

# Global Work Environment Policy

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## 1 Purpose

The work environment refers to the elements that comprise the setting in which employees work and factors that impact them.

Promoting a safe, harmonious, and healthy work environment is one of the most important things at Biotage. We CARE about the physical, mental, and social wellbeing of all our employees.

The work environment must at least meet the requirements stated by law. Furthermore, it must be compatible with a long-term sustainable working life.

We want to create a workplace that offers a productive and stimulating work environment where employees' skills, diversity and ideas are utilized. The working climate amongst managers and employees should promote wellbeing and commitment and inspire development and innovation.

In addition, our work environment must be characterized by openness and inclusion and all individuals should be treated equally and with respect.

**Company policies and protocols** are a key element of the work environment as they can affect employee behavior, how work is performed, and the way employees interact and work together.

Our **Biotage corporate values** influence policies, protocols, and leadership styles, all of which contribute to the work environment. Consequently, corporate values are also an important element of the work environment. It is therefore important to the success of this policy that:

- » All employees have knowledge of our vision, mission, strategy, and values.
- » All employees know our goals for organizational and social work environment and their own responsibilities toward achieving these goals.

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## 2 Scope

This policy applies to all Biotage employees (including agency workers and consultants) in all legal entities, unless explicitly stated otherwise.

It is intended to set out the expectations in respect of all elements that comprise the work environment, the setting in which Biotage employees work and factors that impact them.

This policy should be regarded as an overview to define the Biotage work environment, provide awareness for employees and guidance for managers and HR.

For more detailed information on each of the elements that comprise the work environment, please refer to the documents described in section 4 below. How each of these policies are implemented may vary according to local conditions and regulations.

## 3 Policy

3. By a good work environment, we mean:

- » A safe and healthy physical work environment, i.e., a functional workplace without occupational injuries and with clear roles regarding work environment responsibilities.
- » A non-physical work environment where all employees reach job satisfaction, feel comfortable (safe) and where no forms of harassment occur.
- » A focus on preventive work linked to both the physical and non-physical work environment.

4. Physical work environment:

Biotage is committed to maintaining safe and healthy working conditions to prevent work-related injury or illness. The aim is safe and healthy business operations in which hazards are eliminated and work environmental risks are minimized.

The physical work environment (e.g. noise levels, space, temperature, and light) can significantly affect staff wellbeing.

Biotage has a duty of care to ensure a safe work environment. Safety equipment shall always be in place. For all activities involving health and safety work there shall be procedures describing what to do, how to do it, when to do it and who participates. Accidents, incidents and near miss observations must be reported, analyzed and result in remedial action. Biotage's objective is that no accidents in the workplace shall occur.

Biotage carries out the necessary risk assessments to identify risks in possible situations regarding fire, chemicals spills, machinery stoppages and power cuts and for these situations establish evacuation and action plans to minimize the risk of injury.

The work is to be run preventively together with the employees in all areas with a focus on risks and safe behaviors. Biotage employees shall contribute to their own and their colleagues' healthy and safe work environment by acting safely and following the instructions and procedures in place, as well as proactively reporting risks and incidents that occur and any concerns they may have.

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#### 4.1 No Smoking Policy

All BIOTAGE sites are designated as non-smoking facilities. Smoking will be allowed only in designated areas outside of the building.

#### 4.2 Alcohol and drugs

Biotage employees shall not be under the influence of alcohol or drugs at the workplace. This implies also that employees shall be free from the side effects of alcohol or drug influence on time intended for work. Please refer to your local Alcohol and Drugs Policy for further information.

#### 5. Non-physical work environment:

The psychological and social work environment is as important as the physical work environment.

Biotage is committed to providing a work environment and management practices which promote good health and positive employee wellbeing, in line with statutory responsibilities and the company's ethos, vision and values.

##### 5.1 Mental Health

We all have mental health just as we have physical health - it moves up and down along the spectrum from good to poor. And considering how much time we spend at work, it's not surprising that workplace environments and culture affect our wellbeing.

Biotage aims to provide awareness training and guidance to managers to understand and support employees' mental health, as well as information on sources of support available to individuals.

##### 5.2 Work-life balance

Biotage aims to create a supportive work environment for employees which enables them to successfully balance their professional responsibilities with their personal lives.

##### 5.3 Stress

Biotage recognizes that excessive or prolonged pressure in the workplace can have a negative impact on the company and to the individual. This can be prevented and alleviated through appropriate action on the part of the individual and their manager.

