

Catella Group Human Resource Policy

Catella AB

1. Introduction

This Human Resource policy (HR Policy) acts as a general steering document for HR processes in the Catella Group and provides an overview of what our employees can expect from Catella as their employer as well as how we expect our employees to act and operate within the Catella Group.

This HR Policy is a complement to local laws and regulations and is the foundation for HR processes in the Catella Group. This policy applies to all Catella employees or individuals with employment-like forms within the Catella Group. Additional more specific guidelines to ensure compliance with local laws and regulations, including collective bargain agreements, maybe required in each subsidiary.

2. Policy statement

2.1. Vision and values

We stand for good business ethics and with our broad competence and continuity, we want to be a trusted partner in the financial and real estate sector. Every Catella employee should act in accordance with our shared values: Professional, Respectful, Entrepreneurial and People Oriented. Our values help us to navigate and act in different situations. They give us guidance for our work and our behavior, to ensure that we make right decisions to achieve our goals. In short terms – our values represent the heart of Catella and what we stand for. We expect our business partners to comply with these values.

2.2. People & Culture

We actively work with the development of our people and culture. Bringing out the best in our people and having the right people on board is critical. Hence organizational design with clear roles, responsibilities and the right competence in the right place is vital to our success.

Employees should be proud of working for Catella and together we strive to build the best Catella as possible. We shall share knowledge and give and receive feedback to develop and improve. We celebrate and recognize good examples and success. To ensure that we deliver on above we deploy processes within recruiting, on- and offboarding, development, talent management, succession planning and compensation.

2.3. Equality, diversity and inclusion

At Catella we shall provide equal rights and opportunities regardless of gender, gender identity or expression, ethnicity, religion or other belief, disability, sexual orientation and age. All Catella colleagues shall feel welcome and safe. Honesty, respect and trust is important to us. Discrimination of any kind is not accepted.

All Catella employees have the responsibility to respect and contribute to the above. To ensure diverse workforce we are committed to challenge existing perceptions by applying a broader perspective on individual differences.

2.4. Recruitment and Onboarding

To ensure our competitive advantage and maintaining a driven, business and future oriented company culture, it is crucial to attract and recruit people with the values, competencies, and skills we require.

We therefore apply a thorough process to define recruitment requirements, attract, select and introduce new colleagues. Prior to external recruitments the internal talent pool is checked along with existing succession plans.

When recruiting, we strive for a well-balanced representation of both genders. When there is an imbalance, the under-represented gender should be encouraged to apply for vacancies and given priority if the competence is equal, but this should be expressed in a way that is not perceived as discriminatory.

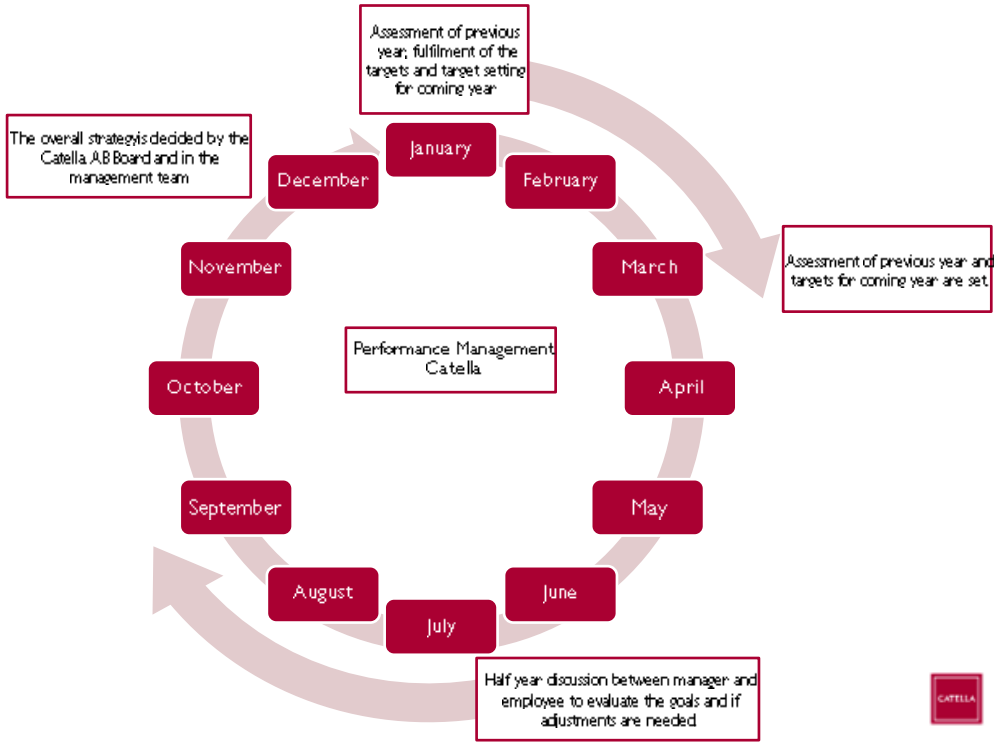
Diversity to us means that everyone has the same rights, opportunities and obligations in all areas regardless of gender, age, ethnic or cultural background, disability, sexual orientation, transgender identity and religion or other belief. Everyone must be treated equally in both internal and external recruitment, provided that the competence is equal.

