

The Board of Directors of Titania Holding AB (publ) (reg. no. 556887-4274) (the “Company”) resolved on 2022-11-01 to adopt this.

HR Policy

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1. Background and purpose

This HR Policy is the governing document for HR across Titania.

The HR policy acts as a governance document for all HR processes and an overview of other related policies with regards to what our employees can expect from Titania as their employer as well as how we expect our employees to act and operate within the company.

This policy - along with the Titania Code of Conduct and local laws & regulations - constitutes the foundation for people management processes for all Titania's employees and subcontractors in all our activities, at every level in the company and in every market in which we operate.

Managers have a special responsibility to be role models in demonstrating the desired behaviors as outlined in the policy and to proactively enforce the policy on a day to day basis.

2. Policy Statement

2.1 Titania's values

The HR philosophy at Titania relies on our areas of values:

- **Long term focus.** Everything we do is permeated with a long term sustainable perspective on profitability. The products we create could exist for centuries, the process we work in can take decades, and our business relations bear fruit after years of meetings. One of the keys to our success is to convince the decisionmakers and inhabitants in local communities that we, as a company, assume the wider social responsibility perspective to, not just provide housing, but to add value to the whole community with the tools that carefully thought-out city planning are able to do. And by being close to local communities, cities, municipalities and authorities we accommodate their requirements and create possibilities to deliver our projects.
- **Honesty.** We are in the business of convincing communities, financial institutions and consumers to grant us permissions, take out loans or to buy a product from us even though the product that is the base of these transactions usually does not exist at the time when the party through their signatures should put their trust in us. The only thing that, in the long term, can build the trust necessary to navigate this successfully is for us to be honest, transparent and realistic about what we can deliver and what we can not.
- **Own it.** We hold ourselves accountable for outcomes, good and bad, for everything that is related to our company and our projects. That includes areas which we do not formally have the mandate to decide upon but which we are still able to affect indirectly. With this comes freedom and responsibility for the individual employee. Our employees have the autonomy to take initiatives and make their own decisions, and they understand the implication on the personal responsibility that comes with such freedom.
- **Entrepreneurship.** We appreciate the joyful and unpredictable working environment of being a young company. We started our journey as entrepreneurs, and we want to retain the urge that comes out of our heritage. This means that we are agile to follow business opportunities, willing to take calculated risks and always open to revisit our ways of working.

2.2 Attraction and employer brand

Titania puts great emphasis on ensuring our competitive advantage by maintaining a sales driven, business oriented and winning company culture. Therefore, it is crucial to attract people with the right values, competencies and skills in accordance with our commitment to equality, diversity and inclusion (see 2.4 Equality, Diversity and Inclusion).

We have a good reputation in the property and real estate industry and our employer brand is strong, our primary channel for attracting new employees is by recommendation from employees already working at Titania. Employees who refers a recruitment candidate are entitled to a recruitment bonus of 10 000 SEK, once the new joining employee has worked for Titania for the full probation period of maximum six months.

Our employer brand is tightly linked to our brand as a company, therefore all employer branding activities must be jointly rolled out together with our head of communication.

2.3 Recruitment and onboarding

Our recruitment process is based on data rather than gut feeling. The hiring line manager is responsible that the recruitment is carried out according to this policy, but the CFO is the owner of this process. Grand parent principle applies to all recruitments. Please use the recruitment checklist for support when recruiting.

Even though we put great trust in our referred candidates we must do everything in our power to remove any biases. We therefore apply a thorough process to define recruitment needs, attract or search, select as well as decide and introduce our new recruits. For many recruitments we work actively with external partners and recruiting firms to ensure that we have in-depth knowledge of the markets in which we are recruiting and that we present an attractive and competitive employer value proposition to our potential candidates.

The conditions of employment offered to employees must meet the minimum requirements in national law and/or collective agreements. Our employees are entitled to form or join a trade union and we respect the rights of our employees and their trade unions to negotiate collective agreements.

An efficient onboarding process is essential to ensure rapid commitment to the goals, values and culture of Titania and to give our new recruits a solid foundation to embark on their employment with us. The onboarding checklist applies to all new internal or external recruits and the hiring manager is accountable for its deployment, execution and for making sure that it follows the local guidelines.

Lastly, it is the responsibility of the hiring manager to ensure that all new employees are informed about our code of conduct.

2.4 Equality, Diversity, Anti-discrimination & Inclusion

Titania is a firm believer in equal opportunities for employment, training, and career advancement. We aim for job satisfaction, commitment and security for all employees, and to apply equal rights, obligations and opportunities regardless of sex, gender identity, gender expression, age, sexual orientation, disability, ethnicity, religion or other belief for all employees. The work on equality and diversity should be conducted effectively in compliance with local laws and in cooperation with employees and labor unions.

2.4.1. Harassment and discrimination

Titania has a zero tolerance towards discrimination or harassment based on gender, ethnicity, religion or other belief, sexual orientation, gender identity or expression, disability or age. In the event of such behavior, all employees are obligated to intervene and report the behavior. All forms of discrimination, harassment and bullying is investigated, appropriately handled and followed-up upon. It is an employee's closest manager's responsibility to make sure that a complaint of harassment or offensive behavior is recognized, taken seriously and addressed.

