

**Welcome to Skanska and our workplaces!**

We want you to feel welcome at Skanska workplaces! Skanska's conduct and safety rules are in place to allow you to do a good job in a working environment that is both safe and healthy.



The rules apply to everybody present on Skanska's construction sites and permanent production facilities. They complement but do not replace existing legislation.

**Rules for our protection ..... 2**

Before arriving at the workplace ..... 2

Authorisations and permissions ..... 2

Entry and attendance registration ..... 2

Working hours ..... 3

Personal protective equipment..... 3

Safety devices ..... 3

Risks at work ..... 4

Mobile phone use and sound systems..... 7

**Rules for everyone to thrive and contribute ..... 7**

Diversity and inclusion..... 7

Clean and tidy ..... 7

Alcohol and drugs..... 8

Smoking ..... 8

Photographing and social media..... 8

Minors in the workplace..... 8

Pets ..... 8

Workplace-specific rules ..... 9

Measures when the rules are not complied with ..... 9

**Note**

In case of issues regarding interpretation of this document, the Swedish original document prevails.

## Rules for our protection

To achieve healthy and safe workplaces, we need to help each other. All operations must undergo risk assessment and Skanska's work environment requirements must be complied with. Always intervene if you see any risky behaviour. Your deeds and actions are crucial to your own well-being as well as that of others.

- Stop your work and that of others if it poses risk to life or health.
- Familiarise yourself well with the workplace's emergency procedures. On the site plan you can see where escape routes, assembly points, firefighting and first aid equipment are located.
- Report all incidents, injuries and risk observations to your immediate supervisor and to your health and safety officer. Skanska's production management shall also be informed immediately.

### Before arriving at the workplace

In order to carry out work at Skanska's workplaces, you must have completed the construction industry's safety training "*Safe Construction Training*" and Skanska's workplace introduction. Approved results for the safety training are verified on your first arrival at the workplace, either by being registered in the ID06 Competence database or by printed course certificates.

If you are to receive visitors in the workplace, this should be done according to the workplace procedures. All persons staying temporarily at the workplace must undergo a visitor-adapted introduction. Visitors should always be accompanied by a qualified escort.

### Authorisations and permissions

If you perform tasks requiring extra qualifications, such as hot work, crane operators, loader drivers, scaffolders and users of traverse or certain work equipment, such as power saw/cutter, you shall verify your competence by being registered in the ID06 competence database or with written documentation of completed training.

For certain tasks written permission is also required, for example for coupling cargo, using power-driven lifting devices, trucks or the use of mobile work platforms. Your employer must give you a written employer permit.

The diploma and your employer's written permit must be handed over to Skanska's production management before work begins.

### Entry and attendance registration

You are responsible for registering at the workplace where you are going to work. Registration is done daily and directly after the start of the work session. Deregistration must be made at the end of the shift. If, for any reason, the registration cannot take place, you need to contact Skanska's production management immediately.



At work, you should carry your ID06 card visibly, follow ID06 regulations and be able to authenticate yourself with a valid ID.

**Working hours**

Established Skanska working hours should be followed. Working hours must not be staggered or accumulated without a written agreement with Skanska's production management.

**Personal protective equipment**

Safety helmet with chin strap, safety goggles, protective gloves, protective footwear with toe-cap and safety soles, and high-visibility clothing on the upper body are mandatory protective equipment for everyone at the workplace.



Deviations from mandatory protective equipment should, if necessary, be sought from Skanska's production management. Deviations may not be made without written permission.

Additional personal protective equipment, such as higher high-viz class, ear defenders, respiratory protective equipment, protective goggles, fall arrest equipment, life jacket and specific workwear, shall be used according to current risk assessments, work plans and safety instructions.

You are responsible for maintaining and storing your personal protective equipment so that it maintains its protective and hygienic standards.

**Safety devices**

You should always pay attention to and respect designated walkways as well as areas that have been cordoned off with hazard warning signs.

If the work you are going to do involves a risk of injury to someone else, a temporary protective device should be set up. This also applies to work being performed above each other. Enclosures should consist of a physical barrier such as a gate, fence or, in the case of short-term work, plastic chain. Plastic tape may only be used in emergencies and short-term tasks indoors.



