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CPCO	Anna Kempe	2022-11-08	Policy	
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HR Policy

Information

What does this policy cover?

The policy aims to describe Hemnet Group AB (publ) and its subsidiaries (the "Company", the "Group") core values, goals and activities to attract, retain and develop employees.

Who is affected by this policy?

This HR policy applies to all employees at Hemnet.

Why have we created this policy?

This policy is designed to clarify the rights and obligations for employees and managers at Hemnet as well as what employees can expect from the Company as an employer.

Introduction

Goal and purpose

This HR policy aims to describe how Hemnet works with human resource issues. The policy describes Hemnet's core values, goals and activities for attracting, engaging and developing employees. In addition, the policy describes values and rules of behaviour for how we should interact with each other.

Our values

Our values describe how we want to work together at Hemnet, and how we engage with our customers and partners. Our belief is that strong and common values will stimulate behaviours and decisions that make our workplace better and empower us on our mission.

We listen and act

We see continuous learning as vital to our success. We're always talking to our customers, partners and colleagues to understand what's important for them. We reflect on what we learn and we use these insights to take our solutions and relationships to the next level.

We succeed together

We believe that great results are achieved through teamwork and collaboration. We take pride in nurturing an environment where we encourage, trust and care for each other. As individuals we take ownership of our work, always keeping what is best for the company and our stakeholders in mind.

We always move forward

We extend our market leadership by constantly challenging ourselves and our industry. We're always

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ready to make decisions and take action. We try new things and we dare to fail, because we know that great ideas are what build better businesses.

“Employeeeship” at Hemnet

Good “employeeeship” – being empowered and taking responsibility as an employee – means contributing to the achievement of set goals and the development of the business. Our basic view is that employees want and can take significant responsibility to perform effectively. We have the following expectations on our employees:

- That employees contributes to Hemnet's continued development by actively working towards the achievement of the Company's goals.
- That employees take own initiatives and responsibility for the results and performance of their work.
- That employees treat colleagues, customers and users with respect and are open to the differences of others.
- That employees take initiative and responsibility for developing their skills.
- That employees actively cultivate an inclusive work environment.
- That employees act in accordance with Hemnet’s values and Hemnet’s Code of Conduct
- That employees report suspicions of abusive behaviour, discrimination and harassment to the nearest manager,HR or Head of Legal, alternatively via Hemnet’s whistleblowing system where such internal reporting channels are not suitable.

Leadership at Hemnet

Our leaders are expected to be good role models who inspire employees to take responsibility and feel engaged. Based on the strategy and business plan that Hemnet has chosen to implement, managers create the conditions for employees and teams to achieve their goals by inspiring, encouraging and challenging them. We have the following expectations on our managers:

- To clarify the requirements and expectations of the employee.
- To set individual development plans and goals together with the employee.
- To create opportunities and room for learning, creativity and responsibility.
- To follow up each employee's work efforts and performance through continuous feedback and according to Hemnet's established process for employee dialogues.
- To actively cultivate an inclusive work environment and create participation.
- To prevent any illness or accidents at work.
- To investigate when abusive behaviour, discrimination or harassment is suspected and to take action.
- To act in line with Hemnet values , and encourage others to do the same.

Equality, diversity and inclusion

Hemnet values diversity and equal treatment and aims for a work environment where all employees are treated equally and have the same rights, obligations and opportunities. We are convinced that the differences in people contribute to a dynamic work environment characterised by different perspectives and new ideas. At our workplace, no forms of abusive behaviour, discrimination or sexual harassment are tolerated. In the case of this occurring, Hemnet will immediately act on this.

Hemnet considers that cultivating a work environment where everyone is equal in value and no one is discriminated against or treated differently is a prerequisite for successfully attracting and retaining

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the right employees. In the recruitment process, all candidates are evaluated on objective criteria regardless of gender, ethnic or national origin, sexual orientation, religious beliefs, age or disability. Key figures in Hemnet's equality plan are followed up annually to ensure that we maintain a high standard in our equality work. Salary surveys are conducted annually to detect, correct and prevent unequal pay differences between men and women. For more information, read about *Hemnet's Gender Equality and Equal Treatment Plan* and *Action Plan Against Abusive Behaviour and Harassment*.

Our employer brand

Hemnet has strong brand awareness, which is advantageous in attracting potential employees. Our employer brand must reflect, in an open, genuine and transparent way, what it is like to work at Hemnet, what benefits we offer as well as our culture. As an employer, we want to be experienced and perceived as an attractive product and tech company.

The overall goal of our employer branding efforts is to reach critical talent pools eto attract more relevant candidates, and to retain current employees. Hemnet works actively to attract future employees both by digital presence and by participating in relevant events, fairs and job market days to strengthen our position as an attractive employer.

