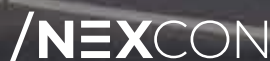


Hanssons Hus

# Buildings to be proud of





It should be easy to do it right! Therefore, we have done our best to simplify and clarify the most important things that you need to think about as an employee, subcontractor, supplier or other partner to us in the H2 Group.

This booklet contains information about our Code of Conduct and a compilation of the policies, procedures, order and protection rules you need to keep an eye on. In cases where there is more detailed documentation, or legal document behind, you will find them linked on the last page so you can easily read more.

While we want to make it as easy as possible for you, we have high demands on everyone who works with and for us. We expect everyone to plan and carry out their work in an orderly and structured manner to create conditions for the best possible overall result - throughout the entire project.

If we work with order and structure, we gain higher efficiency and at the same time minimize the risks. Safety is our most important focus and what secures our work and at the same time creates future opportunities.

### FOR THOSE WHO PLAN AND COORDINATE PARTS OF A PROJECT I WOULD LIKE TO DIVIDE THE EXECUTION INTO THREE IMPORTANT STEPS:

**1. Do solid preliminary work** – this is where you create the base. A well documented and long-term planning creates calmness, security, safety and control.

**2. Create clear rules of conduct** - Set framework and rules already from the beginning and follow them throughout the work. Inform each other if you see someone not following the rules we set up together.

**3. Respect each other** - We are all role models by how we act in and around the workplace.

Everything is based on personal responsibility and that everyone do their best, in every moment, every day. If you work with this "mindset" then everything else comes naturally. With teamwork, good order and planning will we all be able to do a job we can be proud of.

**Rikard Hansson**  
President and CEO



**CONTENTS >**  
3 - Code of Conduct  
3 - The group's strategy  
4 - Rules of order and safety



## A SUMMARY OF OUR CODE OF CONDUCT.

**At H2 (Hanssons Hus AB) we contribute to a healthy and honest construction and real estate industry, free from inappropriate and illegal work. Therefore, we have a strong focus on how our employees, suppliers and subcontractors (UE) act as partners. Our Code Of Conduct describes how we should act in different situations and towards each other, in an ethical, legal and trusting manner.**

It is based on numerous national and international conventions as well as the group's vision and values.

**Content in brief** Complying with current laws and regulations is a matter of course. National laws and regulations related to stakeholders industry and labor laws as well as international conventions on social conditions, working conditions, child labor and environmental protection must always be respected.

A safe and secure workplace is a necessary for us within the group to be able to continue to conduct our business. This includes following our safety and order rules, proactively developing the work environment, zero tolerance towards mental and physical violence, alcohol and drugs.

We promote free competition and equal treatment of companies and other actors in the construction and property sector. This includes, anti-corruption, healthy competition and transparency.

We work for people's equal rights, promote diversity and to have a culture free from discrimination or special treatment. Everyone must have the right to fair working conditions and the right to freedom of association and collective agreements.

We work actively to reduce our environmental impact and take responsibility for influencing our entire value chain. This means that we collectively have a responsibility to be resource efficient, reduce spillage, be economical with energy use, not release dangerous substances and to reduce climate impact.

### How the code must be complied with and controlled

We demand that the Code Of Conduct is respected and followed by our suppliers, UE and collaboration partners or other stakeholders. Therefore it is signed with each new contract signing. By signing the agreement, you as a person and company have undertaken to work for the H2 Group's code of conduct. If you feel uncertain about the application, or have questions, guidance is available.

A supplier or UE must be able to demonstrate compliance with the Code of Conduct upon our request. The supplier or UE is also required to provide the name and contact information of any UE we wish to inspect. In the event of, or suspicion of, a violation of the Code, the affected party must inform us as soon as possible, so that we can jointly develop a plan to handle the violation.

If an employee at H2 does not act in accordance with the code of conduct, it leads to corrective action. If a supplier, UE or cooperation partner repeatedly or seriously violates the Code Of Conduct, the cooperation can be terminated.

→ **READ THE ENTIRE CODE OF CONDUCT VIA THE QR CODE ON THE LAST PAGE.**

## OUR GROUP STRATEGY - YOU PARTICIPATE AND MAKE A DIFFERENCE!

Our vision and our values are about having business acumen and long-term sustainable projects and relationships. We strive to be flawless and deliver quality in everything we do, throughout our value chain.