All openings in joists and ground shall be covered, secured and marked. The material covering the opening must be able to withstand the load to which it may be subjected.

You must never remove a protective device such as guardrail or guard cover without carrying out a risk assessment, work plan and permission from Skanska's production management. If you remove a protective device, you are obliged to replace it later.

## Risks at work

Before starting work, you should ensure that you are aware of how the work should be carried out and what the current conditions and protective measures are. React to any changes and ensure that planning has been adapted to the business.

You always have the right to terminate work if it is perceived as risky for you or someone else. Skanska's production management shall then be informed immediately.

## Working in confined spaces

Before starting work in an enclosed space, make sure that:

- The area is safe to enter.
- All necessary measurements have been made.
- Measuring and/or protective equipment is in place.
- Emergency equipment is available and you are aware of the emergency procedures.

Work in enclosed spaces must never be performed alone.

## Working at height

In the first instance, solutions other than personal fall protection equipment shall be used for work performed where there is a risk of falling, such as scaffolding, guardrails or other collective protection such as a safety net. Personal fall protection should be used if this is not possible.

You may only use scaffolding that is approved and designed for the work you are going to do. Before entering scaffolding, make sure that it has been checked and approved.

Ladders may only be used in exceptional cases and Skanska's regulations for ladders and trestles shall be complied with.



Work from lifts and work with personal fall protection equipment may only be carried out after documented training. It should never be done alone. A rescue plan shall be established before commencing work

## Fire prevention

If you are going to perform welding, cutting and similar flammable work, you must have an up-to-date training certificate and permission from the manager responsible for hot work.

- Gas cylinders, when not in use, shall be collected in the area intended with a visible warning sign, have the protective caps on, be stored upright and firmly anchored.
- Cellular plastic in the workplace puts great demands on storage and handling, as well as extra attention to hot work.

### Work with risk for noise

You need to take measures to reduce or shield particularly noisy work, through planning and selection of methods, machinery and equipment. Noise should be reduced as close to the source as possible.

### Work with risk for dust

You must take steps to reduce or shield dusty work. Dust shall be reduced as close as possible to the source, for example with dust cover, extractor integrated in the machine, vacuuming, spot extractor or wet spraying. Use a vacuum cleaner when clearing up. A rake can be used for clearing heavy materials.



### Electrical work

Only those who are part of a company's self-monitoring program for electrical installation work and have permission from the electrical installation manager may work on electrical installations in the workplace. The workplace's lockout/ tagout procedures should be followed.

- All electrical installations shall be equipped with a residual current devices (RCD).
- Cables should be suspended or covered to reduce the risk of tripping.
- Check all electrical tools, equipment and cables regularly. Defective equipment should be removed from service.

### Chemical products and hazardous substances

If you use chemical products, you should always submit information about the product including safety data sheets to Skanska's production management before starting work. All chemicals shall be included on a list of chemicals. You need to know where in your workplace you can find information about measures such as spillages, ingestion or splash in the eyes.

Products with hazardous properties, marked with a danger symbol, may only be used in accordance with instructions from the relevant risk assessment and any pre-task planning. If you work with these products, you must have knowledge of safe handling.

Chemicals shall be labelled and stored securely, without the risk of spillage or leakage into soil and water, they shall be protected against collision and not possible to access by unauthorised persons.



### Loading, unloading and handling goods

- Loading and unloading may only take place at a designated location.
- Drivers who are to load or unload goods shall announce their arrival to the delivery coordinator at the workplace.
- Loading or unloading must not be started without authorisation.
- If possible, the loading and unloading area shall be cordoned off. Only persons involved in the task may be in the unloading or loading area and must be at a safe distance from the load and the vehicle.

### Mechanical lifting operations

- Only authorised and designated persons with the employer's written permission may carry out lifting with a power-driven lifting device.
- Only authorised and designated load couplers with the employer's written permission may couple cargo.
- You must never walk under a suspended load.



### Machinery and vehicles

Excavators, wheel loaders, dumpers, concrete pumps, cranes, lifting devices, elevators, lifts and similar equipment shall be inspected according to the prescribed time interval. Equipment with no information of approved inspection may not be used. A certificate of inspection must be presented to Skanska's production management before work begins.

