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WORK ENVIRONMENT PROCEDURE

Midsona Group

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1 Background and purpose

This Work Environment Procedure regulates in an uniform way how the group manages activities related to a sound working environment 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 Goal

The goal for Midsona is to keep and strengthen our employees' ability and opportunity to work throughout their whole lives by providing a healthy and sound working environment. Systematic work with the work environment should therefore be a natural part of our whole operation

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4 Systematic work environment efforts
Organisational and social work environment

Midsona’s work environment efforts mean to, during the daily work, pay attention to and have regard for all circumstances in the work environment that can affect the employees’ health and safety, physical as well as organizational and social.

The Midsona Group should perform systematic work environment efforts by:

- Identifying risks
- Planning in the long term
- Following up on measures taken as well as laws and regulations
- Clearly delegating work tasks and giving enough power and resources to the one in charge of the work environment
- Having active cooperation between the company, managers and employees, for example through local Safety Committees
- Adapting the work conditions to fit the employees’ psychological and physical conditions, to the largest extent possible
- Arranging information and education opportunities for the employees
- Having a management that follows up on the execution of this procedure and works towards the realization of its intentions

5 It is every employee’s responsibility to contribute to a sound and healthy working environment, therefore the employee is expected to

- Follow the current rules and regulations
- Take personal responsibility for the work environment in the daily work, and

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point out deficiencies and potential risks, as well as report any harassment against themselves or other employees to Division HR Manager or to the immediate manager.

- Take part in information and education opportunities arranged by the employer

6 Commitment
Midsona shall:

Regularly screen the working environment by for example employee reviews, employee surveys, meetings within the working group, risk assessments through safety inspections (company and employee representatives).

7 Handling of exceptions

- Any need for exceptions to this procedure shall be clearly defined and documented.
- All needed exceptions shall be communicated to and confirmed by nearest manager or HR Manager
- Final approval of exceptions by Division Manager.

8 Audience

This procedure applies to all entities within Midsona.

See also

Code of Conduct

Whistleblower policy

Procedure for Organisational and social working environment