnel are monitored and developed in line with the strategy. Atria provides its employees with training and encourages them to attend training outside work. In addition, job rotation is used to develop competence and insight. Being a large multinational company, Atria offers multifaceted career opportunities.

### Freedom of association

We respect our employees' right to freedom of association.

### Child labour

We do not tolerate child labour or violations to the rights of children in our operations. We recognise the Rights of the Child (UN 1989) and the ILO convention 138 (1973) defining minimum age for admission to employment as well as we follow the age restrictions concerning the employment in local legislation. When local legislation or local regulations stipulate a higher age limit, we follow that.

### Forced labour

We do not engage in any form of forced, trafficked or non-voluntary labour as defined in ILO Convention No.29 on Forced Labour.

### Bullying and harassment

We do not tolerate any behaviour that an individual or a group may experience as unwelcome, humiliating, threatening or hostile. We are committed to intervene immediately in any cases of bullying or harassment.



## Use of intoxicants

We do not permit the use and/or possession of drugs, alcohol and other intoxicants that impair work capacity at the workplace.

## Protection of the company's property

We are committed to protect the company's financial, tangible and intangible property. The company's property must only be used to achieve the company's business goals. The use of Atria's property for personal purposes or to damage the company is forbidden.

## Conflict of interest

A conflict of interest arises whenever an employee or one of his/her related parties has a personal, financial or other interest that conflicts with the interests of Atria. The employee must notify Atria of any conflicts of interest beforehand, prior to progressing any further in the matter and take action to solve the conflict.