



midsona

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PROCEDURE
ORGANISATIONAL AND SOCIAL WORK
ENVIRONMENT

MIDSONA GROUP



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BACKGROUND

To ensure that Midsona complies with applicable laws and that the Group values and way of working is valid throughout the entire organization, the Group has developed a structure and process for managing Governing documents (policies, procedures) as well as appoints ownership and accountability for compliance of these documents.

IMPLEMENTATION

Communication

- The approval and publication of this procedure must be communicated to relevant stakeholders. It is the responsibility of the document owner to identify the relevant stakeholders.
- The document owner is responsible to define the methods of communication

Training

- The Procedure owner is responsible to design an adequate training program relating to the new/updated Procedure, which may vary in form and timing depending on subject and audience.
- The training program is carried out in cooperation with Division Director.

Handling of exceptions

- Any need for exceptions to procedures shall be clearly defined and documented.
- All needed exceptions shall be communicated to and confirmed by Division HR.
- Final approval of exceptions by Board of Midsona.
- Procedure owner is responsible for ensuring communication of exceptions to relevant stakeholders.



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RELEVANT ENTITY

This procedure applies to all entities within Midsona.

PURPOSE

Our mental and social work environment is just as important as the physical. Midsona's employees should not need to become sick due to victimization or unhealthy workloads at work, therefore the purpose of this policy is to promote a good organisational and social work environment.

This Procedure applies to everyone within the organisation, regardless of position.

PROCEDURE OWNER'S RESPONSIBILITY

- Ensure the Procedure is approved by the authorized approver
- Ensure the Procedure statement outlines objectives to: achieve aspirations; upholding values and ethical standards; and managing significant business risks; and external requirements
- Ensure the Procedure is published and communicated to relevant stakeholders and all redundant or superseded material is removed or withdrawn
- Ensure that relevant training activities are developed and performed
- Ensure the implementation and compliance of the Procedure can be monitored

MIDSONA'S STATEMENT

Midsona shall be a company:

- that actively works towards being perceived as an equal and inclusive company
- where harassment, discrimination or other offensive treatment are never accepted and measures against such cases are taken immediately in accordance with separate action plan



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- where staff resources are regularly reviewed and where work-related stress issues are addressed in a timely manner
- where, in the areas of recruitment, development or promotion, people are only assessed based on their competence and development opportunities and in line with the requirements of the position

EQUAL AND INCLUSIVE COMPANY

In line with Midsona's mission to help everyone to a healthier life, the Midsona Group values the dynamic diversity created by differences, which bring about new ideas and perspectives as well as different behaviours and ways of working. Differences create opportunities and are not a threat. Human inequalities can arise not only from gender, ethnic origin, age, disability, religion, transgender identity or expression and sexual persuasion (formal grounds of discrimination), but also from experience, lifestyle, education, values and family situation.

DEFINITIONS

Harassment

Harassment is any form of behaviour where a person is made to feel intimidated or humiliated because of for example gender, origin, age or any of the other grounds of discrimination.

Harassment can be verbal, written or physical. Harassment can be a single incident or a repeated behaviour and can occur even if the behaviour was not intended to offend.



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Examples of behaviours that may be harassment:

- Asking intrusive questions about someone's personal life
- Offensive communications, for example digital communication or social media (Facebook, Twitter, e-mails), written, images and telephone
- Derogatory or demeaning jokes intended to offend
- To slander someone
- Threats and violence

Sexual harassment

Besides comments and words, sexual harassment can involve unwanted touching, unwelcome compliments, invitations or insinuations.

Examples of sexual harassment:

- Sexually insinuating gestures
- Unwanted physical touch
- Obscene suggestions
- Comments or mails with sexual undertones
- Derogatory comments about a person due to sex, sexual persuasion or gender identity



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Discrimination

When a person is disadvantaged by being treated less favourably than another person in a comparable situation, related to one of the grounds of discrimination. Discrimination can be either direct or indirect.

- Direct discrimination occurs when a person or group of persons is treated less favourable than another person or group because of any of the grounds of discrimination, for example excluding someone from a job because of their family responsibilities, non-Swedish speaking background etc
- Indirect discrimination occurs when there is an unreasonable rule or policy that is the same for everyone, but has an unfair impact on people who share a particular attribute, for example requiring all employees to work hours that might be unfair to a person due to his or her family situation

WORK-RELATED STRESS

Primary risks for work-related stress to arise are high workload and problems affecting the social interplay at the workplace. Some other causes are working alone and shortcomings in the physical environment.

Midsona's employees shall not need to become sick due to unhealthy workloads and it is important that the employees know:

- what tasks they should perform
- what result is expected
- how they can perform the task
- how to prioritize when the work time is insufficient



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Therefore, Midsona:

- shall regularly screen the working environment through for example:
 - appraisals
 - employee surveys
 - meetings within the working group
 - risk assessments through safety inspections (company and employee representatives)

HOW TO WORK FOR A GOOD WORK ENVIRONMENT

Responsibility of all employees

It is every employee's responsibility to contribute to a sound and healthy working environment and to be responsive to other people's reactions and understand when a certain behavior is not welcome.

It is every employee's responsibility to read Midsona's Code of Conduct as well as all policies and procedures and, if clarification is needed, contact Division HR or immediate manager.

It is also every employee's responsibility to point out deficiencies and potential risks, as well as report any harassment against themselves or other employees to Division HR or to the immediate manager. Reporting can also be done anonymously.

Midsona's responsibilities

Midsona shall make work environment issues – physical as well as organizational and social - a natural part of the daily work.



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Midsona shall make sure that all managers have the competence to detect and address harassment and offensive treatment as well as unhealthy workload among the employees. Each manager shall also make sure that new employees read and understand Midsona's Code of Conduct and all Midsona's policies and procedures.

Midsona shall ensure that an active cooperation between the company, managers and employees is maintained.

Midsona shall ensure that all employees know who to turn to if they or a colleague is exposed to harassment or offensive treatment

Routines

It is the responsibility of each Division within Midsona to draw up procedures in order to address harassments, offensive treatment or unhealthy workload.