

Electrolux Workplace Directive

- Updates 2021



Contents

1. A recap: what is the Workplace Directive?
2. Why has the directive been updated?
3. What are the main updates?





What is the Electrolux Workplace Directive?

- The Workplace Directive describes how Electrolux Group Operations and suppliers are to meet the Workplace Policy and the Supplier Workplace Standard criteria.
- The chapters of the directive correspond to each provision within the Workplace Policy and the Supplier Workplace Standard.
- The directive contains mandatory requirements, as well as definitions and examples of good management practices.

**Electrolux
Workplace Directive**
Reviewed September 2021

14 September 2021



Table of Contents

Electrolux
Workplace Directive
Reviewed September 2021

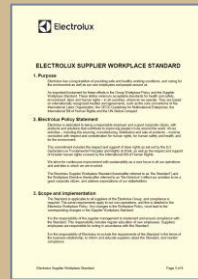
14 September 2021

6.1 Accountability.....	
6.2 Laws and regulations	
6.3 Suppliers	
6.4 Corruption, bribery and business ethics	
6.5 Child labor	
6.6 Forced labor	
6.7 Security arrangements	
6.8 Health and safety.....	
6.9 Non-discrimination	
6.10 Harassment and abuse	
6.11 Disciplinary action and grievances.....	
6.12 Working hours	
6.13 Compensation	
6.14 Freedom of association and collective bargaining.....	
6.15 Environmental management	
6.16 Monitoring and compliance	



The Workplace Directive in its context

Supplier
Workplace
Standard

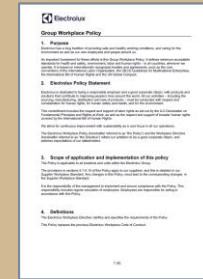


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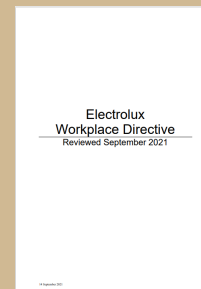


Electrolux
Code of Conduct

Workplace
Policy



Workplace
Directive





Why has the Workplace Directive been updated?

- To even better align with equivalent regulatory and customer standards.
- To ensure sustainability leadership.
- To further enhance clarity and readability.

Updates include:

- Changes of wording or formulation.
- Amendments of previously existing requirements.
- New requirements or elements.





Updated areas

The main updates and amendments have been made in the following areas:

- Responsible recruitment
- Work by authorized minors
- Worker health and safety
- Housing facilities
- Non-discrimination, harassment and abuse
- Disciplinary actions and grievances
- Working hours and compensation
- Environmental management
- Waste management
- Auditing and monitoring.





Responsible recruitment

Chapter 3.6, Suppliers, 6.6, Forced labor

Updates / amendments / clarifications:

- ✓ A written routine related to recruitment shall be in place.
- ✓ Recruitment fees must not be paid by workers at any point in the recruitment process
[Added items to the requirements on responsible recruitment.]
- ✓ The unit shall not require that workers pay any fees (e.g. recruitment fee or training fee). It shall also ascertain that no recruitment fees are sought from workers by recruitment agencies with which the unit works.
[The second sentence is new.]





Work of authorized minors

Chapter 6.5, Child labor

Updates / amendments / clarifications:

- ✓ Work opportunities for young workers shall be identified and promoted.
- ✓ Authorized minors must not perform any hazardous work or night work (even if this is allowed by local law).

[New items]





