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## Bilaga 17 till Styrelsens arbetsordning



## HR Policy

Approved by ICA Gruppen's Board of Directors 24 maj 2023

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# 1 Introduction

## 1.1 Background and Purpose

At ICA Gruppen (ICA) we work to make every day a little easier for our customers. To meet our customers' needs and expectations, we need employees with a broad spectrum of experience, knowledge and backgrounds. Talented and dedicated employees are ICA's key to success. That's why we focus on attracting new talent while also encouraging internal mobility. Our aim is to offer a workplace that stimulates creativity and initiative and where people can develop together. ICA strive to create a work situation that enables our employees to do a good job and have a sustainable work-life balance.

## 1.2 Scope

This HR policy applies to all managers and employees employed within ICA, including all operating companies (OpCos).

## 1.3 Communication and Implementation

Chief HR Officer (CHRO) ensures that when approved, the policy is published on the group intranet. OpCo CEOs are responsible for the implementation of and compliance with this policy.

# 2 HR Policy

## 2.1 Employee's and Manager's responsibilities

This HR Policy defines ICA's expectations of the employees, as well as what expectations our employees should have of each other and on ICA as their employer.

ICA is committed to a number of international principles and frameworks such as the UN Guiding Principles on Business and Human Rights, the ILO Core Conventions and the Children's Rights and Business Principles. Employees are, at all times, expected to respect these commitments.

ICA supports the UN's principles and OECD:s guidelines for global companies and chooses suppliers with good judgement and who share ICA's values. It doesn't matter where ICA operates - the foundation throughout ICA's organization is based on human rights, labour law and environmental standards.

Managers are obligated to ensure that the people on their team are given the necessary training to understand and commit to this policy, as well as any guidelines and instructions related to it. Employees are also obligated to act upon and report all violations of this HR Policy and other Group policies.

## 2.2 Values

At ICA we are convinced that a common approach and a shared view of basic values increases clarity for the customer about who we are and makes ICA more attractive to current and future employees.

Our values are simplicity, entrepreneurship and commitment, and they make it easier for all employees to act in daily business and take the right decisions, and therefore improve internal efficiency.

### **2.3 Leadership, learning and performance**

At ICA we believe that every employee has talent and all of us are leaders. To secure high engagement, high performance, growth and employee resilience ICA actively work with direction, learning- and performance goals, employee dialogue and – surveys as well as talent & succession management. ICA also gives our employees guidance in self leadership, team development and enables learning in daily work to empower employees to develop and realize their potential.

### **2.4 Total Reward**

ICA takes responsibility in having market-based and differentiated reward system that drives performance. Compensation should be based on integrity and fairness where all employment related decisions regarding compensation are based on the employees' qualifications, the range and complexity of the responsibilities, individual performance and behavior or other legitimate business considerations.

### **2.5 Recruitment and Employer Branding**

In order to guarantee ICA's future competence supply we work with Employer Branding and recruitment internal as well as external. Recruitment shall focus on competence, abilities, and potential to learn and grow.

We encourage and support internal mobility within the company. Employees are encouraged to express their interest in new positions - managers are encouraged to consider internal candidates.

### **2.6 Diversity and Inclusion**

To ICA, diversity and inclusion is a question about equal treatment, equal possibilities and a condition for successful business. Diversity in all different dimensions creates a dynamic, inclusive and creative teamwork where personal differences are an advantage. This foundation strengthens our business competitiveness with better possibilities to understand all our customer's needs and expectations.

No one at ICA should be subject to discrimination or favoritism because of age, sex, ethnic background, nationality, religion, sexual orientation, disability, political beliefs or social status. Neither do we accept physical, psychological, verbal or sexual harassment.

Diversity and inclusion among our employees are highly valued at ICA. It has long been a conscious strategy that we prioritize and we work consciously to ensure that our workplaces are accessible to all.

The health and safety of our employees is a high priority in all activities at ICA. No employee should have to suffer from physical or psychological injuries at their workplace. All managers are responsible for their team's working environment, but everyone has their responsibility to work together and to strive for continuous improvement and to prevent all kinds of injuries. ICA continuously works on ways to improve and find ways to create a workplace that enables our employees to do a good job and have a sustainable work-life balance. The overall purpose is to create safe, sustainable work

environments with a high level of awareness so that all ICA employees have the best conditions to live and deliver to their full potential.

ICA's employees working in an office environment, have the opportunity to work in a flexible workplace setting, provided it's compatible with the work assignment. However, the main workplace is the office.

### **3 Roles and Responsibility**

Each member of ICA Gruppen's Management Team is responsible for ensuring, within his or her areas of responsibility, that work within ICA is conducted in accordance with this policy.

Every manager is responsible for communicating this policy to their employees. Every employee is responsible for acting in accordance with this governing document. Our employees shall possess the knowledge required to enable us to live up to this policy.

All companies and employees within ICA shall comply with laws and agreements that applies to their operations and employment in the countries where they work. It also means that all employees must know and follow the laws that govern their individual tasks.

### **4 Exemption Management**

Exemptions to this policy shall be approved by the board.

### **5 Compliance**

The board has the overall responsibility of the policy and for monitoring its compliance. All employees are required to understand and comply with this policy, violations may result in disciplinary actions including termination of employment.

### **6 Annual Review**

This policy is approved by the board of ICA Gruppen AB. The policy is reviewed annually and revised if needed.