

Document NOTE Human rights policy	Type of document Demand	Examined by Karin Brunberg	Document responsible Per Ovrén
Document number 2013005	Revision 2	Date 30 August 2017	Approved by Per Ovrén

## NOTE Human rights policy

NOTE shall always respect human rights and operate with due diligence to avoid becoming involved in violations of human rights. We have a responsibility for our own operations, but the duty to respect human rights also relates to our relations with business partners, customers, suppliers and others who are influenced by NOTE's business activities.

### Principles for human rights and labour law

- NOTE shall respect that its employees form and join labor organisations, and that negotiation is collective. Employment at NOTE shall always be based on a voluntary agreement, and the work shall always be carried out without any form of enforcement or harassment, neither physically nor mentally.
- NOTE shall not employ children, nor collaborate with companies that use children as part of their workforce.
- NOTE believes in a workplace where everyone has equal opportunities to work and progress.
- NOTE shall protect the health and safety of employees, customers and others who are connected to its business by purposefully striving to reach the vision of zero harm.
- NOTE shall work systematically to promote diversity in the workplace and prevent discrimination based on gender, religion, race, national or ethnic origin, cultural back-ground, social group, disability, sexual orientation, marital status, age or political opinion.

### Implementation and monitoring requirements

NOTE shall take the necessary step to comply with the principles described above and:

- Communicate the human rights policy to all managers and trade union representatives.
- Include human rights as a topic in the NOTE unit's annual risk assessment and identify relevant improvement activities.

### Roles and responsibilities

The responsibility for implementing the human rights policy lies with NOTE's Managing Directors.

The Group Management at NOTE is responsible for updating the policy and for developing relevant support material. Group Management may also assist the NOTE units in awareness training.