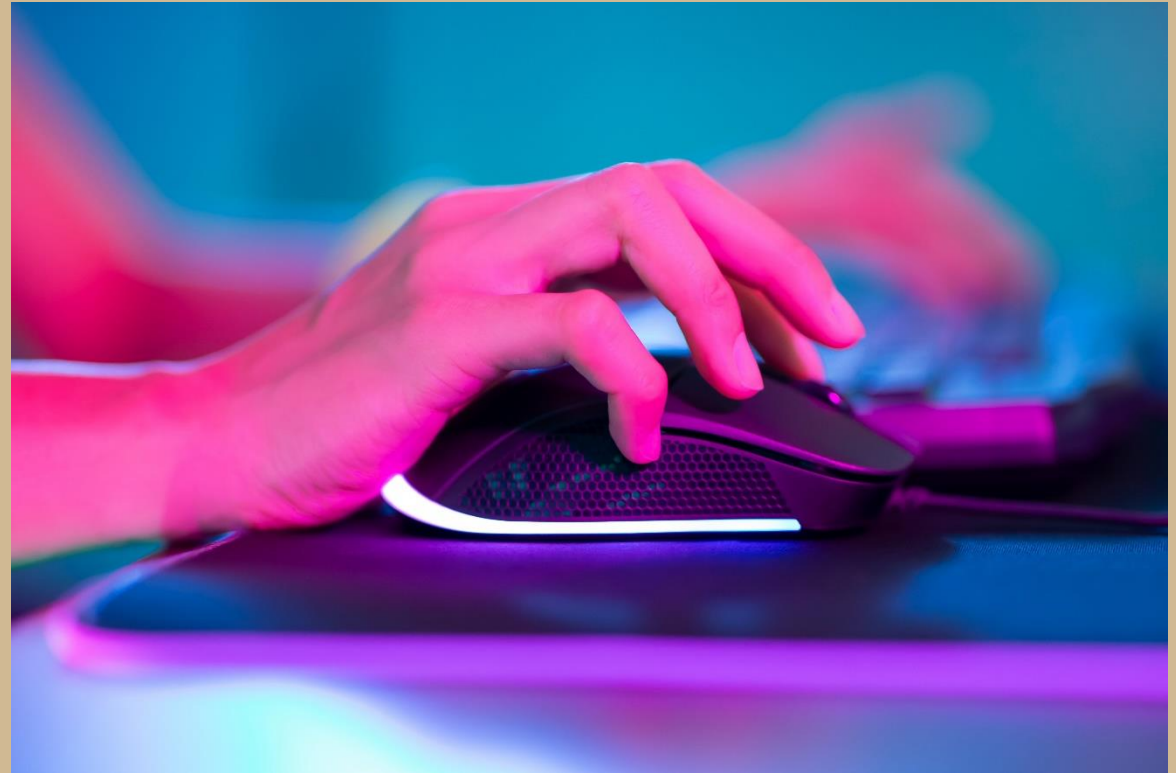
Reporting of observed child labor

Chapter 6.5, Child labor

Updates / amendments / clarifications:

- ✓ If an occurrence of child labor is observed, it must immediately be reported to Electrolux (esws@electrolux.com).

[new mail address – here and in other sections.]





Prison labor

Chapter 6.6, Forced labor

Updates / amendments / clarifications:

✓ No prison labor is allowed, without exception.

[Previously, prison labor could be allowed, if approved by Electrolux.]



Health & Safety risk assessment

Chapter 6.8.1, Worker health and safety

Updates / amendments / clarifications:

- ✓The unit shall periodically identify and assess health and safety risks in the workplace, and remediate. The risk assessments shall include all relevant health and safety risks, including possible emergency situations, workplace ergonomics and psycho-social risk factors.

[The second sentence is added for clarity.]





Canteen and food services

Chapter 6.8.1, Worker health and safety

Updates / amendments / clarifications:

- ✓ Canteens and areas where food services are provided, or food is consumed shall meet all sanitation and hygiene regulations and shall be appropriately cleaned and maintained.
- ✓ Places where workers can eat and rest are available, away from any hazards and are proportionate to the number of workers.

[The second sentence is added for clarity.]





Alcohol and drug use

Chapter 6.8.1, Worker health and safety

Updates / amendments / clarifications:

- ✓ There shall be written, implemented and communicated rules regarding use of alcohol and drugs.

[New requirement]





Housing facilities

Chapters 6.6, Forced labor, 6.8.1, Worker health and safety

Examples of updates / amendments / clarifications:

- No employee must be forced to live in designated accommodation.
- Housing facilities must be of **adequate standard** (building safety, weather protection, lighting, power and water supply, ventilation and temperature).
- Maximum occupancy in any room is eight. Minimum room dimensions apply.
- Employees living in unit dormitories shall have unrestricted access to sufficient and appropriate hygiene facilities, separated for men and women.
- Doors to dormitory rooms can be locked both from the inside and the outside by the residents.





Recruitment practices

Chapter 6.9, Non-discrimination

Updates / amendments / clarifications:

- ✓The unit must not ask job applicants any questions that disclose their non-work-related health status such as pregnancy, contraceptive or HIV status, nor require job applicants to undergo health testing not required for the sought position.

[HIV status has been added]

- ✓Gender identity and gender expression have been added to the list of items that shall not be discriminated against.





Harassment and abuse

Chapter 6.10, Harassment and abuse

Updates / amendments / clarifications:

- ✓ There shall be written rules regarding behavior that is not tolerated in the workplace and all employees shall be informed of these rules.

[The update is that the rules must be in writing.]





Disciplinary measures

Chapter 6.11, Disciplinary actions and grievances

Updates / amendments / clarifications:

✓ Salary deductions shall not be used as a disciplinary action.

[New requirement]





Handling of protests

Chapter 6.11, Disciplinary actions and grievances

Updates / amendments / clarifications:

- ✓ A list of suggested actions has been added for the handling of protests and job refusals by groups of employees.

[New requirement]





Overtime hours and breaks

Chapter 6.12, Working hours

Updates / amendments / clarifications:

✓ Employees that decline overtime shall not be penalized.

✓ Employees shall have at least one break of 30 minutes after every 4.5 hours worked.

[Clarification of previous requirements. Exceptions may apply – see the Workplace Directive, 6.12, for details.]





Contract and compensation

Chapter 6.13, Compensation

Updates / amendments / clarifications:

- ✓ Zero-hours contracts, which prevent employees from taking up work elsewhere, are not used.
- ✓ Employees shall be compensated for expenses resulting from being required to work away from their employment location.

