

WORK ENVIRONMENT POLICY

The following policy has been established for Observe Medical Group and is applicable for all companies within the Group, referred to below as “the Group”.

Background

The business will actively work to create a socially, physically and mentally sound workplace for all employees by preventing the risk of workplace injuries and work-related ill health. The minimum requirement for the business is to comply in all respects with relevant laws, regulations, regulatory requirements and ensure that systematic work environment work is carried out as an integral part of ordinary operations.

Systematic work environment work involves investigating, preventing, implementing and monitoring actions. The work environment work includes the subjects of gender equality, diversity, competence development, influence and responsibility, health care, stress management, drugs and addiction management, issues surrounding threats and violence as well as organisational development.

Good work environment requires collaboration between managers, employees and trade union representatives, as well as a systematic and preventative approach with the aim of continuous improvements. Through incident reporting and risk analyses, participation in change, rehabilitation, employee interviews and staff meetings, a good foundation for a good work environment is laid.

Purpose

The aim of this work environment policy is to make it clear to the Group's employees what the work environment work entails within the Group.

Responsibility

Management has an overall responsibility for conducting all work environment issues according to laws, regulations and set goals. Each manager is responsible for ensuring that employees comply with the existing laws and regulations and that systematic work environment work is part of daily operations. They shall also ensure that responsibility for the work environment is clearly delegated within the organisation and communicate any necessary health and safety information to the employees.

Each employee is responsible for complying with instructions and regulations and being alert to and immediately reporting any risks and threats to a good working environment. They shall also always use protective equipment and protective devices when necessary and comply with safety and procedural regulations. The safety officer represent the employees in working environment matters and must work for a satisfactory working environment.

Guidelines

Everyone in the Group shall participate in the systematic work environment work by complying with any relevant laws, regulations and guidelines in the Group's policies. If anything in this policy conflicts with the law, then the prevailing law in the respective country takes precedence over the principles described in the Group's work environment policy.

Strategies for a good physical, social and organizational work environment

The work environment work is to be integrated into the daily activities; reference shall be made to the work environment in every decision. Managers, employees and partners shall work together for a good working environment. Every year, the business shall follow a plan to develop actions to implement the work environment policy, these actions must be followed up and worked into the annual budget. The work environment policy shall be reviewed annually and revised as necessary.

Objectives

Business shall be carried out in premises that are appropriate, functional, accessible and suitable for all. By offering a stimulating working environment, the individual can thrive and work effectively, which in the longer term reduces illness and injuries in the workplace. If deficiencies or problems arise, they shall be rectified as quickly as possible.

Investigation and risk assessment activities

The employer must ensure that managers and supervisors have knowledge of how to prevent and manage risks in the physical, social and organisational working environment that risk causing ill health. It is also the employer's responsibility to ensure that there are suitable conditions for putting this knowledge into practice.

Safety rounds shall be carried out in every office once a year, with the aim of investigate and risk assess eventual health risks in the workplace. These are carried out by the relevant employer representant and safety officer. Safety rounds are documented in order to execute necessary measures and follow-up later in time.

Organizational changes and business development that can affect the work environment must be planned, conducted and developed in collaboration with the employees. In the event of changes in the workplace, a risk assessment must be made beforehand. The safety officer has a right to be involved in the entire process.

At staff meetings, the work environment should be a standing point on the agenda. Particular focus should be placed on psychosocial work environment.

In the Onboarding process, new employees, as part of the Group's general introduction routine, should be informed about the work environment policy and guidelines for work environment, as well as the organization and regulations of work environment. Where applicable, the information shall also be given in case of repositioning and return to service after an extended absence.

Workload

It is the employer's responsibility to ensure that employees do not have an unhealthy workload. The business's resources shall be distributed according to the individual needs.

The employer is also responsible for the employees knowing:

- what tasks are to be performed,
- what results can be achieved by the work,
- if there are specific ways in which the work is to be carried out and if so how,
- what tasks are to be prioritised when the available time is insufficient for all tasks to be carried out, and
- who they can turn to in order to get help and support to do the work,
- what authority they have according to the points in this list.

Working hours

The employer is responsible for ensuring that the scheduling of working hours does not lead to ill health. It is important to plan so that there is time for recovery. This is particularly important for night work, shift work, shared shifts and where the worker is on stand-by, as these factors pose health risks.

Offensive discrimination

It is important to also look at the social and organisational working environment as well as the physical. The Group does not tolerate any form of bullying or harassment in the workplace. In our working environment all individuals shall be treated equally and with respect. (see the Group's Policy against offensive discrimination and harassment.)

Accidents

If an accident occurs at work, the head of department shall report this to the Social Insurance Agency, by making an Occupational injury report. The safety officer shall also take note of the notification and sign the report.

Active rehabilitation work is carried out when needed.

Safety officer

A safety representative shall be appointed if the business employs at least five employees on a regular basis. The safety officer must point out shortcomings in the working environment, participate in the planning of everything that has an impact on the working environment, participate in safety inspections and sign occupational injury notifications.