

## PEOPLE POLICY

### PURPOSE

This policy provides employees with an overview of Techstep's commitment to them and to outline the expectations of an individual behaviour towards the company and fellow employees.

### SCOPE

This policy applies to all employees and representatives of Techstep ASA and its subsidiaries. Techstep's executive management team has the responsibility for integrating the principles into day-to-day operations.

### OUR APPROACH

We believe in responsible employees who take ownership of their own development and use their personal qualities, professional expertise and commitment for the benefit of our customers, business partners, colleagues and the company.

Our work environment shall be built on collaboration, equality and inclusion, where people feel safe to ease, grow and perform, both as individuals and as a team. We consider this as one of the prerequisites for us to be productive and competitive, as well as having greater opportunities to attract and retain qualified employees to achieve our strategic business goals.

### OUR COMMITMENTS

#### Compliance with relevant laws and regulations

- We respect and support internationally proclaimed human rights and labour standards as laid down by the United Nations and the International Labour Organisation (ILO).
- Techstep employees enjoy rights, pay and employment conditions that are compliant with local legislation as a minimum.

#### Work environment

- We offer a healthy and safe environment for employees to be engaged and thrive at work, and carry out regular surveys and dialogue to gather employee feedback.
- We believe in open and honest communication, and all employees is given the opportunity to influence their own work situation.
- Key to a healthy work-life balance is adequate resourcing and workload management. To support, we provide flexible working hours for our staff in addition to hybrid work, vacation and various leaves.
- No employees are to be physically or mentally ill due to their work at Techstep. If such occur, we have the routines in place to handle the situation and help the employee in question.
- We respect the freedom of association and the right to collective bargaining.

### Diversity, inclusion and equality

- All employees shall enjoy equal rights, opportunities and obligations.
- We embrace diversity to build an equal and inclusive culture built on collaboration, trust and mutual respect.
- We welcome different perspectives and utilise our collective expertise in our teams.
- We combat unconscious discrimination in word and deed through awareness-raising, and practise zero tolerance for any form of harassment or degrading treatment by or towards employees.
- When hiring, we run fair, unbiased processes based on valid and objective selection processes. We select the best candidate for the relevant position independent of age, gender, religion, nationality, ethnic origin, sexual orientation, disability or way of life.
- Diversity and inclusion is an integrated strategic priority, and Techstep targets an even gender distribution (40-60 percent over time) among executives at all levels.

### Training and development

- We believe in challenging people, and together we set clear goals that will ensure personal and professional development of our employees, in line with Techstep's business objectives.
- All employees shall receive relevant training and development to ensure quality customer offering and improve personal and collective skills to align and achieve strategic objectives.
- Managers and leaders are responsible for supporting employees in their professional role and will be provided with relevant competence, resources and authority to work for a stimulating and sustainable work environment.

### Compensation

- Techstep shall offer competitive compensation to attract, retain and motivate employees, and salary shall be high enough for individuals to maintain a normal standard of living.
- Salary is set by role, performance, competences and skills to avoid biases, unfair salary settings and to get equal pay for equal work.

### Management system and reporting

- We work systematic for continuous improvements in own operations and implement mitigating measures against risks arising from work activities.
- We have routines in place to report deviations, violations or improvement suggestions.
- We survey and monitor relevant KPIs (i.e. sick leave, work-related injuries, gender balance and pay), and we report openly about it.

### UPDATES

This policy will be reviewed annually or when necessary i.e., due to changes in laws and regulations.

Version number	Approved by	Approval date	Document owner	Change history
1.0	Børge Astrup, CEO	17.02.2022	Chief People Officer	New
1.1	David Landerborn, Interim CEO	21.11.2023	Chief People Officer	Clarification of commitments