

Human Resource Policy

1. Purpose and Scope

The human resource policy covers all activities of Isavia and its subsidiaries. Employees must respect it in all their work for the company. The human resource policy is based on Isavia's strategy and meets the requirements of laws and regulations.

2. Policy and Objectives

The company emphasises that employees show respect for each other and are honest with themselves and others. The company is at the forefront as a workplace where equality and trust prevail. Our policy in human resource and equality issues is to create a good working environment where employees are encouraged to maintain joy, be courageous, constructive and at the same time take responsibility for their own performance. We achieve success as a team.

Strong Management

We require everyone who has a leadership role to show respect in their work, promote empowerment, be motivated, and build a strong and robust team. Managers and leaders set a good example by having a clear vision for the future and providing regular and constructive feedback to employees on policies, roles, achievements, and goals in their work.

Recruitment

We use good and fair practices for recruitment and always maintain neutrality. We strive to have employees with diverse background in terms of gender, age, education, and experience. The recruitment of employees takes into account all of these aspects and also the prevailing gender ratio in employee groups with the aim of promoting diversity in human resources.

We enable employees to develop in their work through transfers between jobs and by advertising all vacancies, unless otherwise specifically decided in accordance with the company's procedures.

OnBoarding and End of Employment

We welcome new employees and ensure that they receive the appropriate information, training and resources to do their job well from day one. We say goodbye to those who retire from the company with respect, we emphasise on aligning the interest of both the employee and the company at the end of employment.



Knowledge, Education and Job Development

We ensure that employees receive targeted training so that they can carry out their work with safety and satisfaction. Education and training are based on existing requirements and company's policies.

We create a culture of learning with strong educational work and encouragement for employees to take responsibility for their own knowledge and skills. All employees are entitled to apply for grants for study outside of the company to further strengthen their abilities in their work.

Work Environment

Our workplace environment consists of employees who love working together while maintaining joy in everything they do. We create a work environment that is characterised by mutual flexibility, where the needs of work and family responsibilities go hand in hand.

We create and maintain a corporate culture that is characterised by trust, where employees are given a mandate to act and take responsibility for their own performance.

Communication and Team Spirit

Our communication is open and honest, we treat each other with respect and help each other in our daily work. We care about each other's well-being, and we emphasise equality, trust and a healthy work environment. We do not tolerate or engage in bullying, sexual harassment, gender-based harassment or any other form of violence.

We strive to ensure employee satisfaction, celebrate victories, and always have joy as our guiding light.

Equal Rights

We promote equality in all our activities and ensure that all employees have equal opportunities and opportunities to use their talents at work. We seek ways to ensure an equal gender ratio in both the group of managers and employees.

Equal Employment Terms

We make wage decisions with the utmost fairness and ensure that all employees receive equal pay and enjoy equal terms of employment for the same jobs or jobs of equal value regardless of gender.

We are committed to implementing, documenting, and maintaining an equal pay system in accordance with the requirements of the equal pay standard and Icelandic laws at each time.



3. Other

The policy is to be presented to employees and be accessible on the intranet and website of the company.

This policy is in effect, and the members of executive board are responsible for its execution.

Approved by the chief executive officer of Isavia on 25th of April 2022.