

midsona

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HEALTH PROCEDURE

Midsona Group



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1 Background and purpose

This Health procedure regulates in an uniform way how the group manages activities related to health and healthy actions in the workplace as well as defining roles and responsibilities for the area.

2 Implementation

The approval and publication of this procedure must be communicated to relevant stakeholders. It is the responsibility of the Procedure owner to identify the relevant stakeholders.

The Procedure owner is responsible to define the methods of communication.

Training

If needed, 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.

3 Health and wellbeing

Midsona’s overall mission is to help people to a healthier life and this mission should also permeate the health and wellbeing of the employees. Midsona believes that the health and job satisfaction of the employees is paramount to the business and that an effective health work actively contributes to the company’s success, therefore:



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Health and wellbeing vision

Midsona's health and wellbeing vision for its employees is to be a company pervaded by a health and wellness effort and who ensures an on-going commitment to improving health at work throughout our organization.

Goal

The foundation is that every individual is responsible for his or her health, but Midsona wants to stimulate this by making it possible for all employees to have as good a health as possible.

Midsona shall be a company where health consideration runs like a red thread throughout our operations.

The health work should contribute to:

- Improved social relations
- Increased perceived health – both physical and psychosocial
- Healthier eating habits in terms of meetings and conferences
- Higher quality and effectiveness in the operation
- Higher comfort and unity in the workplace
- Less short and long term sick leaves



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4 Responsibility

In terms of the work capacity of the individual, a balance must exist between demands and resources, as well as between personal and professional life, in order to promote health.

The Division management is responsible for the overall health work, which should be a natural part of the work environment efforts.

Every employee has the ultimate responsibility for his or her own health and is also responsible for showing commitment to health and environment in the daily work, as well as contributing to a comfortable workplace.

Division HR Managers are responsible for:

- informing employees about the health policy
- ensuring that the employees do not have an unhealthy workload
- encouraging employees to be pro-active for improvement and changes which put focus on health in the workplace
- encouraging and giving active support to employees to take part in different health activities and make sure that they are given the possibility to do so

5 Contributions to employees

Midsona wants to promote a healthy lifestyle and programs will be set up in accordance with national law and local rules, for example employees may be eligible for reimbursement of fees to sports event, for example running races etc. Such contributions shall be approved in advance.



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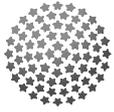
- 6 Tobacco free workplace
Midsona encourage a tobacco free culture, at the workplace as well as at meetings and conferences.

Midsona encourage employees to stop smoking and wish to make it possible for our employees to get smoking cessation courses in cooperation with the corporate health care.
- 7 Walk and talk meetings
Consider, when short meetings with only a few participants, to do a Walk and talk meeting rather than meeting around a table since it gives more energized and alert participants and fits physical activity into the day. Also - different environments may inspire new ideas.
- 8 Meetings and conferences
In connection with meetings and conferences, have this in mind:
- *Organic*
When justified buy/serve organic coffe and tea, milk, fruit, butter etc.
 - *Healthy foods*
Prioritize healthy snack alternatives at meetings and conferences. Always serve our own brands when we have our own products within that product range, as well as fruit and/or vegetables. Avoid when possible to serve cookies and unhealthy snacks.



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- 8
- *Minimize waste*
Keep track on how much food is needed so that unnecessary food-waste is avoided.
 - *Take a break*
Consider taking an activity break during the conference; take a walk or do some other physical activity.
- 9
- Kitchens, Restrooms and Cleaning
- In connection with purchases for office kitchens, restrooms and for cleaning, have this in mind:
- *Organic*
When justified buy organic coffe and tea, milk, fruit, butter etc.
 - *Our own brands*
Make sure that our own brands are available in the kitchen.
 - *Chemicals*
As far as possible, all material for cleaning, dishing etc should be considered from an environmental point of view.
 - *Paper*
All paper purchased should be as gentle as possible for the environment and if possible FSC (Forest Stewardship Council) certified.
 - *Waste separation*
All our kitchens shall separate waste at the highest level made possible by the property owner.



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- *Soap*

Use Midsona's soap brands in the restrooms of our premises.

10 Handling of exceptions

- Any need for exceptions to procedures shall be approved by nearest manager.