### We work according to four focus areas to achieve our vision:

- We must offer and deliver services and products with new and sustainable solutions of high quality.
- We must have committed, knowledgeable and well-being staff who feel that we are an employer with decent conditions and high standards.
- We must have safe workplaces for everyone who stays in and around the area where we operate.
- We must be resource efficient and reduce our CO2 impact, in all stages of our value chain; from planning process to management.

We choose to have high goals, but above all we want to constantly improve and do things in a more resource-efficient way than before. You who are part of our value chain must contribute to our goals and action plans within:

- REDUCE WASTE AND INCREASE CIRCULAR FLOWS
- RENEWABLE AND REDUCED ENERGY USE
- EFFICIENCY OF TRANSPORTS
- A FAIR AND EQUAL WORKPLACE
- EDUCATION AND COMPETENCE
- WELL-BEING
- NEVER AN ACCIDENT
- SECURE SUPPLIER AND SUBCONTRACTOR TRACK
- QUALITY STAMP FROM START TO FINISH
- SUSTAINABLE OFFERS

→ **READ THE ENTIRE SUSTAINABILITY POLICY VIA THE QR CODE ON THE LAST PAGE**

# A warm welcome to our workplaces

**BEFORE ARRIVAL AT THE WORKPLACE** - In order to be able to work at our workplaces, you must have completed Byggföretagens "Safe Construction Training" and H2 workplace introduction no later than two weeks before start of work.

Everyone who works on site must be logged in during work and then log out when the work or the working day is over. In some stages, the personnel log can only be available digitally, as an app or equivalent, but the option is always there to log in. You should always have your ID-06 with you and placed visible. If fraud is suspected, we may request that you prove your identity also with a driver's license or equivalent document.

**AT OUR SITES, THE FOLLOWING REQUIREMENTS APPLY TO EVERYONE PRESENT ON SITE, REGARDLESS OF JOB ROLE, WORK TASK, OR PROJECT PHASE:**

- Safety helmet EN397-certified, with the chin strap fastened
- Safety footwear with puncture-resistant sole and toe cap
- Hi-Vis clothing to EN ISO 20471, Class 2 on the upper body  
Hi-Vis vests are not approved, except for visitors
- Safety glasses in accordance with EN166
- Protective work gloves to EN388:2016

Hearing protection does not need to be worn continuously, but must always be carried on site (for example attached to the helmet or earplugs kept in a pocket).

Protective equipment must be worn at all times while on site, including during movement around the site, work inside apartments, and in the final stages of production. Exceptions in the form of personal risk assessments or individual evaluations are not accepted.

Each contractor is responsible for providing their employees with the required protective equipment to ensure work can be carried out safely, and for ensuring that their own equipment is continuously inspected and properly maintained.

**MACHINERY, EQUIPMENT AND VEHICLES** - To ensure machinery is safe you should check the machine is well maintained and fit to be used. Make sure it is appropriate for the job, working properly and that all the safety measures are in place. Examples of safety measures include guards, isolators, locking mechanisms and emergency off switches. Inspection certificates must be presented to production management before work begins, equipment that does not have a certificate of approved inspection can't be used.

→ CONTINUED ON THE NEXT PAGE





### **SUBCONTRACTORS AND STAFFING IN SEVERAL LEVELS -**

If you intend to bring in a subcontractor or staffing company for your assignment, this must meet the contractual conditions in UE2021 and be approved by site management before the start of work.

**PROTECTIVE DEVICES** - You must show respect for the protective devices required to prevent accidents and promote safe work. Pay attention to work in progress, follow and respect walkway and restricted areas.

If the work you are to perform might be a risk for you or someone else, a protective device must be in place. Before starting the work, the protective device must always be checked, so that it is correctly and safely used. Any lack of safety must be immediately fixed/reported to site management. You may not make any changes without permission from site management. It is your responsibility to restore the protective equipment before leaving the site. If a protective device cannot be restored immediately, the work area must be secured and the site management immediately informed.

You always have the right to stop a job if you think it is risky for you or someone else. Failure to do so or carelessness may result in penalties according to the Work Environment Act.

**FALL PROTECTION** - In the first instance, guardrails or scaffolding must be used, if this is not possible, personal fall protection is used. Scaffolding must be designed for the work you perform and approved before they are used. Attached ladders must not occur, exceptions require approval from site management. Other ladders, work stands and platforms must follow the guidelines from Riksbyggarna's safety group "Good working environment- choice". All openings in joists and ground must be covered, anchored and marked, the covering must be able to bear the load it may be exposed to.

