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HR Policy

Approved by ICA Gruppen's Board of Directors 28 May 2019

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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 take the right decisions, and therefore improve internal efficiency.

2.3 Performance, Career and Development

To secure the right direction as well as a high engagement and high quality to foster high performance, ICA actively work with processes within performance, career, succession and employee surveys. At ICA we believe that everyone has talent and gives our employees the opportunity to grow and to realize their potential by enable learning in daily life.

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 continuous success, we need to have an attractive employer brand. This applies to both our current employees as well as potential job candidates. ICA always recruit competency-based and with focus on long-term needs and actively supports internal mobility. Internal mobility is an important strategy to secure competence and to reach our goals.

2.6 Diversity and Inclusion

To ICA, diversity and inclusion is a question about equal treatment and equal possibilities and a condition for successful business. We encourage individual differences. Diversity in its different dimensions gives the organization better possibilities to strengthen our business overall – with increased competitiveness and better possibilities to understand our customer's needs as well as a dynamic and creative work atmosphere.

No one who works 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 is something we value highly, and it has long been a conscious strategy that we prioritize. And we work consciously to ensure that our workplaces are accessible to all.

2.7 Work Environment

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.

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.

