

EWQ Human Rights Policy

EWQ Zone Oy (EWQ) is committed to conducting its business in a manner that protects the safety, health, and well-being of our employees and other individuals affected by our operations. In all our activities, we respect the human rights as defined in the UN Universal Declaration of Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work. We have zero tolerance for child labor, human rights violations, and discrimination.

Our policy applies to the entire company and all its domestic and international employees, managers, subcontractors, and business partners.

Work Environment

Occupational safety means that the physical, psychological, and social working conditions at the workplace are in order. It is part of EWQ's daily operations. Safe, healthy and suitable workplaces contribute to the smooth running of work and prevent accidents and illnesses. EWQ is committed to the continuous improvement of working conditions and, for example, monitors the safety of installation work in the maintenance department and continuously monitors accidents at work and corrects any causes that may lead to them.

Every permanent employee is entitled to occupational health services, including visits to the doctor, occupational physiotherapist, occupational psychologist and dental care. Additionally, employees are covered by a Comprehensive Health Insurance policy from Pohjola Insurance. The insurance covers examinations, treatments and operations carried out and prescribed by a specialist doctor.

We use Suomen Terveystalo Oy as our health service provider and together we collect data on sick leave and monitor the continuous improvement of working conditions, such as ergonomics and overtime.

We have a valid action plan with Suomen Terveystalo Oy, which includes an early support model and the Healthy Workplace model, through which we strengthen the individual's ability to work and the community's ability to function, creating a basis for maintaining work capacity and preventing disability. Regular health check-ups are conducted, taking into account job exposures, health requirements, as well as the employee's health status and age. A pre-employment health examination is performed for every new employee. The examination takes into account both physical and mental functional capacity, lifestyle habits, and the need for rehabilitative activities. The goal is to ensure good work and functional capacity.

We also regularly carry out a workplace survey in cooperation with Suomen Terveystalo Oy. The report includes, among other things, hazards related to the work environment, as well as a plan of measures to eliminate or reduce the identified hazards.

Our office space is air-conditioned, and each room has its own air conditioning. In spring 2023, air conditioning was installed in the warehouse and production areas, which keeps the temperature between +20-23 degrees Celsius even in summer. Plenty of sparkling water and snacks are provided for employees. Workstations in the office, warehouse and production areas are ergonomic. Adjustable electric desks allow

for standing work. The chairs are also adjustable, so that the sitting position remains ergonomic. In addition to adequate lighting, each workstation also has a bright light for the darkest part of winter.

We are committed to maintaining general order in our premises and an external cleaning company cleans our offices and warehouse on a weekly basis. Our warehouse manager maintains the correct arrangement and order of incoming and outgoing goods to avoid stumbles and breakages. Access routes are kept open, and goods are kept in their designated places. The assemblers are committed to keeping the workplace tidy and to returning tools and equipment to their place of use.

There are several different types of staff facilities for employees. Our office includes a separate room with a sofa and a closable door, a "bar area" with snacks, and activity areas where employees can play pool or ping-pong.

Our office is substance-free. Being under the influence of substances, using substances, or possessing substances during work hours at the workplace is prohibited. Occupational health services support the company's substance abuse program, which aims for a workplace free from substance-related harm. In the substance abuse program, substances refer to alcohol, medications used for intoxication, drugs, and other intoxicating substances. Smoking areas are separately designated outside the office building.

Maintaining the work environment should be preventive, continuous, and subject to ongoing development.

Employment Matters

EWQ complies with Finnish law in employment matters, and we also adhere to local agreements. We respect the freedom of association, and employees have the right to form and join associations and to negotiate working conditions collectively.

We comply with Finnish law regarding the terms and conditions of employment and working conditions. Employees have the right to receive information about the terms of their employment in a written and understandable form. We make written employment contracts, whether they are permanent, fixed-term, or part-time. All employment contracts include the EWQ Code of Conduct and Security Policy agreement (including a confidentiality agreement).

