

Getinge Policy

## People Policy

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Adopted by the Board of Directors 16-JUL-2019

### 1. Summary

Getinge is committed to providing a fair and sustainable working environment for all employees. The objective of this policy is to define our position in relation to our people; reflecting our human rights values both internally (making sure Getinge is a great place to work) and externally (when representing Getinge in business and other relations). It is every co-worker's responsibility to understand and act in line with this Policy's components and expectations.

### 2. Scope and Objective

This Policy is valid in all Getinge companies, subsidiaries and joint operations (jointly "Getinge") and applies to all our employees, as well as consultants and agency personnel who work at Getinge premises or under the direction of Getinge (all referred to in this policy as "employees") in any capacity.

This Policy provides our employees with an overview of our company values and expectations in relation to our people. The objective is to support and enable employees at all levels to act in line with these values and expectations. Further guidance is available in the underlying Directives and Instructions.

We expect all employees to follow this Policy and consistently apply its high standards when doing business.

### 3. Principles

#### Commitment and Expectations

It is Getinge's desire and responsibility to provide a sustainable working environment with fair terms of employment for our entire workforce. Individual commitment to role modelling our values and behaviors will make the difference for Getinge and our business. This Policy is guided by international human rights standards as defined in UN Global Compact.

The People Policy includes the following major global components, applies to all Getinge sites, and covers all Getinge employees:

- Human Rights
- Diversity
- Labor Rights
- Code of Conduct

Local country adaptations may include variations that comply with local laws and customs. You can also find reference to People Policy in our Sustainability Policy.

## Human Rights

Getinge and our employees and workforce shall respect and protect internationally recognized laws and standards for human rights, and strive to ensure that we do not abuse any part of these human rights principles. In addition, our employees are expected to contribute by respecting, protecting and promoting human rights, not only within the workplace but also when representing Getinge outside of the workplace, including in relations with customers, distributors, agents, vendors, suppliers and other third parties which form part of our product offering and business.

*See further: Human Rights Policy POL-0118*

## Diversity

### ***Non-Discrimination & Equal Employment Opportunity***

Getinge wants all employees to have equal opportunities based on competence, experience and performance, regardless of gender identity, race, ethnicity, religion, age, marital or parental status, disability, sexual orientation, nationality, political opinion, union affiliation, social background and/or other characteristics protected by applicable law. As part of our commitment to having a diverse and inclusive workplace, we have zero tolerance towards discrimination, harassment and bullying. Victimization at work, such as recurring negative actions directed against individual employees, is not permitted. All employees shall treat one another with respect, dignity and common courtesy.

### ***Recruitment approach***

All Getinge recruitments are based on respect for the individual regardless of gender identity, race, ethnicity, religion, age, marital or parental status, disability, sexual orientation, nationality, political opinion, union affiliation or social background. The demands stated in the job profile shall be based on our common values. The selection processes shall be fair, based on objective and transparent criteria, and include proper feedback to all applicants in accordance with local custom and law.

*See further: Diversity Directive DIR-0145*

## **Labor**

### ***Child Labor***

Child labor is not accepted in any of Getinge's businesses, nor do we accept child labor at our suppliers, dealers or subcontractors. In no event will we employ any person below the age of 15 or the country's legal minimum age, if over 15. Government-authorized job trainings or apprenticeship programs that are clearly beneficial to the participating individuals may be exceptions.

For authorized minors, management is responsible for providing age-appropriate working conditions, hours of work and wage, in compliance with applicable local law.

### ***Forced Labor***

Forced labor (incl. debt bondage, trafficking and other forms of modern slavery) is not accepted in any of Getinge's businesses. We do not engage in or support the use of forced labor; employees are free to leave their employment after a notice period, as required by law and contract.

### ***Freedom of Association and Collective Bargaining***

We recognize and respect the freedom of our employees to form or join associations of their own choosing concerning the relationship between the employer and the employees, and to bargain collectively. We do not accept disciplinary or discriminatory actions against employees who choose to peacefully and lawfully organize or join an association. Employees are forbidden to use intimidations of any kind to obstruct other employees' right to freedom of association or right to be unorganized.

In situations where the right to freedom of association and collective bargaining is restricted by law and regulations, we allow and respect other forms of worker representation and collective bargaining.

### ***Occupational Health and Safety (OHS)***

Getinge shall offer and maintain a safe and sound working environment that meets or exceeds global standards and national legislation. A safe and healthy workplace is not only about preventing accidents, it involves both physical and psychosocial wellbeing aspects. We always prioritize work processes, design of service, and working methods that reduce the negative impact on the individual. Safety must always be the most important factor of decisions.