[New requirements]



High Conservation Value Areas

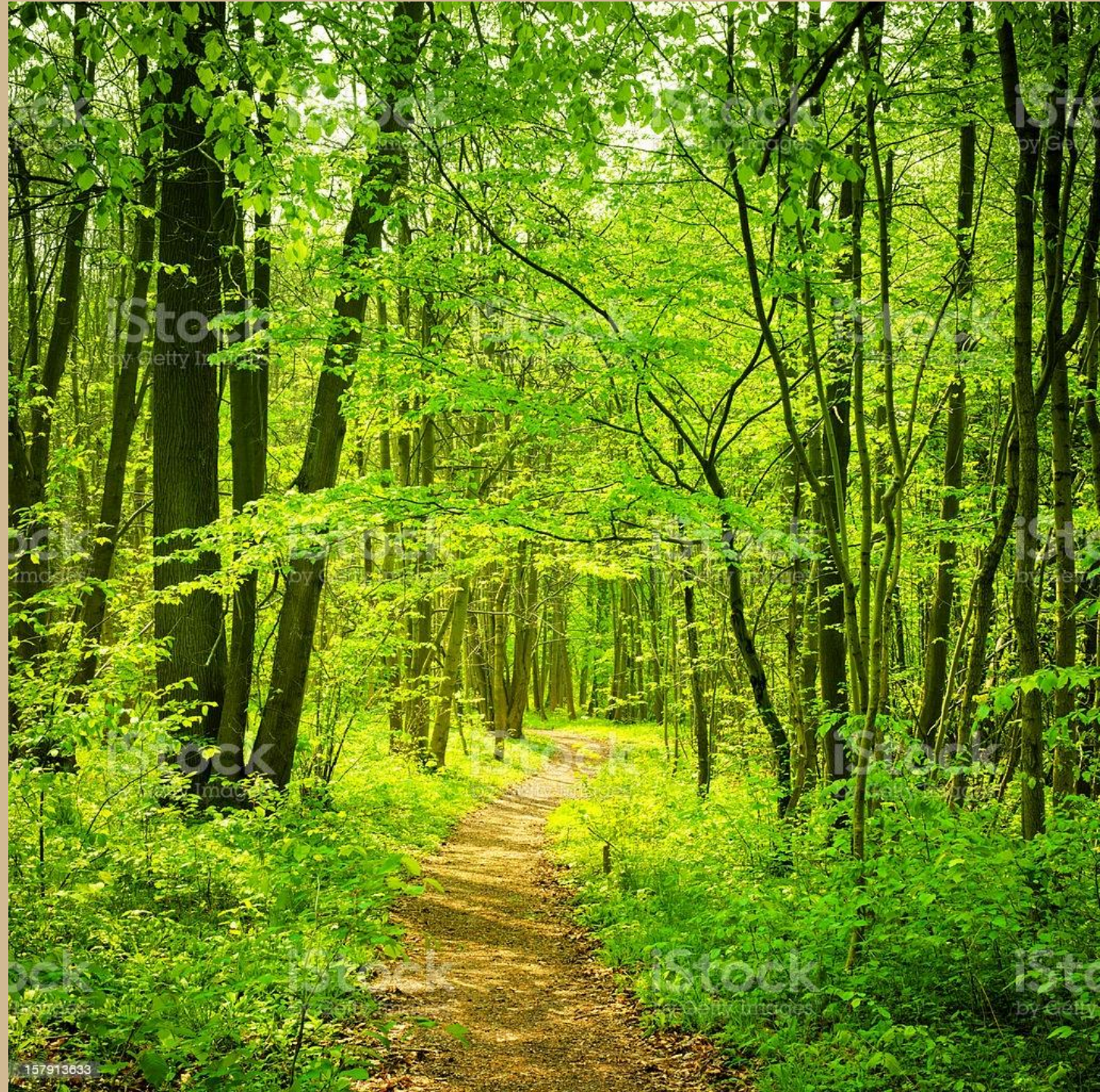
Chapter 6.15.1, Environmental governance and procedures

Updates / amendments / clarifications:

- ✓ The unit shall not conduct operations in areas defined as High Conservation Value Areas.

[New requirement]

A High Conservation Value Area is a natural habitat that is identified as significant or of critical importance due to its high biological, ecological, social or cultural value.





Waste management

Chapter 6.15.4, Hazardous and non-hazardous waste

Updates / amendments / clarifications:

- ✓ The unit shall identify and implement opportunities to refuse, reduce, reuse and recycle waste.
[New formulation]
- ✓ The end-treatment of all waste shall be documented in accordance with applicable legislation.
- ✓ Waste shall not be landfilled or incinerated on site.

[Previously mandatory only for hazardous waste.]





Internal audits

Chapter 6.16, Monitoring and compliance

Updates / amendments / clarifications:

- ✓ In order to ensure compliance, the unit shall conduct an internal audit at least once every twelve months. Internal audits, and corrective actions taken as a result of the audits, shall be documented and reported to their managers. This information shall be provided to Electrolux upon request.

[Changed from “assessments” to “audits”]





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