



Group Work Environment Policy

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Applicability	Group

Group Work Environment Policy

1. Purpose

At Viaplay Group, our employees are our biggest asset. We have a “people first” approach, meaning that our people’s well-being and success are our priority. This guides our daily operations and enables us to carry out our purpose, telling stories, touching lives and expanding worlds.

Systematic and proactive steps to promote and preserve health and well-being at work is therefore a natural part of all our operations. We also believe that it leads to maintaining employee engagement, and to ensure efficiency and quality in the work we deliver.

Preserving employees’ health & safety is outlined in our Code of Conduct. This policy sets our approach in providing healthy & safe work environment in which hazards are eliminated and work environment risks are reduced.

To protect everyone’s health and safety we have zero-tolerance against being under the influence of alcohol or illegal substances during working hours in contexts where the employee is representing Viaplay Group. For more information, please see our “Guideline for Substance misuse”.

2. Target Group

This group policy applies to all employees, of subsidiaries and entities in which Viaplay Group exercises decisive control (directly or indirectly) as well as contractors or individuals under the company’s supervision. Work environment standards applicable to partners and suppliers are also covered in our Code of Conduct.

3. Definitions

Work environment is everything that surrounds you at work and it includes both the physical work environment and the psychosocial work environment.

- **Physical work environment:** it includes ergonomics (physical exposure) and exposure to noise and vibration, climate, lighting and safety. A good physical work environment allows the employees to perform their job without or within acceptable exposure to hazards, wherever their work location is.
- **Psychosocial work environment:** it has to do with the nature and content of the work, the organisation of the work, leadership and the interpersonal and social interactions and conditions under which the work

is performed. A healthy psychosocial work environment is free of discrimination, harassment, inequalities, provides work-life balance, ensures work flexibility, encourages collaboration and constructive communication, enhances social interactions, and provides support during organisational changes.

4. Processes

A healthy work environment is achieved by working proactively and systematic, with an active collaboration, clear routines and task distribution across Viaplay Group. Related questions are dealt proactively and systematically by:

- Following the International Labour Standards on Occupational Safety and Health and World Health's Organisation's relevant guidelines.
- Following relevant laws and regulations in each market.
- Monitoring, identifying, evaluating, and mitigating risks and hazards.
- Monitoring progress and assessing actions to ensure continuous learning and improvement.
- Identifying, evaluating, and implementing innovative initiatives to promote work environment.
- Regular training and education regarding work environment.
- Setting relevant targets and measuring performance.

These are some of the ways in which Viaplay Group promotes and supports a healthy & safe work environment:

- Employee Engagement Survey for all employees in Viaplay Group – through this survey, we regularly monitor the wellbeing of our employees. This allows us to identify possible health & safety risks and proactively handle those.
- Regular 1 to 1 between manager and employees.
- Employee Assistance Programme (EAP) - through these programs, employees can have conversations with professional psychologists, coaches, social workers, crisis-trained nurses, and other professionals trained to provide guidance and support.

5. Raising concerns

At Viaplay Group, we promote a culture of openness and accountability. We encourage to report any concerns regarding the work environment. All matters are handled fairly, confidentially, and professionally. Anyone can report concerns without fear of any negative consequences.

If you feel affected by any people related or psychosocial work environment issue, you can raise your concern either via your line manager, your manager's manager, People & Culture and/or your Work Environment Representative. The details and contact information can be found on ViaPLACE.

If a concern relates to severe misconduct that violates applicable laws, can constitute a crime or is otherwise endangering public interest, such as modern slavery, please use the instructions outlined in Viaplay Group's Whistle-blower Directive.

If you wish to report a physical incident, an accident or injury and/or actual and suspected events that threaten to harm our people and/or organisation, please report this through our "Incident Form" that is available on ViaPLACE and through the Service Desk.

You can always contact People & Culture for more information or if you have any questions.

6. Roles & responsibilities

We all share responsibility for our work environment as we create it together. Work environment activities, task and responsibilities are dealt with an active collaboration across all Viaplay Group offices:

- **President & CEO:** ultimately legally responsible for the work environment on Group level. Ensures that operations follow the legal requirements for a safe and healthy work environment and that there are enough available human and economic resources to conduct the work. This task is delegated to every country CEO and relevant departments.
- **Managers:** have the daily responsibility for their employees' work environment. They also ensure that their employees are aware of and follow our work environment principles. They identify, evaluate, and mitigate associated risks and report related incidents to People & Culture; conduct the development dialogue, 1-1s with their employees and follow-up on sick leave taking measures to improve employees' health & well-being.
- **Facilities Department:** The Head of Facilities and Facilities Managers have responsibility to ensure our premises are fit for purpose, safe and secure. They manage health & safety risks associated with the use of our facilities; implement adequate emergency arrangements; perform facilities, machinery and equipment inspection, test and maintenance, including defect reporting and rectification; are responsible for safe management of contractors working at our premises; manage our

insurance procedures; conduct health & safety performance reviews and follow up/coordinate work environment assessment action plans when needed.

- **People & Culture:** The SVP People & Culture owns and updates this policy, is responsible for its content and maintaining, updating and ensuring that it is properly published and enforced.
- **Work Environment Committees:** based on the number of employees in each market, Work Environment Committees must be established. These committees comprise of elected or self-nominated employees that drive the work environment initiatives locally by assessing work environment needs and requirements and preparing actions plans.
- **Work Environment Representatives:** they represent employees in questions related to the work environment; monitor the state of the workplace from an employee perspective and is the employer's cooperation partner in improving the working environment by for instance, gathering employees' feedback and suggestions. They are elected by the employees (or self-nominated according to the location) and are part of the "work environment committee".
- **Employees:** are expected to comply with Viaplay Group's policies and take steps to ensure health & safety in their daily work helping to mitigate and prevent associated risks; report incidents and suspected or actual events that may harm our people and premises; communicate work environment issues openly at all times, and particularly during 1 to 1's and the Development dialogue; participate in rehabilitation after sick leave and contribute to cultivating a culture of zero tolerance for victimisation, harassment and any form of discrimination and unequal treatment to ensure psychosocial well-being.

7. References

- Code of Conduct
- Group People Policy
- Group Sustainability Policy
- Group Risk Management Policy
- Group Security Directive
- Group Equality & Diversity Directive
- Group Non-discrimination and Anti-harassment Directive.
- Group Whistle-blower Directive

8. Document History and Change Information

For more details about this Group Policy's document history and change information, see [Appendix 1](#).

Appendix 1 - Document History and Change Information

Version	Revision Date	Change information
1	2021-09-21	Initial Group Policy.
2	2022-09-22	Minor edits. Changed information in Section 5 on raising concerns (whistleblowing).
3	2023-09-21	Inclusion of a section on Work Environment Committees and minor edits.
4	2024-09-01	Amended reference to Group Security team, added statement about substances and minor edits.