

Well-being Policy 2024

Management in GF Inveco Group

Updated December 2024

Well-being policy for employees in GF Inveco Group

Purpose:

GF Inveco Group aims to be an attractive workplace that is constantly developing. A workplace where we believe in ourselves and each other. A place where we meet colleagues, customers, and business partners with a positive and open attitude.

Well-being at the workplace does not happen by itself. Both leaders and employees have a responsibility. We want everyone to be involved and engaged, thereby helping to create good dialogue.

Objective:

To ensure well-being in a busy everyday life by taking action at an early stage.

We should work towards being able to say YES to the following:

- Employees are good role models for each other.
 - Employees respect each other.
 - There is good and clear communication between employees.
 - Leaders are good role models.
 - There is respect for leaders.
 - There is good and clear communication from leaders.
 - Bullying must not occur in our workplace; it is not tolerated.
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Activities/Guidelines:

Each employee must:

- Communicate ambiguities and potential conflicts in time – be honest and say things as they are.
- Be attentive to significant changes in colleagues' mood and behavior.
- Ensure good planning of daily work.
- Communicate appropriately about personal resource limitations.
- Be aware of the shared responsibility for a good work environment.
- Prevent, counteract, and handle bullying. Bullying is unacceptable and must be treated seriously.

Management must:

- Create clarity about roles and responsibilities.
- Provide praise, feedback, and constructive criticism.
- Be attentive to significant changes in employees' mood and behavior.
- Be aware of employees' well-being and needs during times of grief.
- Be aware of how employees treat each other, and handle issues related to bullying.
- Be clear about expectations regarding tasks, responsibility, and cooperation.
- Prioritize tasks and set realistic deadlines in dialogue with employees.
- Be listening and proactive regarding employee issues.
- Ensure that the topic of well-being is included in the annual employee development interview.

Everyone must:

- Speak politely to each other – speak to others as you wish to be spoken to yourself.
- Talk with each other, not about each other.
- Listen to each other.
- Focus on the issue, not the person.
- Remember that it is OK to be different.
- Find a good balance between fun and respect.
- Be aware of each other, for example during times of grief.
- Contribute to preventing bullying; everyone has a responsibility to stop it.
- Respect and acknowledge each other.
- Focus on the positive – do not search for the negative.
- Take good care of new employees.

Everyone **MUST** address it with each other if the above is not followed, and such addressing must be received seriously and positively.

Bullying is defined as repeated offensive actions directed at one or more people, perceived as hurtful or degrading, where the victim finds it difficult to defend themselves.