

Workplace Environment Policy

SUMMARY

This policy establishes the framework for how we create and maintain a work environment where employees can perform their duties in a safe, healthy, and productive manner without risking physical or mental illness or injury as a result of their work.

Purpose and goal

Our work environment policy aims to create a safe and healthy workplace environment where all employees thrive and feel secure. By promoting a positive work environment, we strive to prevent work-related risks, enhance health and well-being, and create a culture where workplace health and safety is highly prioritized.

Knowit is a consultancy firm that helps companies and people succeed in the digital transformation and offers high-quality services and value-added solutions to our clients. Our operations are based on the knowledge and approach of our employees, which require a work environment founded on an inclusive culture and a high level of respect for each other's differences. We believe that the conditions for value creation and innovation are built on allowing different perspectives to exist and be expressed. We promote a culture of psychological safety and diversity, where our employees can feel at ease, grow, and perform both as individuals and as a team.

Parts of Knowit's overall health and safety goals are established within the framework of the company's sustainability efforts and work on diversity, equity and inclusion. Additionally, Knowit aims for the group's work environment and workload index, as measured in the employee survey, to always exceed the industry average. The goal is also for the group's total sickness absence over time not to exceed 2.5%.

Implementation

No Knowit employee should be affected by physical or psychological ill health or injury because of their work. If this were to happen anyway, Knowit as an employer has a readiness to manage the situation and help the affected person.

Based on our risk assessment, local workplace environment regulations and the standard ISO 45001, we perform systematic preventive work and focus our workplace environment efforts on:

- Preventing unhealthy workloads by striving to ensure a balance between demands and resources at work.
- Preventing issues in the physical workplace environment, for instance as regards ergonomics, lighting, and ventilation.
- Acting in line with our zero tolerance for discrimination, bullying, and sexual harassment.
- Creating an inclusive culture.

Within Knowit, a good workplace environment is characterized by the following:

- Well-known goals and strategies for the operations.
- Clear and inclusive leadership with responsibilities and authority defined at all levels.
- Managers and leaders have/are provided with relevant knowledge, competence, resources, and authority to work for a stimulating and sustainable workplace environment.
- Each employee is met and treated with respect, based on their own circumstances, regardless of age, gender, gender-fluid or non-binary gender identity, ethnic background, physical conditions, religion or other faith, sexual orientation, and different ways of thinking and behaving.
- Employees' suggestions, opinions, and needs are highlighted in the development of our workplace environment.
- All employees are offered health check-ups and have access to corporate healthcare.
- All Knowit offices are non-smoking.
- Decisions related to the operations are always made with the good workplace environment considered.
- The workplace and work conditions are, in so far as possible, adapted to each individual's circumstances.
- Workplace environment aspects are considered in projects, whether they are performed in our clients' offices, in Knowit's own offices, or remotely.
- Any signs of risks, ill health, or other deviations in workplace environment are managed urgently, in line with Knowit's policies and action plans regarding rehabilitation, discrimination/harassment and crisis support, and equality.

The workplace environment shall, at a minimum, meet the legal requirements applicable to our operations, and align with Knowit's core values. For more information on this, see the [Knowit Group Code of Conduct](#).

Monitoring and reviewing

The policy shall be reviewed at least annually during the management review of the BMS. Additional reviews should be conducted when legislation changes and may significantly impact this policy. The Head of People & Culture is responsible for this review.