**NOISY ACTIVITIES** - You need to take measures to reduce noise and harmful vibrations, through planning, methods, machinery and equipment. The noise must be reduced as close to the source as possible.

**DUSTING** - You must take measures to reduce and isolate dust-generating work. Dust shall be minimized as close to the source as possible, for example by using dust traps, local exhaust ventilation on equipment, or water spraying. Vacuum cleaners shall be used for cleaning; rubber squeegees may only be used for rough cleaning. If it is not possible to reduce or isolate the dust, individually fitted respiratory protective equipment adapted to the task shall be used in accordance with EN143/EN149. You are responsible for ensuring that the protective equipment is maintained and replaced in accordance with regulations so that it retains its effectiveness and functionality.

**CHEMICAL PRODUCTS & DANGEROUS SUBSTANCES** - All chemicals used must be registered and approved in "Byggvarubedomningen". Substances that are not approved according to the construction product assessment or the chemical inspectorate's PRIO tool must be avoided and deviations must be approved. You must show respect for particularly dangerous substances and prevent accidents during work. If an accident occurs, the work area must be secured and site management must be informed immediately. A work plan with risks is shown to site management before the work starts and after it is completed.

**PRODUCTS** - All products that are installed or built in must be registered and approved in the "Byggvarubedomningen" according to current certification before use.

**FIRE PROTECTION & HOT WORK** - You must always notify if flammable goods are to be handled or stored at the workplace and you can never start the work without the person in charge of the permit having checked and given permission for this. These works include, for example, welding, cutting, work with circular saws and work with an open flame. It is necessary that fire extinguishers are available and that materials are stored in a safe manner. When not in use, gas bottles must be stored in the designated place with a protective cap on and well anchored. The equipment must meet the requirements of the Work Environment Agency and the insurance company and follow the rules of the Swedish Fire Protection Association.

**WEEKLY COORDINATION MEETINGS** - We have weekly meetings together with all execution entrepreneurs, usually at the beginning of the week but the time and place are communicated via the start meeting. Our "UE Meetings" are mandatory for those of you who have work in progress or which is expected to start within three weeks. The representative who attends the meeting must be prepared with the current status and present his progress for the next three weeks. Objections to the protocol must be presented within 48 hours of receipt, the content of the protocol also complements the contract. The protocol that is sent out also contains the next three weeks "APD" and schedule for the coming ten weeks.

Once you have completed the work and signed your own quality documents, these must be uploaded to the project's dropbox and notified to site management. Only after these are approved do you have the opportunity to invoice the work.

**DELIVERIES AND STORAGE OF MATERIALS** - You are responsible to present your planned deliveries at least two weeks in advance to site management. In the planning it must be stated how you thought about receipt,



unloading and forwarding so it's executed in a safe and coordinated way. Remember that the packaging material must be placed in correct waste container in connection with the delivery. Loading and unloading may only take place at a designated area by the persons approved.

Lifting and coupling may only be done by designated persons authorized according to "Säkra lyft". Everyone must respect ongoing lifting and unloading, never be under suspended loads. Storage of material must be carried out in accordance with applicable regulations. Remember that it must also withstand strong wind, cold and other stresses.

**CLEANING** - Good housekeeping must always be maintained in the work area in order to ensure safety. Material storage shall follow the "APD-plan" and be positioned according to the progress of the work. You are responsible for ensuring that no waste is left in the work area and that the workspace is vacuum-cleaned at the end of the working day.

**WASTE MANAGEMENT** - Waste type ( fraction ) and location are shown on the "APD-Plan". You are responsible for communicating your need for type and quantity for at least two weeks in advance. For wrong ordered material and unopened spills, the cost and responsibility lies with the contractor to return, return or dispose of. Wrongly sorted waste will be invoiced your company.

**REDUCED ENERGY AND WASTE** - Heating and drying are sought according to planning, and doors and windows must not be opened or set up without permission. Suspensions or covers that are damaged must be repaired immediately. When using dehumidifiers and heating fans you are responsible to plan and follow up so that maximum function and effect is achieved.

**ELECTRICAL SAFETY** - Centrally on each floor in the stairwell you will find sockets from which you can access power. Remember that you have approximately 32A per stairwell, so if you need to use something powerful, we must find a good solution for it together.

You may not make any changes to the electrical installations without permission from the site management. Cable routing takes place in such a way as to avoid damage to materials, pinching or tripping hazards. Should a cable or equipment be defective, it must be discarded.

