

Stockholm, 4th Feb , 2015

Health and Safety Policy

Health and safety policy for people working within, with and for Truecore AB, including how to work to prevent accidents and illness and achieve a good working environment.

Scope and validity

Everyone working within, with and for Truecore is responsible for complying with this policy. Project managers have a special responsibility ensuring compliance within projects. Managers hiring temporary staff and/or contractors have a special responsibility ensuring that non-employees working with and for Truecore are informed about the policy and their obligations. Senior managers, exercising Truecore's responsibilities as an employer have an overall responsibility ensuring that this policy and the intentions behind it are implemented.

The policy is valid from January 2015 and onwards.

General principles

At Truecore we will

- Provide ways of working and a work environment that are safe for staff and others affected by our business, while working to prevent, or otherwise minimise the risk of, instances of workplace accidents and illnesses.
- Promote a healthy and energised workforce by encouraging and helping staff to take personal responsibility for their health and wellbeing and encouraging participation in programmes offered.
- Go beyond legal requirements when this can improve our health and safety performance, enhance our reputation or otherwise deliver business value. Personal responsibilities Everyone at Truecore – employees, temporary staff, sub-contractors and managers – must take personal responsibility for their own wellbeing, health and safety and the wellbeing, health and safety of others. Accordingly, I must:
 - Understand the safety and health aspects of my job.
 - Take or request any training necessary for me to perform my job safely and lawfully.
 - Demonstrate safe and healthy behaviours that are consistent with this Policy and identify and communicate ways to continually improve health and safety performance.
 - Raise any concerns or issues regarding the health and safety aspects of my job, the conduct of others or the Company's health and safety performance with my managers.
- In matters relating to our health and safety performance, be proactive, truthful, accurate and complete in keeping records, preparing, submitting and retaining documents. This will enable accurate ongoing assessment of our progress against targets and support transparent reporting of our performance to our stakeholders and

others. Manager responsibilities Health and safety risks arise in all parts of our activities. We must make sure that these risks are managed in a way that eliminates the threat or otherwise reduces it to an acceptable level, and enables us to take advantage of opportunities to improve our performance. When considering the acceptability of a risk, we must consider the possible effects on people and our business (including the effect on reputation) and the likelihood of these consequences occurring. Accordingly, as a manager (e.g. for a project, staff or function), I must:

- Maintain a safe and healthy workplace and identify and understanding the specific health and safety risks and requirements for my particular project, function, staff and teams.
- Make sure people that I am responsible for and people involved in activities that I am responsible for understand the full range of their health and safety responsibilities and are trained against identified needs to perform their jobs safely and otherwise in line with this Policy and applicable laws, regulations and local procedures.
- Supervise people that I am responsible for and people involved in activities that I am responsible for, making sure that they take personal responsibility for managing the health and safety risks associated with their roles.
- Make sure that any accidents, incidents and non-compliance with this policy are reported and investigated and that appropriate corrective action is taken.
- Identify the strategic and operational (workplace) health and safety risks and the legal requirements arising from business activities.
- Identify and maintain the control measures that are needed to manage these risks to an acceptable level.
- Document these risks in a viable way. Compliance
- We must always comply with national and local laws, regulations and permits and take account of any regulatory guidance or advice that apply to our business activities. Legal compliance represents the minimum standard.
- We should also, according to contract and beyond this to the best of our ability, comply with our clients' policies and regulations for health and safety.

Workplace and community health and safety

Certain business activities, including travel, can create hazards in the workplace or local community and pose risks to people, property and the business. These activities must be managed in a way that prevents, or otherwise minimises, the risk of accidents and illness, and helps individuals protect their health and wellbeing.

Sourcing

Functions, and those individuals responsible for making purchasing decisions, must make sure that our suppliers of goods and services embrace health and safety standards that are consistent with our own. They must make sure that the health and safety risks associated with

activities to supply goods and services are understood and managed effectively.

Business continuity, emergency and crisis management

Business continuity, emergency and crisis management involves identifying reasonably foreseeable future events that could negatively affect people or our business, and planning for these possible events.

We must ensure that the emergency, crisis management and business continuity plans include potential health and safety emergencies and that they are rehearsed periodically. The plans must also consider health and safety risks arising outside the boundary that may impact on our business.

Other business risks

We may face risks associated with natural disasters, local community matters, and changes to our facilities, business, organisations, processes or other issues. We must understand and manage these risks while protecting human health and our business performance.

Risk assessment, actions, follow-up and organisation

As part of our annual employee survey, there are several specific questions related to the workplace environment (physical, mental, leadership et c.). The results of this survey shall be shared and discussed with the team in a special session dedicated to workplace environment. As part of the preparations for such a session, an assessment of workplace environment risks shall be carried out. And shared with the team. The session shall result in tangible improvement actions.

The coordinator of the structure function is responsible to issues related to workplace environment, including an annual risk assessment, documentation of the session (above), coordination of and follow-up of improvement actions. The managing director has the overall responsibility for the workplace environment.



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