Those using machinery or other technical equipment must, before commencing work, check its condition and verify that the necessary protective devices are functioning correctly. Boom lifts used at Skanska workplaces must have working crush protection.

In addition, you should:

- Only refuel vehicles in a place intended for this purpose, they should always be switched off during refuelling.
- Ensure that your vehicle or work machine has spill preparedness available.
- Ensure that any passengers are authorised to be present at the workplace and use only permitted seats in the vehicle.
- Park vehicles at the designated location.

### Excavation and trenching

- If you work with or in the vicinity of excavation work, follow the instructions of the workplace's appointed excavation responsible.
- Only authorised personnel may be present in the excavations and the number of persons in the excavations shall be minimised.
- Keep escape routes from the excavations free of obstacles.

## Mobile phone use and sound systems

You should always pay good attention to the task and surroundings. Therefore, mobile phones and mobile data devices may only be used responsibly. The following applies:

- Stand in a safe position when using a mobile phone or tablet.
- If you are a driver of a vehicle, machine or crane and you need to use your phone, it should only be for shorter working calls and only with hands-free.
- Communication between driver and employee during a specific task may be made with hands-free if a risk assessment has shown that this increases the safety of the task.
- Private use shall mainly be done during breaks.
- Sound systems (radio, ear defenders with radio, MP3 player or similar) may only be used after risk assessment and approval by Skanska's production management.



## Rules for everyone to thrive and contribute

### Diversity and inclusion

At Skanska, we strive to have an open and inclusive working environment where everyone's abilities and experiences are brought to bear. You are responsible for contributing to a workplace where everyone is treated well, feels respected and can be themselves at work.

If you suspect an ethical violation or you have been subjected to unacceptable behaviour yourself, such as harassment or abusive treatment, we encourage you to act immediately, primarily by talking to Skanska's production management, your manager or HR contact. If you would like to remain anonymous, you can instead contact Skanska's ethical council. Contact information can be found at [group.skanska.com/reportconcern](https://group.skanska.com/reportconcern).



### Clean and tidy

You are responsible for performing your work in a way that does not pose a risk to yourself or others in the workplace. This means that you:

- Keep work materials and tools safely and in their designated locations so that they cannot tip over, be dropped, blow away or be otherwise hazardous to others.
- Do not block connecting routes such as transport and escape routes.

- Clean your work area from loose debris continuously throughout the day.
- Sort your waste at the appropriate location and ensure that hazardous waste is sorted out and handled in the prescribed manner.
- Park vehicles at the designated location.



## Alcohol and drugs

It is forbidden to be under the influence of alcohol or drugs at Skanska workplaces. Neither is it allowed to store, pass on or ingest alcohol at the workplace at any time of the day or night. Affected persons will be immediately removed from the workplace and measures subsequently taken. Alcohol and drug testing may be carried out.

Contact the production management immediately if you suspect that someone in the workplace is under the influence of alcohol or drugs.

## Smoking

No-one should be involuntarily exposed to tobacco smoke. Smoking is therefore only allowed outdoors in areas specified by Skanska's production management. This also applies to electronic cigarettes.

## Photographing and social media

In some of Skanska's workplaces, there is a ban on photography for external use. You must check with the workplace management what applies at your workplace. In general:

- Show respect for others and ask for their permission before photographing someone.
- Always have your colleagues' best interests in mind before you spread photographs or share them in social media.

## Minors in the workplace

Only persons over the age of 16 are allowed to work at Skanska workplaces. If you are between 16 and 18 years of age, you must have a designated supervisor and may only carry out tasks that are risk assessed and allowed for minors to perform.

## Pets

You are not allowed to bring pets to any of Skanska's workplaces.





## **Workplace-specific rules**

In addition to the rules in this document, the workplace where you will be working may have workplace-specific rules that you need to know and follow. These include, for example, working hours, procedures for meetings and inspections and workplace logistics.

## **Measures when the rules are not complied with**

We require everyone in the workplace to comply with Skanska Sweden's general rules of conduct and safety. If you break the rules, you may be expelled from the workplace. Fines or labour law measures may be taken in the event of serious infringements.

There is nothing more important than the health and safety for you and others. Bring your heart to work – at Skanska we work safely or not at all!