**WHEN AN ACCIDENT HAPPENS** - You are responsible for reporting when you see risks/incidents or an accident. You can do this as soon as possible via e-mail or telephone to site management. Should there be an urgent risk, stay at the site until contact is made. In each stairwell you will find a first aid board, fire extinguisher and a checklist for how to proceed if something happens.

**PROTECTION/ENVIRONMENTAL TOUR** - Happens once a week where everyone is allowed to participate. The focus is to identify risks for the entire workplace for the day, but above all to prevent for the coming weeks production and progress.

**ALCOHOL & DRUGS** - It is forbidden to store or consume alcohol or drugs in the workplace. If you suspect that someone is affected, contact site management immediately. Unannounced tests may be carried out, affected persons will be removed from the workplace and reported.  
> **READ THE ENTIRE ALCOHOL & DRUG POLICY VIA THE QR CODE ON THE LAST PAGE.**

**MOBILE PHONE / TABLET** - Usage is a risk and must be done in ways where you step aside and stand in a safe position. Private use must be done during break. If you as a machine driver need to use the phone, it should be for shorter work calls using the handsfree. Communication with employees may take place if you think it increases the safety of the work task, then with handsfree.

**SMOKING** - Smoking may only take place in designated areas, also applies to electronic cigarettes.

**MINORS IN THE WORKPLACE** - Minors are not allowed in the workplace.

**APPRENTICES IN THE WORKPLACE** - Apprentices must be approved by site management and completed workplace introduction before starting work.

**VISITORS AT THE WORKPLACE** - Visitors must report for an introduction and a guided site briefing before entering the site. Visitors shall wear the same personal protective equipment as all other personnel on site. An exception applies in that high-visibility vests are permitted for visitors. Pets are not allowed.

**IF YOU BREAK THE RULES** - If you do not follow the rules, you will be rejected from the workplace and may risk a fine.

**WHISTLEBLOWING** - The whistleblower service gives everyone an opportunity to anonymously report if something is not in line with our values, the report is made via our website.

> **YOU CAN FIND THE REPORT AND THE WHOLE WHISTLEBLOWING POLICY VIA THE QR CODE ON THE LAST PAGE.**

**EQUALITY AND ANTI-DISCRIMINATION** - In accordance with the Equality & Discrimination Act, we must promote everyone's equal rights in terms of work, employment and other working conditions, as well as development opportunities. We have zero tolerance for sexual harassment and abusive discrimination

> **READ THE ENTIRE EQUALITY AND DISCRIMINATION POLICY VIA THE QR CODE ON THE LAST PAGE.**

THREE IMPORTANT STEPS, FOR YOU  
WHO PLANNING AND COORDINATING  
PARTS OF A PROJECT

1

DO A SOLID PREPARATION - THIS IS WHERE YOU CREATE THE BASE. A WELL DOCUMENTED AND LONG-TERM PLANNING CREATES CALM, SECURITY, SECURITY AND CONTROL.

2

CREATE CLEAR RULES OF CONDUCT. SET A FRAMEWORK AND RULES RIGHT FROM THE START AND FOLLOW THEM THROUGHOUT THE WORK. INFORM EACH OTHER IF YOU SEE ANYONE NOT FOLLOWING THE RULES WE SET UP TOGETHER.

3

RESPECT EACH OTHER. WE ARE ALL ROLE MODELS IN AND AROUND THE WORKPLACE BASED ON OUR ACTIONS.

EVERYTHING STARTS FROM PERSONAL RESPONSIBILITY AND EVERYONE DOING THEIR BEST, EVERY MOMENT, EVERY DAY AT WORK. IF YOU WORK WITH THIS "MINDSET", EVERYTHING ELSE WILL COME BY ITSELF. WITH TEAMWORK, GOOD ORGANIZATION AND PLANNING WE WILL ALL BE ABLE TO DO A JOB WE CAN BE PROUD OF.



→ THIS MANUAL CONTAINS EXTRACTS AND SUMMARIES OF OUR PROCEDURES, RULES AND POLICIES. FOR MORE INFORMATION GO TO OUR WEBSITE VIA THE QR CODE ABOVE.

FOR YOU WHO WORK IN ONE OF OUR GROUP COMPANIES YOU CAN FIND ALL THE INFORMATION YOU NEED AS AN EMPLOYEE NEED AT KUBA (H2KUBA.SE).