camurus®

Global Work Environment Policy

Effective: 1 January, 2024
Version: 2.0

SCOPE

The Scope of this policy is to cover the global work environment aspects for all employees at Camurus.

OVERVIEW

Providing a healthy and safe work environment is an important matter for Camurus. The work environment management at Camurus aims to create a workplace that, from a physical, psychological, and social perspective, is healthy and wholesome for all employees and where the risks of work injuries and work-related illnesses are minimized, and zero accidents occur.

Camurus works strategically with the organizational and social work environment, and this is followed between manager and employee continuously and in the year-end review dialogue. It is also followed up in the annual employee survey and a goal is to show continuous improvements from the results in the survey.

The task of creating a healthy 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 must be carried out jointly.

The monitoring and development of the work environment is to be a natural component of relevant company's activities. Employees must not only be aware of the specific potential risks, but also have the possibility of minimizing and avoiding these risks.

ROLES AND RESPONSIBILITIES

Role	Responsibility and Obligations
HR	• Establish, maintain, and archive this HR Policy • Communicate the HR Policy to all employees
All employees	• Read, follow, and respect this HR Policy

RISK AWARENESS

Having a proper work environment management reduces the risks of ill health, accidents or close calls occurring in the business.

POLICY

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

Division of responsibility

The employer has principal responsibility for the work environment. The employer is responsible for implementing necessary measures to prevent and minimize risks of ill health and accidents, and to create a healthy work environment.

Department managers has an important role in creating an open, positive, and inclusive work environment to support their employees and are responsible for proactive management of the work environment in their departments. To the extent possible all department managers, 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 to report risks or deficiencies in the work environment to their immediate manager and to HR. Any close call, incident or accident should be reported on this form on wellcam. Employees are encouraged to suggest 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 good physical and mental health, as well as contentment and job satisfaction for all employees, and to prevent accidents and ill health to the extent possible from occurring. Camurus goals is zero accidents.

The work environment management should be a natural part of everyday work. Camurus is committed to comply with all applicable laws and regulations at international, regional, and national level. This includes among others, international conventions concerning human rights and labor rights such as

- The United Nations Universal Declaration of Human Rights (1948)
- The Eight Fundamental Conventions of the International Labor Organization, no. 29, 87, 98,100, 105,111, 138 and 182
- The United Nations Convention on the Rights of the Child, Article 32.

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 for reducing and avoiding the risk of exposure to work-related stress or socially deficient work environments, which could lead to ill health.
- All employees must be familiar with and adhere to the local Working Hours Act.
- No one is allowed to be under the influence of alcohol or drugs during working hours. If someone is aware of a colleague being influenced by alcohol or drugs during working hours, it is the duty of all employees to report it to their immediate manager, who is responsible for ensuring that the necessary measures are taken. Employees are also responsible for reading and understanding the "HR Policy on alcohol, drug and addiction" and the "HR Policy on alcohol, drug and addiction – routines and rehabilitation" available in the global Employee Handbook.
- 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.

- 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.