

**Group Policy**

Functional Policy Owner

Policy Holder

Policy last revised (date)

Policy approved by Group Management

**Group Workplace Policy**

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## **GROUP WORKPLACE POLICY**

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### **1. Purpose**

Electrolux Professional has a long tradition of providing safe and healthy working conditions, and caring for the environment as well as our own employees and people around us.

An important fundament for these efforts is this Group Workplace Policy. It defines minimum acceptable standards for health and safety, environment, labor and human rights – in all countries, wherever we operate. It is based on internationally recognized treaties and agreements, such as the core conventions of the International Labor Organization, the OECD Guidelines for Multinational Enterprises, the International Bill of Human Rights and the UN Global Compact.

### **2. Electrolux Professional Group Commitment**

Electrolux Professional Group is dedicated to being a responsible employer and a good corporate citizen, with products and solutions that contribute to improving people's lives around the world. All our activities – including the sourcing, manufacturing, distribution and sale of products – must be conducted with respect and consideration for human rights, for human safety and health, and for the environment.

This commitment includes the respect and support of labor rights as set out by the ILO Declaration on Fundamental Principles and Rights at Work, as well as the respect and support of broader human rights covered by the International Bill of Human Rights.

We strive for continuous improvement with sustainability as a core focus in all our operations.

The Electrolux Professional Group Workplace Policy (hereinafter referred to as "the Policy") and the Group Workplace Directive (hereinafter referred to as "the Directive") reflect our ambition to be a good corporate citizen, and address expectations of our stakeholders.

### **3. Scope of application and implementation of this policy**

The Policy is applicable to all employees, locations and operational units within Electrolux Professional Group.

The provisions in sections 5.1-5.15 of this Policy apply to our suppliers. Any changes in this Policy, must lead to the corresponding changes in the Electrolux Professional Group Workplace Directive.

The Policy Holder is responsible for ensuring that this Group Policy is implemented and monitored throughout the group. This responsibility includes regular education of employees. Employees are responsible for acting in accordance with this Policy.

In each Electrolux Professional region and/or business area, management is responsible for the implementation and safeguarding of this policy, including ensuring that there are regional/local procedures in place to support compliance.

## **4. Definitions**

The Electrolux Professional Group Workplace Directive clarifies and specifies the requirements of the Policy.

## **5. Expectations on employees and other representatives**

### **5.1. Laws and regulations**

All Electrolux Professional operational units and suppliers shall operate in full compliance with relevant laws and regulations applicable to their operations and employment in the countries in which they operate. This is a minimum requirement in all sections of this Policy.

### **5.2. Suppliers**

All suppliers shall agree to comply with the Group Workplace Policy and Group Workplace Directive. It is the responsibility of the supplier to require that their suppliers comply with the provisions in the Group Workplace Policy and the Group Workplace Directive. On request, the Electrolux Professional supplier shall be able to inform Electrolux Professional which suppliers they use, and demonstrate that these have received and understood the provisions in the Electrolux Professional Group Workplace Policy and the Group Workplace Directive.

Suppliers will ensure that the sourcing of materials in products, parts or components supplied to Electrolux Professional does not directly or indirectly contribute to human right abuses in conflict-affected and high-risk areas.

### **5.3. Corruption, bribery and business ethics**

Electrolux Professional does not tolerate corruption, bribery or unethical business practices in any form. All Electrolux Professional units and their employees, shall refrain from offering, giving, demanding or receiving bribes or any other improper benefits.

### **5.4. Child labor**

Child labor is not tolerated in any form. Unless local law stipulates a higher age limit, no person younger than the age for completing compulsory education or younger than 15 shall be employed.

For authorized minors, management is responsible for providing age-appropriate working conditions, hours of work and wage, in compliance with applicable local law.

If a child is found working at a site where Electrolux Professional's products or components are produced, all actions taken must be in the best interest of the child, and all remediating actions must be taken to maintain or improve the child's social situation.

### **5.5. Forced labor**

Forced, involuntary, or trafficked labor is not tolerated in any form. This includes indentured, bonded, and unapproved prison labor, and other forms of working against one's own will or choice.

### **5.6. Security arrangements**

Security practices must at all times be performed in full respect of human rights and applicable legislation. The use of force must be avoided to the extent possible.

### **5.7. Health and safety**

All employees shall be provided with a safe and healthy working environment and, when applicable, safe and healthy residential facilities, with applicable local law as a minimum. The operational unit should take appropriate action to prevent, and manage, potential workplace accidents and illnesses.

