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HR Policy

Information

What does this policy cover?

The policy aims to describe Hemnet Group AB (publ) and its subsidiaries ("Hemnet" or the "Company") 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

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 behavior 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

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 accountable as an employee – means contributing to the achievement of set goals and the development of the business. We believe that employees want and can take significant responsibility to perform effectively. We hold the following expectations of our employees:

- That employees contribute to Hemnet's continued development by actively working towards the achievement of the Company's goals.
- That employees take initiatives and responsibility for the results and performance of their work.
- That employees shall 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 and competencies.
- 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 any suspicions of abusive behaviour, discrimination and harassment to the nearest manager, HR or General Counsel, alternatively via Hemnet's whistleblowing system where such internal reporting channels are not suitable.

Leadership at Hemnet

Based on our core values and our growth strategy we have identified key leadership practices. They are described as both good practices and great practices, to clarify expectations on all leaders, and to give direction for development.

The practises can be found in detail in *Leadership@Hemnet* and is used in leadership training, self-assessments and in development talks.

Every leader at Hemnet also has the responsibility to act in line with our high standards on work environment and equal treatment.

Equality, diversity and inclusion

At Hemnet, we believe in equal rights and opportunity for everyone. We put great value on competence, experience and performance and believe that all employees should have the right to personal development. We believe that different perspectives and experiences enriches the group and creates successful teams.

We understand, respect and value each other's differences and have zero tolerance for all forms of discrimination, racism and sexism. By discrimination, we mean every form of negative discrimination due to sex, sexual orientation, ethnicity, nationality, culture, religious beliefs or political views. Hemnet has since several years back been engaged in the equality issue in the tech-industry, by our collaboration with “Women in Tech”.

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 our *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 to attract relevant candidates. Hemnet works actively to attract future employees both by digital presence and by participating in relevant communities, events and job market days to strengthen our position as an attractive employer.

Recruitment and on-boarding

When evaluating candidates we make sure that they have the right work experience, specialist competence, education/training and personal characteristics to be successful in their assignment. 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 fulfil 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

We take great pride in how we onboard and welcome new colleagues. As a new employee, it is important to feel welcome, understand your role and your mission 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, clear expectations and regular check-ins.

All new employees also join Hemnet's Onboarding Day, to understand the bigger picture, how we work together across departments, and to reflect and discuss around our values and Code of Conduct.

Working environment

We work continuously to ensure the best possible physical working environment for our employees. This is not only the case at the office; we also offer allowances for ergonomic home-offices. To

promote the psychosocial work environment, we work proactively with regular pulse surveys and our employees have access to counselling service through an external partner to prevent stress and poor health. We encourage our employees to take care of their health and well-being through different joint initiatives (Hemnet Active) consisting of both physical and social activities and gatherings. All employees are also given a health care allowance. We make time for 1 to 1s (employee dialogues) and we strive to ensure that employees are happy at work and have a good balance between their work and private lives.

We follow-up on working environment aspects in our employee and office surveys, in our work environment committee and we provide leadership training.

For more information, read *Hemnet's Working Environment Plan*.

Performance & Growth

Objectives and Key Results

At Hemnet, we use OKRs to describe the most important targets we want to focus on during a specific time period. Objectives can also be described as a "desired future position" and Key Results as "success criteria" that help us understand if we are moving in the right direction. The purpose of OKRs is to create focus, transparency and alignment also between departments, to enable us to make the right priorities and push forward in the best possible way.

The OKRs are set both at company level and team level, and the link between the two should be clear to ensure we execute on our strategy and to make work meaningful for our employees.

It is every leader's responsibility to set our teams up for success by creating team OKRs and clarify performance expectations also on an individual level.

Performance and Growth conversations

Leaders and employees discuss performance and growth in check-in meetings, quarterly development talks and in the annual performance review. While regular check-ins serve to keep an ongoing dialogue on priorities, progress and support needed, the purpose of the development talks is to zoom out from daily operations and discuss performance, learnings and focus related to OKRs as well as personal development.

The performance review is an annual summary of performance, including an evaluation of Hemnet's salary criteria.

Learning and development

At Hemnet we are confident that the growth of our people will support and accelerate our business growth, and we strive to create an environment where learning and knowledge is shared generously, and where it is safe to ask for support or admit to a mistake.

We believe that the sweet spot for learning is where business needs meet personal ambitions and we encourage our people to look for opportunities that align personal development with Hemnets interest, short-term or long-term.

While employees need to be in the driving seat of their own development, we expect our leaders to actively support development through feedback, coaching and challenging assignments. Formal arenas for this are our development talks.

Leaders are expected to identify current and future skills needed in the team and take action to develop these. Leaders are also responsible to identify business critical competence and mitigate associated risks.

Employee engagement

Employee engagement is of great importance to Hemnet and we measure e-nps, leadership, work situation and other aspects of employee engagement regularly to keep track of how well we meet our high standards. Our clear ambition with our pulse surveys, and our expectation on all teams is to regularly discuss and act on the results.

Questions are sent out weekly to all colleagues, and all leaders are served with insights to help them engage in team conversations and action planning with their teams.

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 an 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

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 judgement 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, they should be treated with respect. We consider former employees to be 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.

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 General Counsel. 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