

WORK ENVIRONMENT POLICY

Purpose

The purpose of our work environment management is to create a physically and mentally healthy workplace for all employees, where risks of occupational injuries and work-related ill health are prevented, and where there is compliance with the appropriate laws and regulations in the field of health and safety.

Objectives

The overall objective for work environment management is to achieve an operation that works to deliver good physical and mental health and wellbeing. Our objective also includes working to ensure job satisfaction for all employees and the prevention of accidents. Work environment management also aims to create an attractive workplace with a work environment that boosts employee motivation, job satisfaction and efficiency. Our workplace must be free from bullying and all forms of victimization. We do not accept any form of bullying or harassment. Our work environment must be characterized by openness, and all individuals must be treated equally and with mutual respect. NA-KD is an alcohol and drug-free workplace and there is zero tolerance of employees being under the influence of alcohol and/or drugs during working hours.

NA-KD continuously evaluates the company's efforts in the field of health and safety at work in order to make continuous improvements in day-to-day work environment management. Measures to improve the work environment shall deliver positive effects for both the individual employee and the company.

Cooperation

Work environment management must be conducted in such a way that there is cooperation between employer and employees, and everyone has a responsibility to participate in this work. Monitoring and development of the work environment shall be a natural element of all operations within the company. To create a good work environment, we strive for close and continuous cooperation.

Responsibilities and roles in work environment management

As an employer, NA-KD has principal responsibility for the work environment. We will take all necessary measures to prevent risks of ill health and accidents, and otherwise create a good work environment. NA-KD shall also ensure that responsibilities and authorities are assigned at the company in such a way that work environment management can be conducted effectively.

The CEO has ultimate responsibility for the work environment and shall follow up on work environment management at an overall level by making decisions on work environment policies and allocating work environment tasks.

Our managers are responsible for managing and actively conducting work environment management within their respective departments, and creating conditions that enable employees to address work environment issues as far as possible at the point where they arise, as well as ensuring compliance with laws, regulations and the company's adopted policies and procedures in the field of health and safety at work. Furthermore, they are responsible for integrating work environment management within the company into the normal planning and follow-up process, and for this being planned and budgeted.

Employees shall collaborate with the employer to achieve a good work environment, and are obliged to comply with adopted policies, procedures and instructions within the scope of work environment management. Employees also have a responsibility to alert the employer (their manager) to risks, incidents, accidents or deficiencies in the work environment in order to prevent ill health and accidents.

The work environment committee is our forum for collaboration on work environment issues, with members representing the company's management, HR and employees (work environment representatives). The work environment committee meets twice a year to discuss and decide on cross-cutting issues related to and influencing work environment management, e.g. the planning of work environment management, following up on action plans and risk analyses, evaluation of how systematic work environment management works, risk analyses regarding changes in organization or premises, and identifying the need for and planning of training.

The work environment representatives represent the interests of colleagues in work environment matters, and are appointed by the company's employees. The work environment representatives are responsible for helping to identify any deficiencies in the work environment, proposing potential measures, and engaging in close cooperation and dialogue with the management team.

HR coordinates and follows up on work environment management, provides support for managers, and ensures that basic work environment training is provided.

External parties, such as occupational health services, may, where necessary, be engaged to provide training or serve as rehabilitation partners, etc. The company currently cooperates with a number of different bodies as required.

Related documents

- Rehabilitation Policy
- Equal Treatment Policy
- Systematic Work Environment Management at NA-KD