### **5.8. Non-discrimination**

Electrolux Professional recognizes and respects diversity and cultural differences. All employees shall be treated strictly according to his or her abilities and qualifications in any employment decisions, including but not limited to hiring, advancement, compensation, benefits, training, layoffs and termination.

### **5.9. Harassment and abuse**

No employee shall be subject to physical, sexual, psychological or verbal harassment, intimidation or abuse.

### **5.10. Disciplinary action and grievances**

Disciplinary actions shall be conducted in a manner to ensure the fair and humane treatment of employees. No employee shall be subject to corporal punishment. Progressive disciplinary action shall be applied. Employees are encouraged and expected to report concerns and suspected breaches of this policy and are assured that there will be no retaliation or other negative consequences.

### **5.11. Working hours**

Electrolux recognizes the need for a healthy balance between work and free time for all employees. Employees shall not, on a regularly scheduled basis, be required to work a standard work week of more than 48 hours per week or a total work week of more than 60 hours (including overtime).

Except in extraordinary business circumstances, all workers shall be entitled to at least one day off in every seven-day period.

### **5.12. Compensation**

Wages, including overtime compensation and benefits, shall equal or exceed the level required by applicable law. Electrolux Professional encourages consideration of the cost for meeting basic needs of the workers and their families, as part of defining wage levels.

### **5.13. Freedom of association and collective bargaining**

All employees are free to exercise their legal rights to form, join, or refrain from joining organizations representing their interests as employees. No employee shall be subject to intimidation or harassment in his or her peaceful exercise of these rights.

The employees' right to collectively bargain shall be respected.

### **5.14. Environmental management**

All operational units shall operate in full compliance with applicable environmental legislation and Electrolux Professional-specific requirements. A management system shall be in place, aimed to continuously improve the operational unit's environmental standards and performance. Each operational unit shall identify all relevant environmental aspects and take appropriate actions to address these, including resource consumption, emissions, chemicals and waste.

### **5.15. Monitoring and compliance**

The management is responsible for regular and documented monitoring and review of the compliance with this Policy by its operational unit. Management is also responsible for maintaining adequate documentation to demonstrate compliance by its suppliers.

## **6. Violations of this policy**

Employees who violate a Group Policy may be subject to disciplinary action, up to and including dismissal, depending on the facts and circumstances.

### **6.1. How to report violations**

Violations of this Group Policy may be reported to the Policy Holder, Group Management or the Board of Directors, either directly or via a manager, HR, an internal auditor, the Audit Committee or any other appropriate corporate body. Anyone reporting a violation shall, to the extent legally permissible, have the possibility to remain anonymous.

Serious violations may also be reported via the EthicsPoint, a web-based platform, where any employee can submit reports confidentially and anonymously.

Electrolux Professional has a non-retaliation rule and will ensure that there are no adverse work-related consequences for any employee who, in good faith, alerts management of possible violations of this policy.

## **7. Further guidance and assistance**

This policy is the fundamental policy document. It sets the frame for Electrolux Professional Group's compliance with rules and principles. There are equally binding directives, both global and local. Each employee is responsible for knowing which policies, directives and related documents that apply to them.

For questions regarding this policy, please contact the Policy Holder.

Related documents:

- Electrolux Professional Code of Conduct
- Group Workplace Directive
- Group Environmental Policy
- Group Anti-corruption Policy
- Electrolux Professional Restricted Materials List

Electrolux Professional Group Policies on Electrolux Professional's Intranet.

External reference:

- The OECD Guidelines for Multinational Enterprises
- ISO14001
- ISO26000
- ISO 45001
- SA8000
- UN Global Compact
- International Bill of Human Rights
- UN Guiding Principles on Business and Human Rights
- Children's Rights and Business Principles
- ILO Declaration on Fundamental Principles and Rights at Work
- ILO conventions:
  - C1, Hours of Work (Industry) Convention, 1919
  - C29, Forced Labour Convention, 1930
  - C87, Freedom of Association and Protection of the Right to Organise Convention, 1948
  - C98, Right to Organise and Collective Bargaining Convention, 1949
  - C100, Equal Remuneration Convention, 1951
  - C105, Abolition of Forced Labour Convention, 1957
  - C111, Discrimination (Employment and Occupation) Convention, 1958
  - C131, Minimum Wage Fixing Convention, 1970
  - C138, Minimum Age Convention, 1973
  - C182, Worst Forms of Child Labour Convention, 1999

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**Signatures**

Functional Policy Owner:

Policy Holder:

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Carlo Mario Caroni  
COO  
Electrolux Professional AB

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