

Guidelines for our employees



Subsidiary objectives 4.3, 5.5, 5.C, 3. A

The Group's Strategic Compass provides a framework for organisational and employee development. The Group aims to be number one for employees and one of its strategic objectives is to be Northern Norway's most attractive and engaging workplace so that it can successfully create value for customers, owners and Northern Norway. It is our clear conviction that diversity, equality and involvement are central pillars to succeeding with our objectives and ambitions. In addition, the Group has a strong focus on and targeted measures related to employee health and the working environment.

Overriding steering documents that encompass the guidelines for our employees are our business strategy, ethical guidelines, and policy for sustainability and corporate social responsibility. The Group prepares an annual HR report that provides an overall insight into our work as an employer.

Ambition, purpose and principles embodied in the policy for sustainability and corporate social responsibility govern all our policies.

The ILO conventions are internationally legally binding and regulate most areas relating to the workplace. SpareBank 1 Nord-Norge complies with the ILO conventions, and has a special focus on trade union organisation and collective bargaining and discrimination.

All companies in the SpareBank 1 Nord-Norge Group have collective agreements between trade unions and the employer. In 2018, the Group had an organised level of 58%, giving the Group's employees a clear voice and assistance in fulfilling their working conditions, in a good dialogue with the employer.

4 Good Education

Subsidiary objectives from the United Nations' Sustainability Goals:

- *Ensure inclusive, fair, and good education and foster opportunities for lifelong learning for all.*
- *4. 3: By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university*

Objectives:

- SpareBank 1 Nord-Norge shall have the right number of qualified employees in the right place at the right time
- SpareBank 1 Nord-Norge will provide equal entitlement for women and men to education scholarships, and competence development in general

Measures to achieve our objectives:

- Criteria for education scholarships prioritize equality
- Structured recruitment programme through Hackaton, internship and regular presence at the region's educational institutions.
- Competence development for all employees that corresponds to the competence needs

5 Gender equality

Subsidiary objective from the United Nations' Sustainability Goals:

- 5.5: Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life
- 5.C: Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels

Objectives:

- SpareBank 1 Nord-Norge will have a minimum 40% female quota in management
- SpareBank 1 Nord-Norge will increase the female quota in key functions, and more demanding professional positions
- There should be no salary differences between genders that cannot be justified.
- SpareBank 1 Nord-Norge will facilitate diversity in the workplace.

Some measures to achieve our objectives:

- SpareBank 1 Nord-Norge has zero tolerance for gender discrimination (including verbal, physical and sexual harassment)
- Formal deputies and long-term substitutes should at all times have a minimum of 60% women in the pool, and efforts should also be made to achieve a better age diversification.
- Centrally managed payroll process in cooperation with the elected representatives, with insights from salary analyses in which pay factors related to the type of position, position types and gender are described.
- Gender balance and age in an extract of employees for everything from educational scholarships, participation in seminars, speakers, project groups etc.

3 Good health

Subsidiary objective from the United Nations' Sustainability Goals:

- "Ensure good health and promote quality of life for everyone, regardless of age"
- 3.A: Strengthen the implementation of the World Health Organization Framework Convention on Tobacco Control in all countries, as appropriate.

Objectives:

- SpareBank 1 Nord-Norge will contribute to an active life for employees
- SpareBank 1 Nord-Norge will make available a healthy and varied diet in the workplace.
- SpareBank 1 Nord-Norge has zero tolerance for the use of intoxicants during working hours

Some measures to achieve our objectives:

- Activity programme for all employees, which rewards all kinds of physical activity
- Canteen for all employees, with varied and healthy fare, as well as free fruit, coffee and tea for all
- Ethical guidelines and a special body relating to competence in and prevention of drug addiction

Risk assessment

With the limitations arising from the paragraphs above, the working environment in SpareBank 1 Nord-Norge is considered to have a low risk associated with violations of the above guidelines. The company has assessed that the risk of policy violations is greatest in the following areas:

- Having the right number of qualified employees in the right place at the right time
- 40% female quota in management

The labour market and the company's own employees will represent a varying degree of risk exposure in relation to the objectives. The company's ability to attract, and motivate employees to evolve, and to take leadership challenges will affect how well we succeed.

Control procedures

Compliance with and achievement of the guidelines for employees is reported annually in the HR report, which is adopted by the corporate management board.

The HR report is presented to the Group's Committee for Ethics, Social Responsibility and Sustainability, and to the Cooperation Committee for elected representatives, safety representatives and management. Both of these bodies can provide recommendations to the person responsible for the guidelines for employees, currently the HR manager.

Material changes to the guidelines are adopted by the Group Management.

Violations of the guidelines are dealt with under the Group's policy for non-conformance and whistleblowing with the appropriate administrative procedure.