

sustainable work environment, policy

Business Development unit 2024-11-26

Adopted by the Board of Directors in Akelius Residential Property AB (publ) 2021-02-22.

Reviewed 2024-12-10.

essentials

Akelius provides a healthy, safe, and inspiring work environment for all staff.

Characteristics of a sustainable work environment are

- low staff turnover
- low sick leave rate
- low injury rate
- high efficiency

Akelius aims to keep turnover and sick leave rate low, and increase retention.

take responsibility within your area of work

Managers are responsible for understanding and promoting the necessary actions to reach the company's sustainability targets.

Managers

- protect staff
- praise effort and reward accomplishment
- mediate or separate conflicts immediately
- put staff's family and health first

take staff ownership and responsibility

Akelius' staff commits to the company's goals.

All staff act friendly, and in goodwill.

The staff take responsibility for their actions, their work, and their development.

The staff seek information, and share their knowledge.

leading the Akelius way

Part of leading the Akelius way is to always have an ongoing dialog with staff, and give feedback on performance directly, such as favorable, or less desirable performance.

Direct feedback gives both parties direct help to improve.

Akelius staff receives open, friendly, and continuous feedback.

The development of staff contributes to skills management and human capital development, within Akelius.

recruit internally

Akelius' policy is to promote in-place staff to higher positions.

promote diversity and non-discrimination

Akelius will appoint staff strictly based on merit, regardless of, for example, gender.

All staff must be trained on non-discrimination annually.

provide a safe and healthy work environment

Managers introduce the staff policy to all new staff.

To avoid health and safety accidents, managers introduce all new staff to any work instruction that ensures the safety of staff.

report incidents, accidents, and risks

All staff must immediately report to

- line manager, or any other manager
- local Staff Manager, or
- senior management

in case of any

- incident
- accident
- risk or threat

Akelius monitors health and safety incidents and accidents occurring in the workplace, to protect staff and contribute to staff well-being.

Local staff managers and line managers are responsible for

- registering the incident and accident

- reporting to applicable agencies, if necessary
- identifying root causes
- addressing corrective actions

Management annually reviews and discloses the number of incidents in the sustainability report.

live a balanced and active life

Akelius encourages all employees to live a balanced and active life.

The company improves staff well-being by offering an annual health budget.

The company regularly offers physical activities and cultural experiences, in connection with business events.

The company is positive towards flexible working hours, if work setup allows.

The individual possibility of flexible working hours is decided by each manager.

Akelius measures the success of health initiatives by monitoring the absentee rate.

The company aims to have a low absentee rate.

best-educated staff in the real estate business

Akelius encourages and supports its staff to become the best-educated staff in the real estate business.

Learning and development motivates staff, makes them realize their potential, and attracts new talents.

All staff must be trained on the sustainability policy and targets annually.

attend the welcome to Akelius seminar

All new staff attend the Welcome to Akelius seminar.

Welcome to Akelius seminar focuses on

- understanding the way Akelius works
- the company's history and values
- Code of conduct
- business strategy and organization

become a specialist with internal education

All staff receive relevant training, to become specialists in their field and in the real estate industry.

responsibilities

ownership

The CEO has ownership of the *sustainable work environment policy*.

operational implementation

Executives are responsible for ensuring compliance and implementation of the *sustainable work environment policy*.

Managers are responsible for ensuring the necessary development of their team.

individual implementation

Each staff member is responsible for reading and understanding the policy.

approval and review

The Board of Directors reviews and approves the *sustainable work environment policy* annually.