

BJÖRCKS SOCIAL MANAGEMENT POLICY

Björcks Resor



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Introduction

Björcks aims to be a part of the sustainable development efforts in the people transport business and thereby contributing to sustainable society development. Björcks has committed to environmental and social issues. By following the UN Global Compact, Björcks is committed to ensure reduced environmental impact, defend and promote human rights and to fight corruption, discrimination and all forms of forced labour. It is essential that the same requirements are undertaken also by Björcks employees.

Björcks primary focus is to create responsible and sustainable traffic growth while reducing its environmental impact and optimizing resource management by reducing emissions, reducing consumption of energy and water, reducing noise and treating waste as a resource, among other measures.

The Björcks Social Management Policy is the result of Björcks' following the United Nations Global Compact. This is a program for companies and organizations that wish to contribute to the international work of ten universal principles related to human rights, labour, environmental challenges and anti-corruption. Björcks does not have the resources to be a sponsor, however by following, we do our best as a small company. All Björcks employees shall follow the Björcks Code of Conduct. This Social Management Policy is created for deepened understanding of our ambitions. A Björcks Employee shall always act in a way that does not negatively affect Björcks brand or goodwill.

Björcks Social Management Policy applies to all Björcks employees.

The Employee shall on an ongoing basis keep itself updated on changes to and updates of the Social Management Policy. Björcks will post updates at: <https://www.bjorcks.se/csr>

Legal Compliance

Compliance with laws and regulations is an obvious and absolute requirement for working within Björcks. This Social Management Policy, which contains rules for Björcks' business conduct, in some cases goes further and must be applied entirely throughout any dealings within Björcks.

All Björcks employees must know and follow the laws that govern their individual tasks.

Human Rights

Fundamental human rights

The respect of human rights, and when possible the promotion of such rights, shall be integrated in all business activities and operations. All employees shall be treated fairly, with dignity and respect, in accordance with fundamental human rights.

Equal Rights and Non-Discrimination

Björcks shall not discriminate, but shall promote equal opportunity, in hiring and employment practices. The company shall not accept and actively mitigate any form of harassment, violence or verbal abuse of its employees. Björcks employees are expected to support diversity and equal opportunity in their workplaces.

Labour Rights

Freedom of Association and Collective Bargaining

The company should promote its employees the right to Freedom of Association and Collective Bargaining, as permitted by and in accordance with applicable labour laws.

Forced Labour

Björcks shall not use, or in any other way benefit, from forced or bonded labour. No one shall be subject to working under menace of any penalty.

Child Labour

Use or support of any child labour, or other child exploitation, is not tolerated in any form.

Wages and Benefits

Björcks shall ensure that employees are paid a wage which should at least meet national or industry minimum standards. All employees shall have reasonable working hours in relation to the nature of performed work.

Health & Safety

Björcks' number one priority for its customers and employees is to put safety first; safety at work is part of Björcks DNA. The safety culture includes a collaborative work with our employees to learn, adapting and modifying with the objective to constantly improve operations and reduce exposure to risk.

Björcks shall provide its employees with a safe, hygienic and healthy workplace, including physical and psychosocial health. Björcks shall ensure that appropriate health and safety information is provided to its employees, sub-employees and contractors and that relevant training and protective equipment is provided.

Environment

Compliance with Environmental Legislation

All Björcks employees shall operate in full compliance with applicable environmental legislation and requirements. Relevant environmental aspects shall be identified and appropriate actions taken to address these issues, including resource consumption, emissions, chemicals and waste reduction.

Anti-Corruption

Bribery and Corruption

All employees shall act with integrity and without actions involving bribery and/or corruption. The Employee shall ensure that third parties do not offer, promise, give or accept any advantage, directly or indirectly, nor accept improper payments to obtain new business or secure any other improper advantage.

Conflict of interest

The Employee is required to avoid situations where there is conflict of interest between the Employee and Björcks. Such as participate in activities where personal or other inappropriate relationship has or may influence a business decision.

Fair Competition and anti-trust etc

The Employee is required to honour fair competition and act according to anti-trust legislation while working for Björcks.

Other requirements

Information exposure

In the Björcks business, a lot of personal data is handled on behalf of our customers. Privacy and personal records shall be cared for according to GDPR.

Intellectual property rights shall be honoured. In case of doubt, Björcks management should be consulted and the issue should be solved before further actions is taken in the issue of concern.

In the business process Björcks shares a lot of information with the Employee. The information shared is strictly for use in the business transaction. No information may be disclosed to any other party.

Protection of identity and non-retaliation

Employees, including managers and supervisors, may not retaliate, directly or indirectly, or encourage others to retaliate, against any other employee who reports a violation of this policy. If you believe that retaliation has occurred, you should report the conduct to Björcks immediately. The Company does not condone retaliation of any kind against good faith reports or complaints of violations to this Code or other illegal or unethical conduct.

Monitoring and Compliance

Compliance

Employees shall ensure own compliance with the Björcks Social Management Policy and throughout the value chain. Any non-compliance must be reported to Björcks, where Björcks has established “whistleblowing” procedures to ensure safe and responsible handling of the report. The “whistleblowing” function can be used via e-mail to: [Code of Conduct@Björcks.se](mailto:Code_of_Conduct@Björcks.se)

Monitoring

Björcks will within the Organisation and Employee Development plan monitor and educate its employees in these subjects.

ORGANISATION AND EMPLOYEE DEVELOPMENT PLAN

At BJÖRCKS, we focus on our most valuable resource, our employees. Yearly education and individual development activities are vital in our way of managing the business. In order to ensure a systematic development, the year-plan is created.

Q1 FOCUS

- Björcks Code of Conduct, General overview
- Björcks Code of Conduct, Changes and news
- Björcks Code of Conduct, Organisational improvements
- Björcks Code of Conduct, Workshops

Q2 FOCUS

- Björcks CSR / Sustainability, General overview
- Björcks CSR / Sustainability, Business Ethics
- Björcks CSR / Sustainability, Environmental management
- Björcks CSR / Sustainability, Working conditions and human rights
- Björcks CSR / Sustainability, Workshops

Q3 FOCUS

- Björcks Health and Safety, General overview
- Björcks Health and Safety, Crises plan practice
- Björcks Health and Safety, Life-saving, HLR, strategies and practice
- Björcks Health and Safety, Workshops

Q4 FOCUS

- Björcks Caring for the Environment, General overview
- Björcks Caring for the Environment, Energy consumption and greenhouse gas emissions
- Björcks Caring for the Environment, Air quality
- Björcks Caring for the Environment, Natural resources management and waste reduction
- Björcks Caring for the Environment, Water quality and consumption
- Björcks Caring for the Environment, Chemical management
- Björcks Caring for the Environment, Workshops

WE SUCCEED BY SECURING THE RIGHT CAPABILITIES THROUGH:

- Yearly education and individual development activities
- Strengthen employee engagement through greater involvement
- Developing our competences through job rotation and on the job training programs
- Making Björcks an attractive workplace through focus on individual development, social responsibility, wellbeing and employer branding