

Human Resources Policy

Policy owner: CPIO
Policy Approver: CEO

Responsible: Anette Matre	Approved by: Mats Hovland Vikse	Approved date: 23.02.2024	Revision: 3
Filename: HR Policy.docx	Department: HR - 1002	Process: HR	

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1. Introduction

1.1 Purpose

The purpose of this policy is to outline the main principles regarding the human resources process and describe the requirements for implementation, monitoring and reporting on compliance with these principles.

This policy shall ensure that human resources are managed in a uniform way throughout AutoStore Group.

1.2 Objective

The objective of this policy is to describe the human resources policy and to clarify roles and responsibilities to ensure a consistent and effective approach throughout AutoStore Group.

The primary objectives of this policy are to:

- Ensure compliance with applicable laws and regulations
- Facilitate predictable and concise practices with regards to human resources management

1.3 Scope

This policy applies to AutoStore Group and any third party acting on behalf of AutoStore Group. Legal entities including local branches shall comply with this policy and local law and regulations.

1.4 Policy ownership and maintenance

This policy is designed and implemented by the Chief People & Information Officer (CPIO). The CPIO is responsible for updating, communicating and monitoring the operational effectiveness of this policy.

This policy is approved by the Chief Executive Officer (CEO).

2. General principles

2.1 Organizational structure

All companies within AutoStore Group shall document and define their organizational structure. Professional titles for all positions shall be documented. Professional titles shall reflect reporting structure and area of responsibility and should be consistent across the group.

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2.2 Functional description

All companies within AutoStore Group shall define and document the functional descriptions for all key positions. The functional descriptions shall identify duties, responsibilities and accountabilities associated with each position. All relevant functional descriptions shall be made available to all employees.

3. Health, safety and working environment (HSE)

Health, safety and working environments (HSE) are of utmost importance in AutoStore Group. All group companies are responsible for securing and improving the working environment of their employees, and to ensure that they have the knowledge and time needed to exercise this responsibility.

We plan and act to prevent injuries and work systematically to manage risks. No activity is important enough to be conducted with hazard to life and health. AutoStore shall ensure employees a safe and healthy working environment. Necessary measures shall be taken to prevent accidents and injury to health, including establishing all mandatory insurances. Workers shall receive regular and documented training in health and safety and be provided with appropriate personal safety equipment. Machines and other work equipment shall be designed and provided with safety devices so that employees are protected against injuries. The physical working environment factors such as buildings, equipment, indoor climate, lighting, noise and radiation shall be fully satisfactory for the employees' health, environment, safety and welfare. Workers must have access to clean toilet facilities and clean drinking water. If the company provides accommodation, it shall be clean, safe and adequately ventilated and have access to clean toilet facilities and clean drinking water.

AutoStore values the feedback from our employees and encourages them to raise their voice if they see any way one can improve the health, safety and working environment in the workplace.

All levels of management shall be committed to, and accountable for, implementing, maintaining, measuring and improving local environmental, health and safety programs.

4. Human Resources

4.1 Equal opportunity

AutoStore Group supports international human rights as outlined by the UN declaration and convention. No one shall in any way cause or contribute to the violation or circumvention of human rights. We will ensure that equal opportunity principles are applied in all our procedures relating to recruitment, training, development and promotion of employees.

We offer equal opportunities in employment to all employees and applicants. No person shall direct or indirect be discriminated against based on race, color, marital status, parental status,

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ancestry, religion, sex, age, national origin, disability or sexual orientation. We are equally committed to maintaining a working environment free from sexual and other harassment.

4.2. Labor rights

AutoStore Group respects the International Labor Organization's Declaration on Fundamental Principles and Rights at Work. We do not accept any form of forced labor, including labor based on human trafficking. Workers shall not be required to lodge "deposits" or identity papers with their employer and shall be free to leave their employer after reasonable notice.

We acknowledge employees' rights to form and join trade unions, and equally their right to remain non-unionized. Where the right to freedom of association and collective bargaining is restricted under law, the employer shall facilitate, and not hinder, the development of parallel means for independent and free association and bargaining.

AutoStore does not accept child labor and we do not employ children below the age of 16. The work shall be arranged so as to preserve the employees' integrity and dignity.

Working hours shall be in accordance with national legislation and not exceed working hours in accordance with international conventions.

4.3 Recruitment

The recruitment process in AutoStore Group shall be transparent, non-discriminatory and in alignment with our Code of Conduct. Recruitment standards shall support AutoStore Group's reputation as an attractive employer.

All job vacancies, with some exceptions connected to succession planning and executive roles, shall be posted on the company's intranet. All employees shall be given access to the internal job market and its vacancies.

The selection process for the job candidates shall be in accordance with local laws and shall aim to secure diversity. Candidates shall be selected based on experience and qualifications, and a match between personal values, attitudes, and AutoStore Group's values. A background check may be required for certain positions and/or in certain locations. It is important that the use of background verification is done in accordance with local laws, regulations, ethics and contractual constraints. The background verification should also be proportional to the data classification to be accessed, business requirements and acceptable risk.

4.4 Employment contract

Employment terms shall be documented in a written agreement with the employee and maintained in the Human Resource information system. The contract shall be signed by both parties within 30 days. Wage conditions and payment of wages shall be established in the contract before work begins. The agreement must be understandable to our employees.

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The employment shall be permanent and according to local legislation. Temporary employment shall only be used in special circumstances and requires approval from Corporate HR.

When required by local laws and regulations, the employment contract shall include necessary consent from the employee to process personnel data for HR purposes.

