

Group Workplace Policy

1. Purpose

Electrolux has a long tradition of providing safe and healthy working conditions and caring for the environment as well as our own employees and people around us.

An important fundament for these efforts is this Group Workplace Policy. It defines minimum acceptable standards for health and safety, environment, labour and human rights – in all countries, wherever we operate. It is based on internationally recognized treaties and agreements, such as the core conventions of the International Labour Organization, the OECD Guidelines for Multinational Enterprises, the International Bill of Human Rights and the UN Global Compact.

2. Electrolux Policy Statement

Electrolux is dedicated to being a responsible employer and a good corporate citizen, with products and solutions that contribute to improving people's lives around the world. All our activities – including the sourcing, manufacturing, distribution and sale of products – must be conducted with respect and consideration for human rights, for human safety and health, and for the environment.

This commitment includes the respect and support of labour rights as set out by the ILO Declaration on Fundamental Principles and Rights at Work, as well as the respect and support of broader human rights covered by the International Bill of Human Rights.

We strive for continuous improvement with sustainability as a core focus in all our operations.

The Electrolux Workplace Policy (hereinafter referred to as “the Policy”) and the Workplace Directive (hereinafter referred to as “the Directive”) reflect our ambition to be a good corporate citizen, and address expectations of our stakeholders.

3. Scope of application and implementation of this Policy

The Policy is applicable to all locations and units within the Electrolux Group.

The provisions in sections 5.1-5.15 of this Policy apply to our suppliers, and this is detailed in our Supplier Workplace Standard. Any changes in this Policy, must lead to the corresponding changes in the Supplier Workplace Standard.

It is the responsibility of the management to implement and ensure compliance with the Policy. This responsibility includes regular education of employees. Employees are responsible for acting in accordance with this Policy.

4. Definitions

The Electrolux Workplace Directive clarifies and specifies the requirements of the Policy.

This Policy replaces the previous Electrolux Workplace Code of Conduct.

5. Expectations on employees and other representatives

5.1. Laws and regulations

All Electrolux Group units shall operate in full compliance with relevant laws and regulations applicable to their operations and employment in the countries in which they operate. This is a minimum requirement in all sections of this Policy.

5.2. Suppliers

All suppliers shall agree to comply with the Electrolux Supplier Workplace Standard and Workplace Directive. It is the responsibility of the supplier to require that their suppliers comply with the provisions in the Supplier Workplace Standard and the Directive. On request, the Electrolux supplier shall be able to inform Electrolux which suppliers they use and demonstrate that these have received and understood the provisions in the Supplier Workplace Standard.

Suppliers will ensure that the sourcing of materials in products, parts or components supplied to Electrolux does not directly or indirectly contribute to human right abuses in conflict-affected and high-risk areas.

5.3. Corruption, bribery and business ethics

The Electrolux Group does not tolerate corruption, bribery or unethical business practices in any form. All Electrolux units and their employees, shall refrain from offering, giving, demanding or receiving bribes or any other improper benefits.

5.4. Child labor

Child labor is not tolerated in any form. Unless local law stipulates a higher age limit, no person younger than the age for completing compulsory education or younger than 15 shall be employed.

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

If a child is found working at a site where Electrolux products or components are produced, all actions taken must be in the best interest of the child, and all remediating actions must be taken to maintain or improve the child's social situation.

5.5. Forced labor

Forced, involuntary, or trafficked labor is not tolerated in any form. This includes indentured, bonded, and unapproved prison labor, and other forms of working against one's own will or choice.

5.6. Security arrangements

Security practices must at all times be performed in full respect of human rights and applicable legislation. The use of force must be avoided to the extent possible.

5.7. Health and safety

All employees shall be provided with a safe and healthy working environment and, when applicable, safe and healthy residential facilities, with applicable local law as a minimum. The unit should take appropriate action to prevent, and manage, potential workplace accidents and illnesses.

5.8. Non-discrimination

The Electrolux Group recognizes and respects diversity and cultural differences. All employees shall be treated strictly according to his or her abilities and qualifications in any employment decisions, including but not limited to hiring, advancement, compensation, benefits, training, layoffs and termination.

