

# Policy on conditions for employees

## 1. Object and scope

The object of this policy is to provide the overall framework and guidelines relating to how the bank wants to treat its employees, in a range of areas.

This policy reviews and describes those different areas. The bank's corporate social responsibility and sustainability policy, code of conduct, employee handbook etc. provide more detail on how the overall framework and guidelines are implemented.

The policy derives from the bank's endorsement in 2021 of the Ten Principles of the UN Global Compact regarding responsible business operation in the areas of human and labour rights as well as environment and anti-corruption.

## 2. Conditions for employees

### Workplace

We want to create attractive working conditions that make Ringkjøbing Landbobank a good and healthy place of work. The bank also wants to provide its employees with opportunities for professional and personal development.

The bank continually develops initiatives to promote equality and diversity and to provide attractive terms and equal opportunities for all employees – irrespective of gender, gender identity and perception, age, nationality, race, ethnic origin, any disabilities, sexual orientation, religion and/or political allegiance.

The bank thus works actively to create the framework for a worthwhile and challenging work life.

## Working conditions

The bank works to provide a good and attractive workplace with good working conditions to ensure optimal wellbeing for all employees.

Our methods of doing this include:

- ensuring employees a good working environment, physically as well as socially,
- ensuring a constant focus on employee skills development,
- supporting initiatives which promote wellbeing, diversity, inclusion and health at the workplace,
- ensuring employees have equal access to dialogue on personal development and possible managerial positions, irrespective of gender or other background,
- ensuring flexibility in the employees' work situation,
- maintaining the best possible relations with relevant employee organisations, and
- paying our employees equal remuneration for equal work, responsibility, performance etc. irrespective of gender etc.

In specific terms, the bank

- wants to recruit from a broad pool of qualified candidates, which will help ensuring diversity and inclusion in the bank,
- wants to provide ongoing education and in-service training for our employees in accordance with the "Education, training and competence development" section below,
- conducts an annual employee satisfaction survey and at least one annual development interview with each employee, where the employee's career aspirations and need for skills development are discussed,
- has a health policy comprising healthcare and dental insurance for all employees, a stress management and alleviation plan, a smoking and alcohol policy and a seniors policy permitting tailor-made agreements, all of which contribute to employee health and wellbeing,
- provides attractive parental leave possibilities for both the birth mother and the non-birth parent through the collective agreement entered into,
- offers to check up employees' workplaces periodically to reduce the risk of occupational accidents etc.,
- wants to prevent problems by providing advice and guidance to employees and branches as needed with a view to helping individual employees with optimal handling of their daily IT tools,
- has guidelines for procedures on handling threatening behaviour etc. from customers and others,
- has a staff association which arranges regular social and cultural events for which the bank provides an annual subsidy,
- has a professional staff association which safeguards the employees' interests relating to collective agreements,
- has a data ethics policy which helps protect employee privacy,
- has guidelines for employee conduct etc. in the bank's code of conduct and employee handbook, and
- has a whistleblower scheme in accordance with applicable legislation.

With the above, the bank aims to do as much as possible to ensure employee wellbeing in the workplace and to prevent work-related illness etc. among the employees.

## **Remuneration**

The bank wants to pay its employees market rates of remuneration which fairly reward their day-to-day performance for the bank. The bank also wants to pay equal remuneration for equal work, responsibility, performance etc. irrespective of gender etc.

The bank's membership of Finance Denmark helps it to achieve these aims through compliance with the standard collective agreement between the Danish Employers' Association for the Financial Sector and Financial Services Union Denmark. The standard collective agreement thus helps assure the employees' remuneration and working conditions including working hours, minimum pay and overtime pay. In addition, the bank and the local employee representatives of the professional organisations (who together make up the bank's joint pay committee) have entered into a local workplace agreement with details on remuneration.

The bank's pay committee develops and regularly determines targets for the general remuneration development in the bank's workplace agreement based on the frameworks of the standard collective agreements. The pay committee regularly negotiates, adjusts and follows up on the bank's workplace agreement and the targets set for general pay increases, the salary pool and one-off payments.

## **Education, training and competence development**

The bank wants its customer-facing employees to be qualified to provide competent advice in the broadest sense to customers, and employees in staff functions must be able to handle their work tasks adequately and competently.

Through dialogue, the bank wants to give all employees access to education and in-service training and expects them to attend if they and/or the bank judge that there is a relevant need.

The bank also fundamentally wants to give all its finance apprentices, finance trainees and finance bachelors good, practical training in the bank.

## **Collaboration with the employees**

The bank wants to create the best possible framework for its collaboration with the employees.

This is achieved through the establishment of a collaboration committee and a pay committee with representatives of the employees and the bank's management. The bank's employees are also represented on the board of directors.

The bank also has a work environment committee, which consists of representatives of the bank's employees and management. The purpose of the committee is to plan, lead and coordinate the health and safety work in the bank and to conduct an annual working environment discussion.

## **Labour and human rights**

The bank considers labour and human rights to be the foundation of a secure, fair and equal society. The bank works to ensure compliance with applicable law in the area and rejects all forms of violation of these rights.

The bank thus supports international labour and human rights, which are primarily anchored in applicable law and the Danish labour market model and based on international conventions, norms and values, including the UN Guiding Principles on Business and Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work.

The bank has endorsed the UN Global Compact and as a responsible undertaking supports the protection of internationally proclaimed labour and human rights in relation to its own employees and the employees of its customers, suppliers and other business partners.

### ***Discrimination in respect of employment and occupation***

The bank does not accept any form of discrimination – by the bank’s managers or among employees – on grounds of gender, gender identity and perception, age, nationality, race, ethnic origin, any disabilities, sexual orientation, religion and/or political allegiance and has zero tolerance for bullying, and sexual and other forms of harassment.

### ***Association and collective agreements***

The bank supports the employees’ freedom of association and also upholds their right to collective bargaining. This is achieved through the bank’s membership of Finance Denmark and local negotiations on the local workplace agreement. The bank thus fully supports and complies with what is known as the Danish model: voluntary agreements between trade unions and employers.

### ***Child labour, forced and compulsory labour and human trafficking***

Child labour and forced or compulsory labour are not accepted by and in the bank. However, as a responsible employer, the bank wants to give young people insight into working and business life and therefore offers after-school jobs to a few 13-17-year-olds, who do only light office work. Please see the bank’s responsible purchasing policy for further information.

The bank does not accept any form of human trafficking.

## **Commitment to voluntary community clubs, associations and cultural life**

As a responsible financial institution with local commitment, the bank grants financial and other support to a number of local events, sports clubs and cultural associations.

The bank also likes to see its employees supporting this and therefore encourages them to participate in voluntary community clubs, associations and cultural life.

### **3. Compliance and reporting**

The bank's HR department continually supervises compliance with this policy.

HR informs the board of directors and the general management on an ongoing basis of any incidents of non-compliance with the policy and the consequences, and information will also be part of the annual report on compliance with the bank's policy for a sound corporate culture which the bank's general management and HR department give to the board of directors.

### **4. Updating**

The bank's board of directors must review this policy at least annually with a view of making any changes and must then approve all such changes. The bank's general management and HR department are responsible for making recommendations to the board of directors.

*Adopted by the board of directors on 20 November 2024.*