An efficient onboarding process is essential to ensure commitment to our goals, values and culture and to give our new colleagues a solid foundation to embark on their employment with us. The onboarding process is the link between the recruitment process and the development process.

2.5. Performance and development

Performance and competence development are key focus areas at Catella. We believe in developing and bringing out the best in our people, investing in our colleagues is also an investment in our business. Each subsidiary should annually assess the training needs with their employees.

2.6. Annual Performance Development Cycle



Our employee dialogues are conducted with a retrospective and forward-looking view. All employees within the Catella Group should have at least two formal dialogues per year setting the plan for the coming year and assessing the previous year where past and future performance development is followed-up. We believe in continuous follow-

up and feedback, in addition to the annual formal meetings. Employee and manager are responsible to be prepared for the meetings.

2.7. Reviews & Succession Planning

Catella identifies high performers, potentials and talents, and defines activities to develop and retain these. We perform organization reviews, assess individual performance and potential, identify talent and correlate this with our succession plan of business needs and plan appropriately

2.8. Compensation & Benefits

Remuneration shall be designed to attract, retain and motivate our employees. Total remuneration shall be relevant and fair and consist of fixed salary, benefits and may also include variable salary. Any variable salary shall be linked to pre-set performance goals.

Specific regulation regarding remuneration exists for Catella's regulated entities under supervision e.g. regarding deferral of variable salaries. Each entity shall, at any time, comply with applicable laws and regulations and adopt more specific remuneration policies as required.

2.9. Health & Safety

A good and safe working environment is required by law and regulations but is also an integral part of ensuring our values are delivered on. At Catella, we set high standards for our working environment, which includes both health and safety measures as well as preventative psycho-social activities.

We continuously promote a company-wide culture for safeguarding health and safety at work. Health and safety activities shall be proactive, preventive, and realized through cooperation between Catella and its employees and stakeholders.

2.10. Alcohol and drugs

Catella has a zero-tolerance approach on drugs. At work and when representing Catella alcohol consumption is reserved for special occasions and must always be in moderate amounts. Non-alcoholic alternatives must also be offered. No employee shall be required or expected to drink alcohol. Employees under influence of alcohol or drugs whilst working shall be sent home if safe. Incidents and suspected abuse shall be followed up, investigated and reported to local HR. Substance abuse is considered a disease. We have the health of our colleagues at heart.

2.11. Emergency Contacts

All entities, regional and functional directors/managers are responsible for collecting and updating emergency contact information for their employees on a central contact list. Employees are responsible for informing any changes to their emergency contact details. The contact information should be collected at the time of employment, with the exception for individuals with protected identities.

If the employee does not wish to disclose any contact information, this must be recorded.

Date	Version, changes made and name of person who made them
30 May 2016	Version 1.0, Created policy, Johan Nordenfalk
26 May 2020	Version 1.0, Mathias de Maré mathias.demare@catella.se
5 May 2022	Version 2.0, Mathias de Maré, mathias.demare@catella.se

Contact persons

All questions regarding this policy will be answered by the below contact persons.

Mathias de Maré
 Head of Group HR
mathias.demare@catella.se
 +46 79 006 53 65