

# Fair Employment Practices Policy

Version 1, revised 2020-09-25

Adopted by the Board of Directors of Samhällsbyggnadsbolaget i Norden AB ("SBB") on 2020-10-07

## Introduction

SBB is committed to be an attractive employer and provide equal opportunities and never tolerate discrimination or harassment. It is crucial for SBB to be an attractive employer and follow the principles outlined in this document in both recruitments and for the existing workforce.

Discrimination is defined by law and in this document as unfair treatment of a person because of that person's sex, gender identity or expression, national or ethnic origin, religion or belief, disability, sexual orientation, or age.

Harassment is defined by law and in this document as behaviour that violates a person's integrity, particularly in conjunction with one of the categories that define discrimination.

## Our Principles

SBB is committed to provide a workplace characterised by equal opportunity, dignity, respect, and fairness, free from discrimination and harassment.

Employment processes should always be made based on clear criteria, the treatment of applications should be characterised by strict confidentiality with respect to the candidates' integrity and employment decisions should be based on merit. Employment decisions are made without considering a candidates' race, colour, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability or any other characteristic protected by law. Employment decisions are communicated to the selected candidate personally by phone, other candidates should be notified without delay. New employees should take part in SBB's Introduction Programme.

The remuneration of senior management is decided by the Remuneration Committee of the Board of Directors. For the setting of salaries of all other employees, the following principles should be applied equally and fairly: result, skill, interest and capacity in the role, capacity to work independently, capacity to work in group, initiative, capacity to establish and maintain professional networks, capacity to communicate and represent SBB and capacity to contribute to an orderly and stimulating working climate. SBB is committed to monitor salaries for different groups and eliminate unjust structural inequalities that are discovered.

We will always respect Human Rights and the ILO's Declaration on Fundamental Principles and Rights at Work. We support the United Nation Global Compact. This includes support and respect for the long tradition of agreements between trade unions and employer organisations in SBB's markets.

## Practices

All employees, suppliers, contractors, and business partners must read, understand, and sign our Code of Conduct.

Discrepancies in salaries between different groups should be monitored and investigated. Unequal pay because of gender or any other category for discrimination should not be tolerated.



Recruitment advertisement should make it clear that candidates are wanted regardless of gender or any other category for discrimination.

All employees' privacy and integrity should be respected and personal data should be managed in accordance with GDPR.

Any party employed by SBB, directly or indirectly, has the right to fair working conditions regulated by law and agreed upon by the trade unions and the employer organisations. This includes agreements such as minimum wages, maximum working hours, retirement fund, vacation and support for dependant care.

Compliance of this policy is mandatory for all employees of SBB. Concerns should be reported immediately. It is possible to report concerns to Managers, the HR-manager, the Board of Directors or anonymously through our whistle-blower system.

**To be read in conjunction with:**

- SBB Code of Conduct
- SBB Human Rights Policy
- SBB HR-Policy

