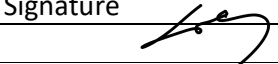





Subject Health & Safety policy
Policy circular 15.1.1
Policy owner CEO
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Version 2

See further information in Group Policies:

Approval

Position	Name	Signature
CEO	Lawrence Yam	
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Reviews

Version	Comment	Date
1	Policy approved	2022-08-02
2	Added Section "Third Parties"	2024-05-05

INTRODUCTION

The work environment policy has been developed to govern the work environment management within Hutchison Ports Sweden and ensure that regulatory requirements are met, that a good work environment and active work environment work with committed managers and employees are achieved

Hutchison Ports Sweden's Chief Executive Officer (CEO) has the overall responsibility for the work environment and for the content of the work environment policy, as well as ensuring that managers with delegated work environment tasks build up and maintain the work environment management within Hutchison Ports Sweden.

The basic principles that govern the work environment management within Hutchison Ports Sweden are:

current legislation, primarily the Work Environment Act, the Discrimination Act and the Swedish Work Environment Authority's regulations.

Hutchison Port's Global Minimum Safety Standards (GMSS), Work Environment Policy, overall goals and procedures, work instructions and maintenance of systematic work environment management.

When we use the term *Work Environment in our policy*, it also includes the various directives of the Discrimination Act.

Hutchison Ports Sweden - WORK ENVIRONMENT POLICY

The overall goal of the work environment management within Hutchison Ports Sweden is to map risk factors and prevent risks at work. The work includes the physical as well as the social and organizational work environment. In addition to statutory requirements stated in the Work Environment Act, the Discrimination Act and the Swedish Work Environment Authority's regulations, we strive for a pleasant and welcoming work environment that inspires good work efforts, high efficiency that enables good development for all employees.

Our work environment responsibility applies to all employees, but also hired and borrowed labour, interns, visitors and all third parties on the terminal. Specifically, visitors, truckers, shipping agents, customs and other business-related third parties. We are also responsible for providing good conditions for a good working environment for contractors and subcontractors at our terminal.

You as an employee and third party also have a responsibility to ensure that the work environment is good. For example, you must report risks and incidents to your immediate manager or the work environment representative.

With us, a good working environment means:

- That we conduct a well-developed Systematic Work Environment Management.
- That we continuously train all new and existing managers (can be internal/external training).
- That there are introduction plans for new employees and third parties.
- That we prevent and clearly distance ourselves from all types of victimisations and discrimination.
- That we conduct active and goal-oriented work to promote ethnic diversity and gender equality.
- That we through goal discussions and performance reviews set goals and clarify the expectations of each employee and third parties.
- That we document and investigate all cases of ill health, accidents or incidents at work.
- That we have clear routines for crisis management.
- That we have clear routines for rehabilitation.
- The availability of occupational health care.

Systematic work environment management -SAM

Work environment management shall be included as a natural part of our business by following established routines for continuously investigating, risk evaluating, remedying and following up work environment management. The work must be done in collaboration with employees and trade unions.

A framework in our systematic work environment management is:

- a well-functioning work environment committee.
- trained work environment representatives/safety representatives.
- regular safety rounds to examine the physical work environment.
- regular performance reviews with employees and department meetings to examine the social and organizational aspects.
- Risk assessments and action plans must be documented and followed up.

Work Environment Representative/Safety Representative

According to the Work Environment Act, work environment representatives must be appointed at all workplaces with at least 5 employees. The work environment representative represents employees in work environment issues and shall work for a good work environment. The employer is responsible for ensuring that the work environment representatives receive the necessary training.

Leadership, competence and responsibility

Good leadership is a prerequisite for a good work environment and therefore we continuously invest in skills development for our leaders.

Work environment tasks are delegated to managers closest to the business.

Managers who lack the competence or mandate for the task can and should return the task to their immediate manager in writing.

Follow-up – Action plan for Work Environment Management

- HPS shall annually establish goals for work environment management, see appendix. Based on the goals, an action plan is defined with activities to achieve the goals. There should be both activities that promote health and activities that prevent/remedy risks.
- Follow-up and evaluation of work environment goals takes place annually in the management team.
- HPS's work environment policy shall be reviewed annually and revised as necessary.

Policy - Victimization

In our company, we do not accept any form of victimization. To be exposed to abuse at work causes suffering for the victim, creates others work environment problems, risk leading to sick leave and loss of production.

According to the Work Environment Act, an employer is obliged to take measures to:

Abuse, bullying and harassment must stop. According to the work environment regulation on organizational and social work environment (AFS 2015:4), the employer must implement investigations objectively, with sufficient competence and with the confidence of the parties.

Victimisation refers to acts that are perceived as offensive to the or those who are exposed to them.

Harassment is a concept that also appears in the Discrimination Act and is defined there as unwanted conduct that violates someone's dignity by link to one of **the seven grounds for discrimination**.

HPS conducts continuous systematic work environment management to prevent conflicts and abusive behaviours. All employees are involved in this work to do what they can to prevent harassment.

If talking to the harasser has not helped, please report it to immediate supervisor or to the immediate senior manager/HR manager. It is important that we get: Find out what's going on to be able to do something about the problem.

If the investigation shows that abusive behaviour has occurred, action will be taken be quickly put into relation to the circumstances. In the first instance, it may be a question of a reprimand or exhortation to the harasser to stop the behaviour.

Thereafter may it be a warning, relocation or, as a last resort, dismissal, or dismissal.

Hutchison Port Sweden works systematically with work environment in order to achieve a work environment that promotes health, safety, job satisfaction and efficiency for everyone who works in Norvik. With us, victimisation is unacceptable behaviour