Recruitment and on-boarding

In the recruiting process, we value training, experience, personal characteristics and any specialist competence for the specific role. The employees employed by Hemnet must not only be qualified for the current position, but also have the potential to develop further within Hemnet. The following aspects are taken into account when recruiting:

- A needs analysis and requirements profile to ensure that we recruit the right employees who have the prerequisites to fulfill the role and meet future expectations and requirements. A needs analysis and requirements profile is always done with Hemnet's Talent Acquisition Partners (HR).
- All vacancies are advertised internally and externally, except positions that are carried out through executive search.
- Diversity should be an obvious consideration in the recruitment process and all assessment of candidates should be based solely on factual reasons related to competence and suitability.
- All interviews and any tests/cases in the recruitment process must be based on the requirements profile.
- All interviews must be competency-based to ensure an objective assessment.
- A good candidate experience should be consistent throughout the entire process, with the goal that even those applicants who do not go further in the recruitment process should still have a positive perception of Hemnet.

On-boarding

As a new employee at Hemnet, it is important to feel welcome and understand your role in the business to be able to contribute in the best possible way. The immediate manager is responsible for ensuring that new employees receive an individually prepared introduction program.

All new employees also joins Hemnet's Onboarding Day , which consist of presentations about our departments, how we work, our culture, Hemnet's history and strategy, as well as practicalities regarding benefits, our offices, etc. The intro days end with a social activity to get to know new colleagues. The purpose of the intro days is for new employees to understand the bigger picture, our history and culture and the different parts of our company.

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Working environment

Hemnet promotes a good organisational, social and physical work environment. The working environment should be such that employees feel comfortable, develop and feel good both physically and mentally. The working environment must be built on mutual respect, promote good relations among employees and be free from all forms of harassment. We believe in a sustainable work life and strive for zero tolerance against work-related illness.

Through the systematic working environment efforts that take place, among other things, in the form of employee surveys via a pulse-taking tool, through employee dialogues and through security checks, Hemnet keeps tabs on the working environment on an ongoing basis and is thus able to identify, make risk assessments, remedy and follow up on any risks and/or deviations. For more information, read *Hemnet's Working Environment Plan*.

Health and wellness

Health and wellness are an important part of Hemnet's working environment efforts. Well-thought-out wellness efforts increase employees' commitment, motivation and satisfaction at work while preventing injuries and accidents. All employees are given a health care allowance, and health and wellness are encouraged through several joint initiatives consisting of both physical and social activities and gatherings.

Develop, engage and retain employees

Skills development is an important part of the maintenance of skills as well as of Hemnet's competitiveness, which strengthens our employer brand. The purpose and goal of skills development is to advance Hemnet and create the conditions that will allow for the achievement of the company's goals, while at the same time promoting the personal development of employees. By developing our employees, Hemnet as a company will also grow. At Hemnet, employees are encouraged to contribute to the company's development by coming up with ideas and challenging the way in which they work.

Performance reviews

All employees should have regular conversations with their immediate manager. At Hemnet, we have weekly check-in meetings, quarterly feedback calls and an annual performance review as well. In feedback discussions between the manager and employees, individual goals and skills development plans are developed which are then discussed and followed up on an ongoing basis. Set goals are also followed up in connection with the salary review through a performance review. The performance review is an annual overview of how well the employee has lived up to expectations, goals and development plans and is based on Hemnet's salary criteria.

Employee engagement

Employee engagement is of great importance to Hemnet and by measuring, following up and taking action we work actively and continuously to maintain or increase employee engagement.

Through a pulse-taking tool, questions are sent out monthly to all Hemnet employees. The questions measure leadership, engagement, culture and work environment. Performance Management and OKR.

At Hemnet, we work with Performance Management (PM) to steer and lead the business towards set overall goals. It's about ensuring that every employee and team contributes best to what is most important to Hemnet's success. The PM process is based on OKR, which stands for Objectives and Key Results, and allows each team and staff to set goals in their work, often described as "a desired

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future position” (Objective), and then lists the activities that must be accomplished to achieve this desired position (Key Result). The purpose of OKRs is to drive development in the organisation that is in line with Hemnet’s strategy, clear priorities and create employee engagement by being a part of and contributing to Hemnet’s vision.

The OKRs are set semi-annually at two levels: 1 – at the Group level to achieve Hemnet's overall goals set by the management team. 2 – at the Team level to achieve the specific goals of each team that are in line with the company’s OKRs. Individual goals at the individual level are set in connection with the quarterly feedback interviews and are often linked to the team's OKRs, but also are linked to the employee's personal development. At the end of the year, an annual summary is made of how well the employee has performed based on the set goals and expectations.