5.9. Harassment and abuse

No employee shall be subject to physical, sexual, psychological or verbal harassment, intimidation or abuse.

5.10. Disciplinary action and grievances

Disciplinary actions shall be conducted in a manner to ensure the fair and humane treatment of employees. No employee shall be subject to corporal punishment. Progressive disciplinary action shall be applied. Employees are encouraged and expected to report concerns and suspected breaches of this policy and are assured that there will be no retaliation or other negative consequences.

5.11. Working hours

Electrolux recognizes the need for a healthy balance between work and free time for all employees. Employees shall not, on a regularly scheduled basis, be required to work a standard work week of more than 48 hours per week or a total work week of more than 60 hours (including overtime).

Except in extraordinary business circumstances, all workers shall be entitled to at least one day off in every seven-day period.

5.12. Compensation

Wages, including overtime compensation and benefits, shall equal or exceed the level required by applicable law. Electrolux encourages consideration of the cost for meeting basic needs of the workers and their families, as part of defining wage levels.

5.13. Freedom of association and collective bargaining

All employees are free to exercise their legal rights to form, join, or refrain from joining organizations representing their interests as employees. No employee shall be subject to intimidation or harassment in his or her peaceful exercise of these rights.

The employees' right to collectively bargain shall be respected.

5.14. Environmental management

All units shall operate in full compliance with applicable environmental legislation and Electrolux-specific requirements. A management system shall be in place, aimed to continuously improve the unit's environmental standards and performance. Each unit shall identify all relevant environmental aspects and take appropriate actions to address these, including resource consumption, emissions, chemicals and waste.

5.15. Monitoring and compliance

The management is responsible for regular and documented monitoring and review of the compliance with this Policy by its unit. Management is also responsible for maintaining adequate documentation to demonstrate compliance by its suppliers.

5.16. Violations of this Policy

Employees who violate a Group Policy may be subject to disciplinary action, up to and including dismissal, depending on the facts and circumstances.

5.17. How to report violations

Employees are encouraged and expected to report incidents of non-compliance.

Violations of this Group Policy may be reported to the Policy Holder, Group Management or the Board, either directly or via a manager, HR, an internal auditor, the Audit Committee or any other appropriate

corporate body. Anyone reporting a violation shall, to the extent legally permissible, have the possibility to remain anonymous.

Serious violations may also be reported via the [Electrolux Ethics Helpline](#) where any employee can submit reports confidentially and anonymously, where legally permitted.

Electrolux has a non-retaliation rule and will ensure that there are no adverse work-related consequences for any employee who, in good faith, alerts management of possible violations of this policy.

6. Further guidance and assistance

This policy is the fundamental policy document. It sets the frame for Electrolux Group's compliance with rules and principles. There are equally binding directives, both global and local. Each employee is responsible for knowing which policies, directives and related documents that apply to them.

For questions regarding this policy, please contact the Policy Holder.

Related documents

- Electrolux Code of Conduct
- Electrolux Workplace Directive
- Electrolux Group Environmental Policy
- Electrolux Group Anti-corruption Policy
- Electrolux Group Directive on Matters requiring Legal Consultation
- Electrolux Restricted Materials List

Additional Electrolux Group Policies can be found on [eGate](#).

External reference

- The OECD Guidelines for Multinational Enterprises
- ISO14001
- ISO26000
- ISO45001
- SA8000
- UN Global Compact
- International Bill of Human Rights
- UN Guiding Principles on Business and Human Rights
- Children's Rights and Business Principles
- ILO Declaration on Fundamental Principles and Rights at Work
- ILO conventions:
 - C1, Hours of Work (Industry) Convention, 1919
 - C29, Forced Labour Convention, 1930
 - C87, Freedom of Association and Protection of the Right to Organise Convention, 1948
 - C98, Right to Organise and Collective Bargaining Convention, 1949
 - C100, Equal Remuneration Convention, 1951
 - C105, Abolition of Forced Labour Convention, 1957
 - C111, Discrimination (Employment and Occupation) Convention, 1958
 - C131, Minimum Wage Fixing Convention, 1970
 - C138, Minimum Age Convention, 1973
 - C182, Worst Forms of Child Labour Convention, 1999