4.5 Onboarding

All employees shall, within three months after commencing employment, have taken part in an onboarding program. The onboarding program introduces and welcomes the employee to AutoStore Group. The onboarding program shall include information on:

- AutoStore Group
- Business unit
- Business strategy and key performance drivers
- Terms of employment
- Code of Conduct

4.6 Remuneration

AutoStore Group aims to have in place competitive and fair reward systems in the countries in which we operate. The remuneration system shall be competitive in the appropriate market place and linked to individual performance. Individual remuneration shall reflect the nature of the position, qualifications relevant for the position, responsibilities in the role, market considerations, performance and personal development.

The salary of the employees shall be at least in line with national minimum wage or industry standard, and always sufficient to meet basic needs.

Deductions from wages as a disciplinary measure shall not be permitted.

4.7 Employee development

AutoStore Group believes that the skills of people are a source of competitive advantage, and we invest in employee training and development for building our capacity and capability to meet our business' objectives and plans.

We operate in a competitive and intellectually demanding industry where market conditions, technology and processes are changing rapidly. Our success depends on our ability to ensure that we have the required expertise and that we acquire new talents and skills quicker than our competitors.

We strongly believe that effective training and continuous development of our employees will help AutoStore Group to attract and retain high quality people and support them in realizing their potential and advancing their careers.

Each employee is ultimately responsible for their own professional development, however guiding and coaching is also the responsibility of managers.

Local training plans shall be developed from a systematic assessment of business needs, and individual training needs will be derived from performance assessments against standards and job requirements.

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When formal training programs are organized, they should be purpose oriented and designed to improve relevant skills and competencies.

4.8 Work-life balance

In AutoStore Group we believe that a good balance between our employee's private and professional lives are important. A sound work-life balance reinforces job satisfaction, loyalty and enhances productivity. Whenever possible, we therefore encourage flexible working conditions such as flexible hours, compressed working weeks, home office, career breaks and various kinds of child care.

4.9 Business travel

AutoStore Group shall establish and maintain processes to keep count on employees on business travels and ensure that proper risk assessments are carried out prior to travel. In case of an emergency/accident, AutoStore shall be able to share information, including destination, airline, flight and other relevant information about employees on travel with HR. Before a group of several people travel together, related risks and consequences shall always be evaluated. If a significant number of employees are travelling to the same destination at the same time, the need for dividing the group into smaller groups shall be considered. This applies regardless of means of travel and includes accommodation.

4.10 Crisis management

AutoStore Group shall continuously enhance its competence to foresee, handle and prevent the development of critical situations. AutoStore shall establish and regularly train a crisis management organization. A crisis management plan that describes the local crisis management processes, roles and responsibilities shall be developed, implemented and maintained.

4.11 Workplace guidelines

All companies within AutoStore Group shall have workplace guidelines. The guidelines can be adapted to local working code and regulations. The principles stated in the workplace guidelines must be aligned with AutoStore's values and the Code of Conduct.

5. Roles and responsibilities

The key roles and responsibilities defined to ensure an effective and efficient system for Human resources are defined in the table below:

Role	Responsibilities
Policy owner (Corporate)	<ul style="list-style-type: none"> Responsible for designing, implementing, updating, communicating and monitoring the operational effectiveness of this policy.

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	<ul style="list-style-type: none"> ■ Distribution of AutoStore’s Human Resources Policy to all legal reporting entities. ■ Provide necessary instructions and training to ensure that all entities are made familiar with and understand the content. ■ Oversee compliance with the policy and performing yearly compliance reporting to the AutoStore Group. ■ Perform risk assessment on an ongoing basis and develop key controls and control procedures to mitigate identified risks. ■ Perform general and analytical controls of the reported figures
Legal reporting entity	<ul style="list-style-type: none"> ■ Local implementation of and compliance with AutoStore Group Human Resources Policy. ■ Ensure that employees are aware of and have understood the main principles and action steps in policies and related procedures. This includes necessary information and training. ■ Each employee involved with the human resources process is responsible for knowing and following AutoStore Group’s Human Resources Policy and related procedures. ■ Perform local monitoring activities. ■ Perform an annual assessment of the compliance with the main principles and procedural action steps, and report the results to the policy owner.

8. Non-conformities

Implementing the Human Resources policy and performing the different activities and controls described in the policy document are mandatory for all areas in the AutoStore Group. A request for non-conformity with the Human Resources policy shall be reported in the governance quality system and addressed to the policy owner. The policy owner is required to keep a record of all approved non-conformities.

9. References and definitions

Please find references to **relevant governing documents** in the table below:

Document name
Code of Conduct

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Please find relevant **definitions** in the table below:

Term	Definition
Health, safety and working environment (HSE)	Regulation and enforcement of workplace health and safety.
Human Resources	The set of people who make up the workforce in the organization.
Recruitment	The process of identifying, attracting, interviewing, selecting, hiring and onboarding employees.
Remuneration	Pay or other financial compensation provided to employees in exchange for services performed.
Employee development	The process during which employees go through professional training or pursue learning opportunities to improve their skills and grow their knowledge and careers.
Crisis Management	The process by which an organization deals with disruptive and unexpected events that threatens to harm the organization and/or its stakeholders.
Reporting Unit	Subsidiary or associated AutoStore Group that is required to report to the AutoStore Group.
AutoStore Group	AutoStore Holdings Ltd and its subsidiaries (including partly owned subsidiaries where AutoStore Holdings Ltd directly or indirectly controls more than 50% of the voting interest).

10. Revisions of this policy

Rev.No	Issue Date	Description of updates
1.0	08.08.2022	Establishment of the policy

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