Compensation & benefits

At Hemnet, salary setting is one of several tools that will help achieve the goals of the business and make employees feel committed and motivated in their work. Hemnet has individual and differentiated salary based on individual performance and the requirements of the position. Equal pay between the sexes is an obvious principle when setting salaries. Any salary differences are objectively justified and not discriminatory. For more information, read *Hemnet’s Principles and Guidelines for Salary Setting*.

The purpose of Hemnet’s benefits program is to increase employee motivation and commitment, and to strengthen the employer brand - both internally and externally. Our employment benefits should be market-based and in some cases even better than what the market offers. Our benefits should be directed to all our employees and be equal for all.

Personal data management (GDPR)

Handling of personal data such as address, bank account, national identification number, salary and more is necessary in order to maintain the employment relationship in a correct and legal manner. However, it is of utmost importance that Hemnet’s Guidelines for data protection is complied with, to ensure compliance with applicable data protection legislation.

Handling of social media

Our employees are our best ambassadors and we are very positive and grateful if our employees want to spread information and knowledge about Hemnet in a positive way in their own channels.

However, despite the many benefits there can be risks. One obvious risk is that participation in social media as a private person can affect the image of our business. This entails certain limitations in how employees should communicate via social media as well as what can be communicated. It is therefore important that employees distinguish when using social media within the framework of their employment and when used privately. As a private individual, employees should keep in mind that participation and comments may be perceived as a post from Hemnet, especially if it concerns industry-specific issues or if employees make a statement based on their profession.

Read more in our Communication Policy.

Loyalty and confidentiality

Loyalty and confidentiality are regulated in the employment contract and in short means that you are not allowed to behave in a way that harms the employer. This obligation also applies during leisure

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time. In the first place, confidentiality relates to company secrets, but also other information that risks damaging Hemnet as a trademark may be covered.

Counteracting bribery and corruption

Hemnet does not tolerate any form of bribery or corruption and is constantly working to counteract all forms of bribery, graft and corruption within the company. Failure to comply with laws and regulations against bribery can have very serious consequences for Hemnet and for the individuals concerned. Hemnet employees must therefore be very careful to always use wise judgment and should never end up in a position that may violate the company's policy on bribery and corruption. For more information on internal guidelines on bribery and corruption, read *Hemnet's Code of Conduct*.

Termination of employment and off-boarding

Regardless of the reason behind any of our employees leaving their employment at Hemnet, they should be treated with respect and have a positive image of Hemnet after their employment. All former employees are important ambassadors for our employer brand and our ambition is to welcome alumnis back at a later stage in their career. HR should always be involved when an employee chooses to terminate his or her employment, regardless of whether the termination is initiated by employees themselves or if it is a dismissal from the employer.

Ensuring compliance with this policy

Updates to this policy

This policy is to be reviewed by the Company's CPCO for content and correctness annually in accordance with Guidelines for Hemnet's Steering Documents.

Assessment of compliance

Once a year, the CPCO conducts an internal assessment regarding compliance of the HR-Policy. The yearly assessment should cover the following areas:

- KPI's in Hemnet's equality plan have been followed up.
- The annual salary survey has been carried out.
- All recruitments have followed the established recruitment process.
- All new employees have participated in Hemnet's joint introduction days.
- Working environment routines have been carried out in accordance with this policy.
- All employees have a documented summary of annual performance based on set goals and expectations.
- HR have been involved in all terminations of employment.

Any case of non-compliance shall be reported to the Head of Legal.

Reporting to the Board of Directors

The CEO annually reports policy compliance to the Board of Directors. The results of the internal assessment described above shall be reported annually to the Company's Audit Committee and the Board of Directors within the framework of this report.

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Reporting channels for compliance issues

Hemnet's Code of Conduct indicates which reporting channels are to be used by employees who detect violations in compliance with Hemnet's steering documents. Each employee is asked to raise compliance issues with the person concerned in the matter in the first place where possible. If it is not suitable or possible, the employee should contact the immediate supervisor. If that is also not suitable or possible, employees are asked to contact their supervisor's supervisor, Hemnet's Chief People & Culture Officer or Hemnet's Head of Legal. Also, severe misconduct can be reported anonymously via the Company's whistleblower function available via <https://report.whistleb.com/en/hemnet>.

Violations of this policy

Violations of this policy will always be taken very seriously and may lead to disciplinary action, including dismissal. In addition, violation of relevant laws may mean that you (and/or the Company) are subject to legal sanctions.

Relating documents

- Hemnet's Principles and Guidelines for Salary Setting
- Instructions for traveling in work
- Routine for working environment
- Gender Equality and Equal Treatment Plan
- Action Plan Against Abusive Treatment and Harassment
- Routine for rehabilitation
- Action plan against alcohol and drug use at work
- Employee handbook
- Code of Conduct