

# People and Human Rights Policy

QMS1456 v.5

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**Owner:** President & CEO

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**Approver:** Executive Management and the Board of Directors

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## Purpose

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This People and Human Rights Policy defines how we will meet our commitment to respect and support the human rights of all people affected by our business. It further details how we will promote and maintain a culture of diversity and equal opportunity, in which all decisions about recruitment, hiring, reward, development and promotion are made solely on the basis of a person's ability, experience, behavior, work performance and demonstrated potential in relation to the job. This Policy supplements the standards provided in the Elekta Code of Conduct. The Elekta Supplier Code of Conduct provides further guidance to the standards of conduct we ask of our suppliers.

This Policy is guided by internationally recognized human and labor rights standards, understood as:

- the Universal Declaration of Human Rights,
- the International Covenant on Civil and Political Rights,
- the International Covenant on Economic, Social and Cultural Rights,
- the International Labour Organization Declaration on Fundamental Principles and Rights at Work.

This Policy also reflects the responsibility of Elekta to respect human rights and to make sure it avoids and is not complicit in human rights abuses, as outlined in the UN Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises and the UN Global Compact (to which Elekta has been a signatory since 2017).

## Requirements

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Elekta will continuously engage with stakeholders to understand potential and actual human rights impacts. Elekta is committed to respecting and supporting all human rights in accordance with the international standards outlined in this Policy. Focus will be on human rights that risk the most severe negative impact and are the most relevant to Elekta's industry and business operations.

For further guidance on how to report suspected violations of this policy, please see the Whistleblowing & Reporting Violations Policy.

## Diversity and inclusion

Our employees are our most valuable resource. Being a global company, we need to enable and leverage a diverse workforce. But also, to promote diversity and inclusion throughout our value chain, in relationships with our business partners. Elekta is committed to creating and maintaining a diverse and inclusive workplace as we firmly believe these are essential components of a thriving innovative and sustainable business. Elekta's approach to diversity and inclusion is to provide a space for each individual to express and live their individuality.

In supporting our approach to diversity and inclusion we focus on five key areas: gender, age, sexual orientation, disability, and nationality, ethnicity and culture. Elekta's progress within these five key areas is evaluated against clear targets and reported annually. Elekta employees are responsible for reading, understanding and following the standards set forth in this Policy and for behaving towards each other with integrity, honesty, courtesy, consideration, respect and dignity. Elekta managers are the role models in these efforts and are responsible for ensuring that this Policy is implemented in their line organizations.

### Gender

We strive towards increasing underrepresented gender at all levels of the company. A challenge is increased gender balance at group management level.

### Age

We believe in each generation's diverse strengths and therefore focus equally on retaining employees who have worked for Elekta over a long period of time, as in attracting new and young talent.

### Sexual orientation

Each individual at Elekta is encouraged to express and live their individuality. Ensuring an inclusive environment for LGBTQ employees globally is a crucial.

### Disability

Elekta strives towards enabling people of all abilities to thrive. Both by creating a better work environment for those with disabilities, and by making sure our products are designed with consideration of people with disabilities.

### Nationality, ethnicity and culture

Operating in a global environment, having an ethnically and culturally diverse workforce is part of who we are. We promote a diverse range of nationalities at all levels and aim to create an inclusive environment that attracts and retains talented people from all backgrounds and culture.

## Non-discrimination

Elekta is committed to providing a respectful work environment in which individuals are treated with respect, sensitivity, fairness and integrity at all times. Elekta does not tolerate any form of harassment (physical, sexual, psychological or verbal), discrimination or bullying. All Elekta Professionals shall treat one another with respect, dignity and common courtesy.

No Elekta Professional should be discriminated against due to e.g., age, disability, race, gender identity, religion, sexual orientation, marital status, social origin, political opinion or ethnic background

## Fair employment and compensation

We embrace fair employment practices where all Elekta Professionals have the same job opportunities based on qualification and capabilities, for example, education, prior experience, skills, performance, values, leadership and other relevant criteria. The aim is to ensure that everyone with the same experience and qualifications receives equal pay for equal work. Everyone who works for Elekta should have the right to fair compensation, terms and conditions according to local rules, regulations and market praxis, including contractual working time, time to rest, overtime and holidays.

Elekta's policy for compensation is based on market salary and performance. Elekta aims to be an attractive employer and offer a competitive compensation package. Compensation is remuneration for work that is both individual and differentiated. The compensation policy should help to stimulate good work efforts, commitment and job satisfaction to help the company retain and recruit qualified employees. Elekta's basic principle is that good performance should be rewarded. Through this way of rewarding, Elekta ensures that employees are compensated for what has been performed and how the performance was implemented. Both aspects are equally important.

### **Child labour and authorized minors**

Elekta does not accept child labor, regardless of it occurring at Elekta or with any of our suppliers. Unless local law stipulates a higher age limit, no person younger than 15 shall be employed. Government-authorized job training or apprenticeship programs that are clearly beneficial to the participating individuals may be exceptions. We will apply swift and appropriate actions to remediate any adverse impact that has occurred, based on a child rights perspective.

For authorized minors, management is responsible for providing age-appropriate working conditions, hours of work and wages, in compliance with applicable local law.

### **Forced labour and human trafficking**

Elekta does not accept the use of forced labor, including debt bondage, trafficking and other forms of modern slavery or work performed under the threat of a penalty or coercion. This applies to our suppliers as well. All work, including overtime work, shall be voluntary and employees are free to leave their employment after a notice period, as required by law and contract.

Elekta does not require employees to hand over government-issued identification, passports or work permits to be kept by Elekta as a condition of employment.

### **Freedom of association and collective bargaining**

Elekta recognizes and respects the freedom of everyone working for Elekta, to form or join associations of their own choosing concerning the relationship between the employer and the employees, and to bargain collectively. Where employees are represented by a legally recognized trade union, Elekta establishes a constructive dialogue and engages in negotiations or consultations as required with their representatives. Elekta does not accept disciplinary or discriminatory actions against employees who choose to peacefully and lawfully organize or join an association.

In situations where the right to freedom of association and collective bargaining is restricted by applicable laws and regulations, Elekta allows and respects other forms of worker representation and collective bargaining.

## Health and safety

Elekta is committed to creating and maintaining a safe working environment at all Elekta sites and preventing all workplace accidents and injuries. All necessary precautions for a safe and sound work environment must be met regardless of where you work. Health and safety aspects must always be considered, for example in the design and production of new products and services, when introducing a new activity or way of working, or adopting a new office or site.

Everyone with a job at Elekta that requires specific safety instructions and protection will receive all necessary training prior to starting the work and the workplace must be equipped with adequate protection materials and tools.

The abuse of drugs or alcohol in the workplace is not tolerated.

## Flexible working

We recognize that we all manage multiple life demands and the value of flexibility in the workplace to facilitate a healthy work-life balance. With our values at the heart of our organization and creating a sustainable way of working for the future, we support our employees to work in a way that enables high performance teams and a balance between work and home.

## Associated Global Policies and Ways of Working Documents

Document (EMS number if applicable)	Where to find it
Resourcing procedure	Elekta intranet (HR)
Onboarding procedure	Elekta intranet (HR)
Offboarding procedure	Elekta intranet (HR)
Global Performance Management procedure	Elekta intranet (HR)
Learning & Development procedure	Elekta intranet (HR)

## Change information and contact person

### Global Vice President Compensation & Benefits

The Human Resources Department is responsible for the maintenance, training and monitoring of this Policy as well as for investigating reports of potential violations.