



Global Work Environment Policy

Effective: 30 March, 2023
Version: 1.0

SCOPE

The Scope of this policy is to:

- All employees at Camurus

OVERVIEW

Providing a healthy and safe work environment is an important matter for Camurus. Work-environment management at Camurus is aimed at creating a workplace that, from physical, mental, and social perspectives, is sound and healthy for all employees, and where the risks of occupational injuries and work-related illnesses are minimized.

Camurus continuously evaluates its work-environment efforts to, thereby, implement continuous improvements in the ongoing management of the work environment. The requirements arising from these efforts are to be adapted to human prerequisites, about both physical and mental aspects. Measures to improve the work environment generate positive effects for the individual and the company.

The task of creating a sound work environment imposes considerable demands on the management and at an individual level. Work-environmental activities are equally significant to the company and its employees, and they are to be jointly pursued. Everyone at Camurus should be aware of their share of the responsibility to contribute. Measures to change the work environment are to apply a holistic perspective comprising all the factors that impact individuals at work.

The monitoring and development of the work environment is to be a natural component of all the company's activities. Employees must not only be aware of the specific potential risks, but also have the possibility of avoiding them. In principle, work-environment issues are resolved at the workplace through continuous and close collaboration between the company's management and its employees.

ROLES AND RESPONSIBILITIES

Role	Responsibility and Obligations
HR	<ul style="list-style-type: none"> • Establish, maintain, and archive this HR Policy • Communicate the HR Policy to the whole organization
All employees	<ul style="list-style-type: none"> • Follow and to respect this HR Policy

RISK AWARENESS

Having a proper work environment management reduces the risks of any accidents or close calls

POLICY

The work environment management and routines are more thoroughly described in the Country specific Employee Handbooks and the Country specific legislation.

Division of responsibility

The employer has principal responsibility for her/his work environment. The employer is responsible for implementing all the necessary measures to prevent risks of illness and accidents, and to create a sound work environment.

Department managers are responsible for proactive management of the work environment in their respective departments, and for creating conditions that, to the extent possible, are conducive to resolving work-environment issues at the level at which they arise.

All employees are to assume responsibility for the work environment by, for example, adhering to safety regulations and calling the attention of their immediate superior to risks or deficiencies in the work environment. Employees are encouraged to offer tangible proposals for improvement measures.

Collaboration

A close and continuous partnership between the company and its employees is requisite to the creation of a sound work environment.

Objective

The overall objective of work-environment management is to achieve efficient long-term operations that simultaneously entail sound physical and mental health, as well as contentment and job satisfaction for all employees, and to prevent accidents from occurring.

The work-environment management should also be a natural part of everyday work.

Guideline

Creating a work environment that corresponds to this objective, requires that:

- No employee is subjected to victimization, such as the deliberate withholding of information, bullying, mental abuse, slander, social exclusion, or harassment.
- The company should work toward reducing and avoiding the risk of exposure to organizational stress or socially deficient work environments, which could lead to poor health. Poor health pertains to sickness as defined by objective medical criteria and to various types of physical and mental dysfunction, such as stress reactions. Critical factors for determining the existence of poor health include the intensity of the experiences, the duration, and the capacity to function as before. Accidents pertain to physical or mental injury because of a sudden external event and may cause anything from a mild injury to death.
- All employees must be familiar with and adhere to the respective country's Working Hours Act.
- No one is allowed to be under the influence of alcohol or drugs during working hours. If anyone is under the influence of alcohol or other drugs, it is the duty of all employees to promptly report it to their immediate superior, who is responsible for ensuring that the necessary measures are taken. Also read HR Policy on alcohol, drug and addiction and alcohol, drug and addiction – routines and rehabilitation available in the employee handbook.
- All employees are to be given fundamental knowledge, skills, and practical opportunities necessary for their active contribution to their own work's design.
- To the extent possible, everyone is to receive stimulating assignments that are conducive to their development, and which leverage opportunities for commitment, job satisfaction, change

and variation, as well as allocating responsibilities tailored to their potential, i.e., experience, education, competence, and maturity.

- The division of responsibilities and authorities has been formulated and is known.
- Internal and external resources are to be utilized to track and evaluate risks, and to form the basis for proposed measures.

POLICY COMPLIANCE

Measures for work environment must be performed to be compliant with national law. All employees must comply with this policy.