Biotage aims to establish standards for managers and employees on the prevention and management of work-related stress, providing guidance to managers to facilitate the implementation of these standards, as well as information on sources of support available to individuals' experiencing feelings of stress.

##### 5.4 Equal Opportunities

Being an equal opportunity employer is a legal obligation in most countries. Our equal opportunity policy prohibits discrimination against employees (including prospective employees) based on a "protected characteristic" e.g. gender, age, race etc. Its purpose

is to create a fair work environment in which all employees are recognized as being of equal value and can grow and develop through equality of opportunity.

### 5.5 Harassment

Discrimination, offensive treatment, harassment, abuse, and threats are not tolerated at Biotage. Employees must be able to feel comfortable, safe, and respected in their workplace. For further information, please see the local harassment policy and/or employee handbook.

### 5.6 Diversity and inclusion

An inclusive workplace is defined as a work environment that makes every employee feel valued while also acknowledging their differences and how these differences contribute to the company's culture and business outcomes.

Modern workplaces have employees of different religions, races, physical abilities, and genders working together.

Biotage aims to offer an inclusive environment that is welcoming to people of all backgrounds.

## 6. How do we achieve a good work environment?

We achieve a good work environment by ensuring that it is an integral part of the overall business and a natural part of daily work, where:

- » We have robust policies, processes, and controls in place, ensuring that compliance with laws and regulations is the minimum level and forms a basis for improvement.
- » We have a leadership that promotes a safe, harmonious, and healthy work environment.
- » Managers have the right knowledge, skills, resources, and authority (powers) to work towards a good and safe work environment.
- » Leadership, managers, and employees take joint responsibility for improving the work environment.
- » We work with preventive measures and with an investment in wellness and support for active leisure time.
- » All employees receive the induction and regular training they need to be able to work safely.

### 6.1 Responsibilities as an employee

*Do you actively contribute to creating a safe work environment and a good working climate and take responsibility for your own health?*

You are actively involved in work environment management and in the implementation of work environment measures. As an employee, you follow the rules, procedures and regulations that exist at the workplace and use the necessary protective measures.

You also actively contribute by reporting risks, incidents, and accidents to the employer so that the right measures can be put in place. The ambition is to work as preventively as possible regarding both ill health and accidents.

## 6.2 Responsibilities as a manager

*Do you create the conditions for a good work environment and encourage your employees to have a healthy lifestyle?*

You are responsible for:

- » Ensuring that the work environment is risk-assessed, that risks are addressed, and that controls/measures are checked.
- » Ensuring that the work environment work is done properly. Routines and checklists must be written and what you decide to fix should be documented in action plans.
- » The induction of new employees as well as instructing and training employees related to their role, creating clear areas of responsibilities, goals, and tasks.
- » Issuing and following safety regulations, as well as ensuring that premises and technical equipment are regularly checked.
- » Ensuring that the tasks and powers assigned to employees do not give rise to unhealthy workloads. This means that resources must be adapted to the requirements of the work.
- » Taking the necessary measures to prevent employees working excessive hours leading to ill health.

## 4 Document information

### 4.1 References

In addition to this policy, work environment aspects are addressed in other relevant policies, shown below. How each of these policies are implemented may vary according to local conditions and regulations.

Additional policies and governing documents may be added retrospectively.

#### 4.1.1 Global Policies (relevant to all employees)

POL-0013	Code of Conduct
POL-0014	Whistleblowing Policy
POL-0015	Anti-Bribery and Corruption Policy
POL-0017	Modern Slavery and Human Trafficking Statement

#### 4.1.2 Local Policies and documents (relevant according to location)

	Swedish Work Environment Policy
	Systematic Work Environment Process (Sweden)
	Rehabilitation (Sweden)
	Employee Handbook - various sections - UK
	Health & Safety Policy - UK
	Employee Handbook - various sections - US

#### 4.2 Terms/Abbreviations/Definitions

General Definitions/acronyms are defined in the Global Document "*Biotage Glossary of Terms*"

Document specific terms and abbreviations are listed in the following table:

<b>Term/Abbreviation</b>	<b>Definition</b>
CARE	Collaboration – Accountability – Result Orientation - Entrepreneurship

#### 4.3 Version history

<b>Version</b>	<b>Changed by</b>	<b>Date</b>	<b>Changes</b>
<b>1.0</b>	Petra Duprez	2021-07-22	First edition
<b>2.0</b>	Petra Duprez	2023-12-13	Second edition