



Work Environment Policy

Version: 0.1

Adopted: by The Board of Directors of Concentric AB on 18th April 2024

Applicable within: Concentric AB (publ) (hereinafter “Concentric”)

1 CONCENTRIC’S COMMITMENT

Concentric believes that a healthy and safe work environment creates job satisfaction and added value for both the business and employees.

Concentric’s goal is to create a physically, psychologically, and socially healthy and stimulating workplace with high job satisfaction and opportunities for both personal development and community. Concentric’s objective is to provide a workplace free from discrimination, harassment and bullying where all employees:

- feel pride, commitment, participation, solidarity and well-being; and
- are given equal opportunities; and
- show respect for each other’s opinions and differences; and
- together create a healthy and sound work environment; and
- perform work under safe and stimulating conditions.

The Work Environment Act¹ and the Work Environment Authority’s provisions and general recommendations,² as well as other applicable industry standards, form the basis for Concentric’s work environment management.

2 WHO IS THIS POLICY FOR?

This Policy applies to everyone at Concentric and is applicable in all our business operations. The Policy applies to every employee and representative of Concentric, including its subsidiaries, members of the Board of Directors as well as anyone working on behalf of Concentric.

3 SYSTEMATIC WORK ENVIRONMENT MANAGEMENT

Concentric strives to ensure a safe and healthy work environment. We regularly and systematically:

- review working conditions; and
- assess risks of ill health and accidents; and
- takes measures as and when needed to prevent and eliminate work environment risks and promote a healthy and sound work environment; and
- evaluate the results.

¹ Sw. Arbetsmiljölagen (1977:1160).

² Sw. Arbetsmiljöverkets föreskrifter (AFS).



This is called “*systematic work environment management*”.³ All employees share this responsibility. Consequently, all employees’ ideas and thoughts as to how to create an even better and safer work environment are welcomed.

The systematic work environment management permeates Concentric’s day-to-day activities.

It is a **work in progress** and involves:

- the prevention and management of work environment risks and ill-health; and
- the development of measures that promote a healthy and sound work environment; and
- the investigation into and reporting and management of any work environment accidents, incidents, injuries, or ill-health; and
- the work-related rehabilitation of any injured or ill employee.

Risk assessments, measures and follow-up of the work environment are carried out and may include physical, social, and organisational factors that may affect psychosocial and physical health and safety.

Topics covered may include personal protective equipment (PPE), industrial vehicles and traffic management, incident, accident and illness, machine guarding, electrical safety, lockout/ tagout, management of chemicals and other hazardous substances, emergency preparedness and drills, fire safety, first aid, confined spaces, working at heights, hot work, manual handling, workplace ergonomics, hoists cranes and lifting, drug and alcohol testing, workplace change.

To ensure an effective systematic work environment management:

- work environment management is carried out in collaboration; and
- the work environment is regularly risk assessed and followed up; and
- employees are given training and are equipped with the resources and authority to prevent ill health and accidents; and
- employees are informed about potential work environment risks and the working methods, work and safety equipment to be used.

3.1 Adaptation of the work environment

Concentric reviews any need for work adaptation and takes preventative measures. Employees are responsible for indicating their need for work adaptation by providing information to their manager or safety representative. This information will be used to investigate the need for and decide on any work adaptation. Once the need for work adaptation has been identified, Concentric will in collaboration with the employee, determine the type of work adaptation required and implement it, and monitor it.

3.2 Ill health, accidents, or incidents

Concentric regularly risk assesses and follows up on the work environment to prevent ill health, accidents and incidents at work. However, if any ill health, accident or incident occurs at Concentric’s premises or other workplace, it is crucial that it is immediately reported in accordance with the company’s Accident/Incident Procedure. Upon receipt of a report, Concentric will investigate and will take appropriate measures to prevent similar from

³ Sw. Systematiskt arbetsmiljöarbete (SAM).



happening in the future. If necessary, Concentric will engage external expertise to conduct the investigation and determine appropriate preventative measures.

An incident (or near miss) refers to an event that *could have caused* illness, injury or health problems. **Ill health** and **accident** refer to an event or situation that *has caused* illness, injury or health problems.

4 RESPONSIBILITY FOR CONCENTRIC'S WORK ENVIRONMENT

The CEO is ultimately responsible for Concentric's work environment. However, to enable an effective systematic work environment management, the CEO has allocated work environment tasks to employees. Work environment tasks and responsibility for Concentric's offices and workplaces are allocated to the site leader or department manager.

We are all responsible for contributing to a healthy and safe work environment.

The individual employee is best suited to detect risks and shortcomings in their own work environment. It is important that all employees are attentive to and report such matters to their manager or safety representative.

Employees must understand their work tasks and stay informed of and abide by safe working methods. Employees must use assigned safety equipment. In case of uncertainty, employees must seek clarification from their manager.

Employees must immediately inform their manager of any risks identified or shortcomings in the work environment.

If an incident or accident/injury occurs:

- (a) at the workplace, employees must immediately report this to their manager.
- (b) on the way to or from work, employees must immediately report this to their manager.

If a manager/supervisor has been made aware of risks or shortcomings in the work environment, they must act:

- investigate.
- assess the work environment risks.
- identify measures that can remedy and prevent the incident or ill-health or accident from happening again.
- implement measures and follow-up.

4.1 Safety representatives and Site Safety Committee

Safety representatives are elected by employees and work environment management is conducted through cooperation between Concentric, designated safety representative(s) and safety committees.

5 INFORMATION AND RESOURCES

The effectiveness of Concentric's systematic work environment management relies on sharing up-to-date information. Information is shared at management meetings, at safety committee meetings, at communication meetings and on the intranet. It is also communicated through notices at site.



Procedures for achieving a healthy and sound work environment within Concentric are documented and available to employees. Employees to whom tasks and responsibilities are allocated under this policy are provided the necessary resources, authority and training.

The Work Environment Authority has published interactive courses, guidelines and template documents on its website www.av.se.

6 QUESTIONS?

Questions regarding this Work Environment Policy or its interpretation may be directed to your manager or Human Resources.