EWQ always strives to provide employees with a salary that covers basic needs and reasonable expenses. The main principles are fairness and transparency, meaning that individuals performing the same tasks with the same work experience and educational background should receive the same salary. The salary amount is based on the employee's educational background, work experience, job responsibilities, and skill level, as well as the general wage level in the relevant industry and region. The agreed salary amount is valid indefinitely; however, changes can be openly discussed as needed or when job responsibilities change, and salary adjustments can be made. In addition to the base salary, a commission model may be in use. Salaries are paid directly to employees.

EWQ complies with labor law regulations regarding working hours. The working hours are 37.5 hours per week. We enable our employees to have flexible working hours. The arrival time in the morning is between 6-10 AM, and the departure time in the evening is between 2-6 PM, unless otherwise agreed. Everyone has a legal right to a 30-minute lunch break. Additionally, all employees are encouraged to take two (2)

approximately 10-15 minute “recharge breaks” during the day, depending on the work situation, to maintain high alertness and productivity.

Overtime is voluntary for employees, and they must keep track of their own under- and overtime hours. Overtime hours worked are taken as time off at a mutually agreed time with the supervisor or compensated in accordance with legal regulations or by agreement between the employer and the employee.

According to Finnish law, additional work is defined as exceeding the daily working time of 7.5 hours by a maximum of 30 minutes. Overtime is defined as exceeding 8 hours of work per day. Weekly overtime is work initiated by the employer that exceeds 37.5 hours per week and is not daily overtime. Additional work and overtime are compensated according to the law, either as time off or in monetary terms.

If your job does not require presence at the actual workplace, EWQ allows for remote work up to 20% of the working time. Such tasks include various expert roles and sales work.

Annual leave is determined according to the Annual Holidays Act. Employees are entitled to up to five weeks of leave per calendar year. Holiday pay is an additional bonus granted by EWQ to its employees, paid in June and February salaries for the accrued leave days.

Employees are paid sick leave when they are unable to work due to illness or injury, provided that a medical certificate approved by the employer is presented. In cases of prolonged illness, lasting more than three weeks, salary is paid for 1 + 17 working days (the day of illness + 17 weekdays). Saturdays are also considered weekdays. After this period, the employee is entitled to sickness allowance from Kela, which must be applied for personally. Our rules also apply to families: if your child falls ill, you can take leave to care for them. You can care for a sick child under 10 years old for up to four days, three of which are paid. Unpaid leave is granted for caring for a child over 10 years old.

Parental leave is a right of the parent, and according to the Finnish Employment Contracts Act, an employee is entitled to take leave from work for the period during which they receive pregnancy, special pregnancy, or parental allowance. Pregnancy leave usually begins 30 weekdays before the expected due date and applies to the expectant person. Parental leave starts immediately after the birth of the child, during which both parents can care for their child at home. Childcare leave is a period during which a parent or guardian can stay home to care for a child under three years old. Employees have the right to return to their previous job with the same terms and conditions after parental leave. If this is not possible, we offer as similar a position as possible.

We budget at least 3 percent of our payroll costs (€2M) for employee training, and additionally, we invest €10,000 annually in workplace atmosphere and recreational activities. This is documented in our strategy. Every employee has the right to pursue training alongside their work to support their job duties and develop their skills.

Development discussions are held twice a year. These discussions strengthen the relationship and dialogue between employees and supervisors. Future goals are set during these discussions and are followed up in subsequent meetings. The aim is to have satisfied staff and a successful company.

Recruitment is conducted transparently and fairly. EWQ has a dedicated career page where we accept open job applications and announce available positions. The recruitment process is supported by a separate electronic process tool, which allows us to track the progress of recruitment and make fair decisions about the right employees. Our goal is to offer job opportunities primarily to our current employees, thereby supporting their career paths.

An indefinite or otherwise indefinite employment contract can be terminated by giving notice to the other party. EWQ can terminate an indefinite employment contract only for a valid and substantial reason. Before termination, we issue two written/oral warnings, giving the employee the opportunity to correct their behavior. In some cases, the violation is so severe that termination occurs without warnings. Serious violations may include harassment, exploitation, or embezzlement. In other cases, termination is carried out only in accordance with the legal requirements through change negotiations.

