

Document NOTE Equality policy	Type of document Demand	Examined by Karin Brunnberg	Document responsible Per Ovrén
Document number 2017001	Revision 1	Date 20170906	Approved by Per Ovrén

NOTE Equality policy

NOTE believes in a workplace where everyone has equal opportunities to work and progress. NOTE promotes 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.

NOTE's shared competence is based on its collective diversity and is a strength in the development of NOTE's business. This dynamic diversity creates an attractive workplace for both existing and potential employees.

Principles for equality and diversity

- Strive towards diversity amongst the employees when recruiting.
- Be an equal company in regards of terms of employment, working conditions and opportunities for development.
- Show respect and tolerance towards each other and with firmness act upon any presence of harassment or bullying.

Implementation and monitoring requirements

NOTE shall take the necessary step to comply with the principles described above. NOTE expects its units to:

- Communicate the equality policy to all managers and trade union representatives.
- Include equality matters as a topic in the unit's annual risk assessment and identify relevant improvement activities.

Roles and responsibilities

The responsibility for implementing the equality 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 unit's in awareness training.