2.4.2. Gender balance

We actively promote an even gender balance in the company. We aim for advertised positions to be sought by both women and men, and we take active measures to create an even gender balance.

2.4.3. Parental leave at Titania

At Titania we want to ensure work-life balance by enabling employees to combine work and parenthood. Parental leave is a crucial aspect of that promise and employees on leave are encouraged to participate in social events and are always able to contact Titania for information.

2.5 Work Environment, Health and Safety

Employees at Titania must work accordingly to national or local occupational safety and health (OSH)-regulations. Line managers have the responsibility for ensuring the well-being of the employees, including a reasonable workload in compliance with national (Swedish) labor laws.

Titania is committed to ensure OSH of our employees in every aspect related to the work. We apply ongoing risk assessment of all aspects of work that considers: what could cause injury or harm, whether the hazards could be eliminated and, if not, what preventive or protective measures are, or should be, in place to control the risks. Health and safety issues are treated with openness and care and includes physical as well as mental illness. Risks are identified and analyzed, and when necessary, measures shall be taken immediately to correct any OSH.

Titania is a drug-free workplace. Titania as an employer, but also all employees have a shared responsibility to ensure an effective and good working environment without the use of drugs or the abuse of alcohol.

2.6 Develop and retain

Performance and competence development are key focus areas at Titania. We believe in developing and bringing out the best in our people. Titania's performance and development framework seeks to balance business needs and requirements with individual career development objectives as well as considering the perspective of work-life balance.

2.6.1. Formal performance management and competence development

Our employee dialogues are equally reflective as forward-looking with follow up of the recent and planning of future performance development. Titania applies an agreed structure with one formal dialogue per year, fine-tuned and reviewed at every wage revision.

All our employees are entitled to a Performance & Development Plan with individual results, competence goals and activities together with short- and long-term development activities. Goals should be Specific, Measurable, Attainable, Relevant and Time based.

Both the employee and the manager are responsible to come prepared for each dialogue. Ahead of the target and performance dialogues, each team leader is accountable to conduct competence assessment and planning for the team, in order to ensure that we develop the right skills for the future. The competence plan then provides input to the individual performance and development plan. To ensure this, managers need to be attentive to the P&D process for every individual in the organization.

2.6.2. On the job training and informal feedback

We believe that the most important competence development happens "on-the-job", and continuously follow up and source feedback to supplement the formal performance and competence development process.

Titania's leadership is accountable to provide ongoing feedback to employees as well as required on the job training and coaching to ensure ongoing improvement and development. Individual employees are responsible to broaden and deepen their skills within their respective area of profession, to secure their own career development and ensure Titania's leadership in the market.

2.6.3. Leadership at Titania

The leadership skills of our managers are crucial for our success as a company. Titania has limited business support and overhead functions, we therefore put great trust in our leaders for guidance and coaching of our employees. The Titania leadership is recognized for fairness, transparency and availability.

2.7. Compensation and salary review

Titania attracts, retains and motivates employees using correct and fair compensation and benefits. Salaries are reviewed on yearly basis and adjustments are made based on performance, inflation and market movements for the profession.

2.8. Employee data and GDPR compliance

Titania's management is accountable to ensure compliance with the General Data Protection Regulation and national laws regarding the processing of employee data and the free movement of such data. This includes;

- Ensuring that all processing of personal data is minimized to what is business critical
- Consent must be obtained from the employee
- Before processing of employee data, the employee must be informed about what information is processed, what it is used for, and how to modify, correct or withdraw the information.
- Transfers to third parties, including publication on the Internet, is allowed only according to the above and when adequate protection is in place.

2.9. Termination of employment and offboarding

Separation and termination must be rolled out in accordance with local employment protection laws. The CFO is responsible for managing complex cases, with support from appointed labour lawyer if needed.

The line manager is accountable to ensure that:

- HR process for termination of employment is used and followed in accordance with regional law
- Ensure the transfer of knowledge to the organization, make sure that the employee have documented the important parts of his or her tasks to facilitate the replacement
- Offer the employee to have an exit dialog

3. Audience

The policy applies to all entities within the Group.

4. Roles and responsibilities

The CFO is the owner of this policy.

5. Exceptions

There are no exceptions to this policy. Any need of exceptions to this policy must be clearly defined and documented. All exceptions shall be approved by the Board of Directors.

6. Monitoring of compliance

Recruitments are carried out in accordance with the formalized process. The grand parent principle is applied for all recruitments.

The conditions of employment offered to employees meet the minimum requirements in national law and/or collective agreements.

The onboarding checklist is applied to all new internal or external recruits.

All employees have Performance & Development Plans with one formal dialogue per year.

All employees are offered exit dialogues upon termination of employment and transfer of knowledge to the organization is performed.

7. References

- Recruitment checklist
- Onboarding checklist
- Employee handbook