### ***Terms of Employment***

Getinge seeks to provide working conditions that comply with local legal requirements and collective bargaining agreements. All employees have the right to have written contracts, employment letter, or legally binding documentation of employment, in a language that they can easily understand, specifying terms of their work assignment.

*See further: Labor Rights Directive DIR-0146*

## **Next Level Manager Approval Principle**

To guarantee fair and equal treatment for all our employees and to make sure decisions benefit Getinge on a broader level, all decisions on employment matters must be approved by a next level manager.

- Recruitment – the next level manager needs to confirm that the position can be filled
- Compensation and benefits – the next level manager needs to confirm all changes or new compensation and benefits such as salary, bonus, car, healthcare etc.
- Transfers and terminations – the next level manager needs to approve all transfers and terminations such as reorganizations and decisions to terminate.

## **No Nepotism**

Nepotism means favoring relatives or personal friends because of the relationship rather than their abilities.

To avoid undermining the credibility of management and to avoid negatively influencing a good working environment in our company, the following principles should be followed:

- Never hire personal friends or close relatives
- Avoid direct or indirect reporting between relatives or staff in a relationship

Should a situation arise that involves direct or indirect reporting between two employees in a relationship, measures should be taken to re-organize and move one of the employees to a position that does not involve direct or indirect reporting to the other.

## **Code of Conduct**

### ***Integrity***

All employees shall act in a manner, which is appropriate to one's position in the organization. He/she shall not act in a manner, which could disrepute Getinge. An employee shall personally not be engaged in any illegal or criminal activities (inside or outside working hours). All employees are expected to read and follow the the Code of Conduct.

### ***Disclosure of Conflicting Interests***

Getinge's employees are not allowed to be involved in outside employment/business interests in conflict, or in potential conflict, with the businesses of Getinge. Therefore, it is important that all employees of Getinge disclose in writing to the company, through their superiors or provided processes and tools, details of any conflict of interest, which might affect their impartiality in carrying out their duties as soon as it becomes apparent, including:

- Any interest, shareholding or possible conflict of interest with any firm or organization from which Getinge purchases supplies, works or services, or through which Getinge proposes to sell property or services.

- Any outside employment or business interests in conflict, or potentially in conflict, with Getinge's business.
- Any interest of an employee's immediate family, which could result in such a conflict of interest.

Where a conflict of interest situation could arise for an employee, he/she must discontinue the contract or situation and not attempt in any way to influence decisions on the matter.

*See further: Conflict of Interest Directive DIR-1302*

## **4. Breaches against the Policy – Speak-up**

Do not hesitate to raise a concern. Any Getinge employee who suspects violations of this Policy is expected to speak up and raise the issue to their line manager, Human Resources, to the Ethics and Compliance Office, or to use the Getinge Speak-Up Line. The Speak-Up Line is available on Getinge internal and external webpages.

At Getinge, we do not accept any form of retaliation against someone who speaks up, expresses concerns or opinions.

*See further: Speak Up and Non Retaliation Instruction SOP -1305*

## **5. Roles and Responsibilities**

All Getinge employees are individually responsible for reading, understanding and complying with this Policy. Each employee is responsible for acting in accordance with this Policy,

Every line manager is responsible for making sure each team member has access to this Policy and related Directives, Instructions and Guidelines. The line manager is also responsible for ensuring that relevant activities and internal controls are in place to prevent and detect bribery and corruption.

Day-to-day reinforcement, including regular information and training on anti-corruption issues, as well as compliance follow-up, is part of every manager's responsibility, with the support of the HR Department.

Violations against the Policy can lead to disciplinary action, up to and including termination.

## **6. Framework**

This Policy is part of Getinge's Governance Framework, which includes:

- Code of Conduct, Our Cultural Core Values, Strategic framework, Policies approved by the Board of Directors, Directives approved by the CEO or direct reports to the CEO as well as local instructions
- Decisions made by the CEO or otherwise under the Delegations of Authority as approved by the CEO
- The Ethics and Compliance Office is responsible for ensuring that the latest version of this Policy is published and available to all employees on the Getinge intranet
- This Policy will be reviewed every other year or as needed
- The original language of this Policy is English

## 7. Guidance and Assistance

If you have questions on this policy or you are uncertain which rules are binding please contact your HR representative.

### Useful links

Code of Conduct POL-0108

Human Rights Policy POL-0118

Sustainability Policy POL-0114

Conflict of interest Directive DIR-1302

Diversity Directive DIR-0145

Labor Rights Directive DIR-0146

Global Reward Guidelines and Governance Directive DIR-0149