

Owner
Head of People & Brand, Cecilia Lundin

Approval Date
2018-03-07

No.
T 15456-14 Uen

Version
1

Security
Public

Approved by
Board of Directors

Related
50087276

GROUP POLICY - OCCUPATIONAL HEALTH AND SAFETY (OHS)

BACKGROUND AND DESCRIPTION

Background

This Group Policy is related to Human Resources Employee Relations and Health & Safety and is a binding document for Telia Company AB and its Subsidiaries ("Telia Company").

Description

This policy defines the Telia Company principles on OHS. We expect Telia Company employees to follow the high standards of this Policy in their day-to-day operations. We will work towards full adoption of these principles in all operations in which Telia Company has management control.

SCOPE AND PURPOSE

Scope

This Group Policy applies to Telia Company AB and its Subsidiaries as their own binding policy. In addition, Telia Company strives to implement the principles and objectives of this Group Policy in all other operations in which Telia Company has ownership interests.

This Group Policy is part of Telia Company's Group Governance Framework, which includes without limitation:

- a) Code of Responsible Business Conduct, Purpose & Values, Strategic framework, Group Policies, and Instructions for the CEO, as approved by the Board;
- b) Decisions made by the CEO, and Group Instructions and the Delegations of Obligations and Authority as approved by the CEO; and
- c) Group Instructions as approved by the responsible Head of Group Function.

There is a set of Group Instructions and Group Guidelines connected to this Group Policy.

Purpose

The purpose of this Group Policy is to make the Telia Company health and safety culture part of all employees' everyday working life and to achieve a safe and legally compliant workplace for employees, vendors and visitors. This commitment is demonstrated through the commitments and actions of Telia Company, our employees and our local suppliers. Each of us must be aware of the safety standards and enforce them in the workplace. This includes completing provided training, reviewing communications and posted guidelines and ensuring that these standards are implemented without exception.

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PRINCIPLES

The following principles apply for the activities under this Group Policy:

Main principle

We want to protect and improve the health and safety of everyone who works for or with Telia Company; this is a guiding principle in all our operations worldwide. Accidents, incidents, injuries, work-related illnesses and unsafe acts and conditions are preventable and unnecessary.

Telia Company aims to provide and regularly improve a safe and healthy workplace by making sure our work environment and processes are safe; by, preventing and reacting to conditions of ill-health; and by supporting measures to promote health and wellbeing.

This policy provides a framework for leading and managing our work within health and safety. It applies to all Telia Company controlled companies. By communicating this OHS Policy to all employees and by continuously monitoring its implementation, we strive to meet its standards by improving and developing any identified issues and making them sustainable. Through the Telia Company Group Supplier Code of Conduct, this policy also communicates part of the contractual commitments made by our suppliers and other business partners, and monitored accordingly.

Our Common Method

Telia Company is in the process of implementing a more systematic method that consists of; **promoting** good health; identifying and reducing or **preventing** risks; and rapidly **reacting** to ill-health in the Group. A systematic working method that is well integrated into our day-to-day activities and has practically applicable instructions should form the basis of our health and safety efforts. Managers at all levels have a clearly defined responsibility to set a good example regarding health and safety efforts and to communicate how this is linked to the well-being of our employees and visitors as well the profitability of the business.

Objectives

Occupational health and safety efforts are carried out locally, and are based on this Policy and its related instructions as well as local legislation. The objective is to make the health and safety culture part of all Telia Company employees' everyday working life and to achieve compliance with this Policy in the company and, through the commitments and actions of our local suppliers, to affect the conditions in the country as a whole.

Telia Company will set basic rules and development targets to drive regular improvement of occupational health and safety in the company. Our goal is to minimize the likelihood and magnitude of accidents, work related illness and other safety issues.

Telia Company's target areas are sickness absence rate, lost time injury frequency and fatalities. Our focus is on reducing the impact of the following risks among others:

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- working environment: electrical devices & static electricity, low and high voltage, being crushed between objects, being lifted or falling from height, slippery surfaces, welding and “hot work”, and accidents when travelling,
- objects and materials: dropping and falling objects, lifting heavy equipment and being slashed or cut,
- temperature and ventilation (e.g. working outdoors);
- radiation (e.g. electromagnetic fields and lasers);
- personal actions: unsafe actions and risk taking (e.g. not using seatbelts or helmets or other safety equipment); and
- psychosocial and ergonomic issues.

Telia Company is working towards certification to the OHSAS 18001 standard.

These principles apply as long as they do not violate domestic laws and regulations.

ROLES AND RESPONSIBILITIES

Each Executive Vice President, Senior Vice President and Vice President reporting to the CEO of Telia Company is responsible for ensuring that this Group Policy is duly communicated and implemented, and that the employees within his/her area of responsibility are familiar with and follow this Group Policy.

All Telia Company employees are however individually responsible for reading, understanding and following this Group Policy. Each employee is also obliged to speak up and raise concerns about actual or possible violations of this Group Policy.

Telia Company's President and CEO has the overall responsibility for this policy and will:

- make sure appropriate risk assessments are carried out in the Group;
- set basic rules and improvement targets;
- drive awareness and continuous improvement and monitor the same; and
- annually review and report on the Group's performance.

CEOs in the countries are fully responsible for complying with this policy in their operational area.

They:

- implement local policies, instructions and guidelines in line with this Policy and related instructions, the local rules and environment and
- provide sufficient resources to make sure the necessary activities are performed in order to meet improvement targets and ultimate objectives.

Managers:

- ensure that everyone who works for or with us receives the guidance, resources and training required to perform their role according to the occupational health and safety principles; and
- work regularly to promote a healthy and safe work environment.

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Employees have a personal responsibility for their own health and are expected to contribute to a safe working environment. They are empowered to report or halt unsafe situations (if they can do so without any risk of danger to themselves or others).

As a part of Group Human Resources, Group Health and Safety unit is responsible for developing a governance framework, common OHS group policies, and a common OHS group agenda and systems. The unit is also responsible for monitoring and reporting efficiency and implementation of OHS topics.

A healthy and safe work environment is the responsibility of everybody.

EXEMPTIONS

If any Telia Company Subsidiary would like to adopt a corresponding Group Instruction with exemptions from this Group Instruction, the relevant country CEO shall inform their superior, who shall escalate the matter to the Group General Counsel.

For further information, refer to the Group Instruction – Occupational Health and Safety.