

COVID-19 Safety Policy Nolia

Issued by: Management		Issue date: 17 th of August 2021
Revision date: n/a	Version: 1.0 –	Responsible: Jonas Dahlberg Accountable: Consulted: Informed: All Staff
Content Owner: Jonas Dahlberg Designation: CEO Nolia AB		
Related documents: Crisis plan (Krisplan)		Applicability:

Policy:

We are committed to providing a safe, secure, and healthy environment for our co-workers and visitors, and it's our priority is to ensure the safety of our tenants and customers in our office and that our workplaces for our staff are safe, secure and healthy.

We shall constantly work to assess the safety risks to our business and work proactively to ensure the safety of our staff, tenants, suppliers, visitors in our fairs and conferences.

General

We constantly strive to maintain best in class standards through regular assessments, and in the context of the COVID-19 outbreak, specific measures need be enforced as set out in this policy, which applies to staff in, and visitors to, our workplaces, including our headquarters and offices in our facilities.

This policy is derived from the recommendations from international health agencies as well as national governments.

*Please note that the instructions hereby contained are a company minimum standard, which is no substitute for local government measures, which always prevail.

1. Policy scope and objective

This policy provides our standpoints on safety, as well as our standpoints on health and the well-being of our co-workers, tenants, suppliers, and visitors. It covers all aspects of safety, including specific measures in terms of COVID. All our fairs / conferences are required to comply with relevant laws and regulations. However, this policy and its connected standards and other internal procedures may go beyond such laws and regulations.

2. Definitions

Health and safety mean all aspects of preventing hazards, risks, or accidents from affecting our co-workers, suppliers, visitors, or people working on our premises.

Occupational health and safety are defined as the physical, mental, and social working environment for our co-workers. Occupational health and safety include the conditions for a healthy, safe, and well-adapted work environment and the organization of the workplace to support the well-being of all co-workers.

3. Policy standpoint

The safety and security of our co-workers, tenants, visitors, and people working on our premises are our priority and a special focus now with COVID 19 complications in society.

- We are committed to providing a healthy and safe working environment for all co-workers.
- We are dedicated to providing a safe and secure environment for co-workers, visitors, and people working on our premises. We continually review and develop our safety management system.
- We expect all co-workers to take responsibility for creating and maintaining safe, secure, and healthy work conditions. This includes complying with any applicable legislation as well as internal rules, regulations, and plans. The co-workers also have a responsibility to identify and report any unsafe working practices or conditions and take necessary precautions. All managers are expected to lead by example in creating a healthy, safe, and secure working environment.
- We expect that all visitors and suppliers to take responsibility for creating and maintaining safe, secure, and healthy work conditions. This includes complying with any applicable legislation as well as the internal rules, regulations, and fair/conference safety plans. The visitors and suppliers also have a responsibility to identify and report any unsafe working practices or conditions and take necessary precautions.

4. Risk-based approach

We have a risk-based approach and a risk-based safety framework to ensure flexibility in approach, recognize all solutions that contribute to effective safety and allow applicants to adopt an approach to safety that is appropriate and proportionate to the needs of them and the fair/conference.

5. Business recovery plan

Now that quarantine measures will faint and provided that it does not go against any local regulation, we shall gradually resume business from our offices. When the time comes, such decisions will be taken on a management and country basis.

However, to reduce the risk of new infections, safety measures will have to be implemented at first. Their duration will be adapted according to government guidelines, along with International advice.

5.1. General Principles

Preliminary note: until the situation is back to normal (e.g., the end of the covid-19 pandemic in our areas of interests), people at risk shall not work on-site and will remain working from home or as agreed with management.

Employees are advised to:

- I. Do a self-declaration check for your own health and symptoms on a daily basis.
- II. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building
- III. If a face-to-face meeting is unavoidable, the meeting time should be for a minimum period of time, in a large meeting room, and participants should sit at least 1 meter from each other
- IV. Ban person-to-person contacts such as shaking hands
- V. Use hand sanitizer and wash hands on a regular basis and avoid touching mouth and face.
- VI. Ban unnecessary travel for business. Cancel or postpone any such travel, as well as nonessential meetings, gatherings, workshops, and training sessions. Any "necessary" business travel shall be cleared by management beforehand
- VII. Do not congregate in workrooms, copier rooms, break rooms, or any other area where people regularly socialize
- VIII. Delivery personnel bringing items to H.Q.s shall not be allowed to enter H.Q.s. Plan to pick up these items at reception desks
- IX. Bring necessary work equipment home every evening (computer, ongoing files, etc.)

Managers are advised to

1. Stagger working hours, to enable safe commuting (outside of rush hours), avoid congested open spaces & offices
2. Defer or cancel all events
3. Implement shifts or split-team management (on-site VS working from home): Team A & Team B
4. Enforce social distancing rules in the workplace and in all shopping centers