

Title		Version	Replaces	Org. placement	Page # (av #)
Authorisation Instructions		1.4	1.3	N/A	1(4)
Owner	Changed by		Latest changed	Document type	
CFO	Anna Forsebäck		2023-03-13	Instruction	
Adopted by	Adopted on (Date)	Status		Replaced by	
the Board of Directors	2023-04-27	Adopted		N/A	

Authorisation Instructions

Information

What do these Authorisation Instructions include?

These Authorisation Instructions describe which roles are entitled to enter into agreements on behalf of the Hemnet Group AB (publ) or its subsidiaries ("Hemnet" or "the Company") on behalf of the Company (signatory rights) and which roles have the right to certify various business events and cases (authorisation rights). Relevant executives are defined and authorisation rights are specified for each executive.

Who is affected by these instructions?

Anyone who has a delegated authorisation right or a signatory right in the context of their employment at Hemnet.

Why have we created this policy?

The purpose of these Authorisation Instructions is to clearly describe how responsibility for ongoing administration within Hemnet's operations is delegated from the Company's CEO as part of the Company's work with corporate governance.

Content

CEO

The CEO has the right to authorise all business proceedings and matters within the framework of the day-to-day operations with regard to the approved budget and the CEO instructions.

Delegated authorisation rights and delegated corporate authorisation rights at the senior executive level

Managers on senior executive level have been mandated with authorisation rights and signatory rights by Hemnet's CEO as set forth in this document.

Authorisation rights and respective corporate authorisation rights extend within the budget approved by the Board of Directors for each cost centre/department.

Delegated signatory rights (Hemnet AB)

Delegated signatory rights include the entering into agreements on behalf of Hemnet AB within the respective manager's area of responsibility in line with the mandate that follows the powers of position.

However, for the entering into of agreements on behalf of Hemnet AB, "Material Agreements" are to be signed by the CEO. "Material Agreements" are:

- Agreements with a total contract value during the initial term exceeding SEK 1,5 million (if the term is until further notice - SEK 1,5 million on an annual basis), however excluding

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agreements on standard terms (approved by Legal) regarding marketing in Hemnet's channels that are entered into by the Sales department.

- Agreements that are of a business-critical nature.

It is the responsible manager at senior executive level in the area the agreement applies to who, together with the CEO, decides whether the agreement is of a business-critical nature or not.

Issues decided by the Board of Directors

The CEO may, based on the CEO instructions, according to the most recent update, impose additional restrictions on the delegated corporate authorisation right, noting that according to the CEO instructions, certain issues should be raised with the Board of Directors for making decisions. In order to ensure that decisions are made at the Board level where required, the matters detailed in the CEO-instruction, as updated from time to time, must be prepared by the CEO together with the responsible manager, and presented to the Board for decisions before entering into agreements that directly or indirectly require such a Board decision.

About delegated authorisation rights in particular

Amount levels

Authorisation rights are delegated according to the value amounts below, which is also reflected in Hemnet's system for authorisation of supplier invoices (currently Mediusflow). Review of authorisations and amount levels recorded in the system shall be made yearly by the CFO.

In the event of an authoriser's absence, the authorisation shall be delegated to the substitute person, or alternatively preferably another person at the corresponding authorisation/amount level. In the case of further delegated authorisations, the responsibility still remains with the responsible manager on senior executive level.

Role	Amount level	Reference
CEO	No limit beyond what is stated in the CEO's instructions.	<i>No limit beyond what is stated in the CEO's instructions.</i>
CFO	SEK 1 million	<i>No limit</i>
Other managers on senior executive level	SEK 100,000	<i>Within his/her department /cost centre</i>
Head of Group Accounting & Control	SEK 100,000	<i>No limit</i>

Supplier Invoices

Supplier invoices must always be certified by the responsible manager for that cost centre. The accounting authorisation is completed according to the following authorisation procedure:

1. The Accountant accounts for the invoice
2. Responsible buyer/invoice reference makes the authorisation

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3. The responsible senior executive (senior executive group) makes the final authorisation provided
 - o If it is within his/her amount level; otherwise it moves up to the next person in the amount level hierarchy
4. Head of Group Accounting & Control makes the authorisation within his/her amount authority and if this is exceeded, the authorisation is made by the CFO within his/her amount authority, and if this is exceeded, the authorisation is made by the CEO

Changes in fixed data in the financial system that have been carried out by employees at the Finance department are authorised quarterly by the CFO by signing the log list. The CFO should not be able to change fixed data in the financial system him/herself, in order to avoid authorising his/her own changes.

Customer invoices

Invoicing may only be done on the basis of agreements or other supporting documents from adjacent systems or agreements that have been concluded with the customer in another way. The authorisation process for customer invoices is as follows.

- Agreements/orders are signed by sellers and the registration of invoice details is done in handling systems (Salesforce and Customer Portal).
- The Accountant prepares customer invoices according to information in the handling systems should invoices not be automatically generated through transfer of data from handling systems.

Payments

The CEO, CFO, Head of Group Accounting, Accounting Manager and Accountant have the right to authorise bank transactions in accordance with the current authorisation rules or mandate. Payments are authorised in the following steps:

- The Accountant and Accounting Manager records manual payments, transfers and bank transfers.
- The CFO, Head of Group Accounting, Accounting Manager, Accountant (if this is not the same person that has registered the payment) authorizes the payment at the bank digitally.
- All payments must be made following both of these steps.

Accounting orders

Finance department personnel are authorised to register manual bookkeeping orders in the financial system. Authorisation of manual bookkeeping is done as follows:

- After the locked period, a verification list is downloaded digitally for all companies, and the Head of Group Accounting will review all verifications over 500,000 SEK before digital signing in the verification list.

Personnel

Authorisation of personnel-related issues must follow the instructions below.

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- All recruitments and consultant hires must be approved beforehand by the responsible executive management representative who is also responsible for ensuring that the cost is within budget. This is managed through the requisition function in our recruitment system.
- All employee agreements must always be signed by the responsible executive management representative and Chief People & Culture Officer.
- Salary adjustments outside the yearly salary review are approved by the managers' manager after having conferred with HR, and a written confirmation of the adjustment is drawn up and added as addenda to the employment agreement.
- With regards to the yearly salary review, the CEO shall sign off on the complete list of revised salaries.
- The HR Manager is responsible for providing salary information to external payroll managers, who, in turn, notifies the pension insurance managers.
- The CFO is responsible for providing Hemnet's internal payroll administrators' salary information to the external payroll managers, who, in turn, notifies the pension insurance managers.
- Time reports, expense reimbursements and travel costs are approved by the respective manager.

Personal expenses

No one has the right to authorise their own expenses.

- Respective managers authorise their subordinates' expenses
- The CEO's expenses are authorised by the Chairman of the Board.

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 these guidelines

Violations of these guidelines 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