

Document NOTE Human Rights and Modern Slavery Policy	Type of document Demand	Examined by Corporate Quality & Sustainability Director	Document responsible Chief Executive Officer
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NOTE Human Rights and Modern Slavery Policy

NOTE shall always respect human rights and operate with due diligence to avoid becoming involved in violations of human rights. We have a responsibility for our own operations, but the duty to respect human rights also relates to our relations with business partners, customers, suppliers and others who are influenced by NOTE's business activities.

Principles for human rights and labour law

- NOTE shall respect that its employees may form and join labor organisations, and that negotiation can be collective. Employment at NOTE shall always be based on a voluntary agreement, and the work shall always be carried out without any form of enforcement or harassment, neither physically nor mentally.
- NOTE shall not employ children, nor collaborate with companies that use children as part of their workforce.
- NOTE shall not engage with any company, organisation or person who is complicit in modern slavery and trafficking of humans.
- NOTE believes in a workplace where everyone has equal opportunities to work and progress.
- NOTE shall protect the health and safety of employees, customers and others who are connected to its business by purposefully striving to reach the vision of zero harm.
- NOTE shall work systematically to promote diversity in the workplace and prevent discrimination based on gender, religion, race, national or ethnic origin, cultural background, social group, disability, sexual orientation, marital status, age or political opinion.

Implementation and monitoring requirements

NOTE shall take the necessary step to comply with the principles described above and:

- Communicate this policy to all managers and trade union representatives.
- Include human rights and modern slavery as a topic in the NOTE site's annual risk assessment and identify relevant improvement activities and key performance measures to monitor effectiveness of the actions.
- Monitor NOTE's global and local supply chains for compliance with human rights and modern slavery legislation, reporting breaches to Group Management.

Roles and responsibilities

The responsibility for implementing the Human Rights and Modern Slavery Policy lies with NOTE's Managing Directors.

The Group Management at NOTE is responsible for updating the policy and for developing relevant support material. Group Management may also assist the NOTE sites in awareness training.

References

United Nations Global Compact Initiative

<https://unglobalcompact.org/>

UN Guiding Principles on Business and Human Rights

<https://unglobalcompact.org/library/2>

Convention for the Protection of Human Rights and Fundamental Freedoms

www.coe.int/en/web/conventions/full-list/-/conventions/treaty/005

Modern Slavery Act 2015

<https://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>