Employment Benefits

EWQ supports the well-being of its employees through comprehensive employment benefits. These include:

- Occupational health
 - Occupational physiotherapist
 - Occupational health psychologist
 - Nutritionist
 - Visits related to the examination or treatment of an illness
 - Procedures and examinations e.g.
 - Certain laboratory, X-ray and ultrasound examinations
 - Stitch removal, ear flushing
 - Dental care (500€/year/person)
 - Comprehensive Health Insurance policy from Pohjola Insurance
 - Covers examinations, treatments, and surgeries performed and prescribed by a specialist. Physiotherapy is also covered as an alternative to surgery for knee or shoulder conditions and injuries
 - Valid in Finland during both work and leisure time
- Insurance coverage by Pohjola Insurance
- Eyeglasses
- Workwear and safety shoes
- Ergonomic working conditions (e.g. electric desks, adjustable chairs, adequate lighting, air conditioning)
- Lunch and cultural/ exercise vouchers
- Electric bike benefit
- HSL commuting benefit
- Mandatum Life – Eurosec Oy premium fund
- Phone benefit

Diversity, Equity, and Inclusion

The characteristics of a good and safe work community include equality, fairness, and effective communication, as well as treating all employees and supervisors with respect. Every member of the work community is responsible for the well-being and atmosphere of the workplace. We want every member of

our company to feel valued and included, regardless of their background. Our goal is to create the most inclusive work environment possible through equitable communication and interaction. We provide work instructions and training in at least Finnish and English, using the clearest language possible. We support language learning by enabling employees to participate in language courses provided by third parties.

We ensure equal opportunities for all without discrimination or harassment based on gender, race, age, skin color, disability, ethnic or national origin, sexual orientation, religion, social or marital status, or any other status protected by applicable law.

We take care of and develop equality and equity in compensation, working conditions, work environment, development opportunities, well-being at work, occupational safety, and leadership. We aim to be an attractive and appealing employer and workplace for diverse applicants. We encourage the equal use of parental leave, regardless of gender.

At EWQ, we promote an open and confidential operating culture and do not tolerate harassment, bullying, belittling, isolation, or any other inappropriate behavior. If such behavior comes to our attention, it will be addressed immediately. EWQ has zero tolerance for harassment, racism, and discrimination.

EWQ has a separate Diversity, Equity, and Inclusion Plan, which is regularly updated and monitored by the CSR Coordinator.

We regularly train our employees in appropriate and equitable behavior. Our partner in this is Suomen Terveystalo Oy.

Qualitative and Quantitative Goals (Key Performance Indicators)

1. We commit to providing a safe working environment for all our employees by regularly conducting health and safety risk assessments, providing adequate personal protective equipment, and ensuring fair wages, working hours, and benefits.
2. We commit to supporting employees' career development by offering appropriate training.
3. We commit to providing equal treatment, fairness, and respect to all employees, whether they are temporary, part-time, or full-time.
4. Employee engagement and satisfaction with the company (eNPS): Target eNPS of 70 by 2030 (baseline 41 in 2024).
5. Maintaining zero workplace accidents.
6. Incidence of inequality in the company: On a scale of 1 (not at all) to 5 (very often), the target is 1 by 2026 (baseline 1.82 in 2022).

Responsibilities and Reviews

The Occupational Safety Committee (in collaboration with the Sustainability Department) is tasked with developing employee and human rights policies and proposing annual goals to the board. It is also responsible for defining the best practices and tools that the company can use to achieve its commitments and goals.

The Occupational Safety Committee and the CSR Coordinator are responsible for reviewing this policy at least once a year. Any changes will be communicated to the relevant parties. It is important that you take the time

to familiarize yourself with the latest version of this policy and contact your supervisor if you have any questions or feedback.

Update History

Version	Change	Who	Date
1	Original	Sanni Siilin	6.8.2022
2	Updated address	Sanni Siilin	9.8.2023
3	Updated policy name and added section of inclusion	Sanni Siilin	23.8.2024
4	Corrected typographical errors and clarified insurance-related matters	Sanni Siilin	3.9.2024