

Isavia ohf. Human Resources Policy

1. Purpose and scope

The Human Resources Policy of Isavia is based on and reflects the company's main policy and its values. The Human Resources Policy describes how Isavia intends to select and prepare employees to achieve the performance desired and at the same time, to promote general work satisfaction and good morale.

2. Policy

Isavia's policy is to enable employees to balance work and family responsibilities, for the benefit of the company and better quality of life for employees.

3. Objectives

- We place considerable importance on all employees knowing what demands are made of them relating to safety, including the substance of laws and regulations on occupational health and safety. Conditions in the workplace have an effect on employee health, and we wish to ensure that they have a safe and healthy workplace. Isavia encourages and supports employees to engage in regular physical exercise and to live a healthy life.
- Isavia employees must show an aptitude for service and are required to do their best to always provide outstanding services. Employees are to discharge their duties diligently and conscientiously and show respect for each other. Bullying and sexual harassment are not tolerated under any circumstances.
- We recruit the most skilled employees available, and all recruitments are based on capability, education and work experience. We follow the equal rights policy and equal rights programme of Isavia when recruiting employees and enabling their professional advancement.
- It is the policy of Isavia to ensure that all employees receive proper training and that employees have the skills necessary to achieve success in their work. In addition, employees bear considerable responsibility for maintaining their own education and competence.

The aim of Isavia's educational work is to provide employees with:

- Focused basic training together with continuing education and training
 - A wide range of educational subjects which are intended to strengthen the individual, increase job satisfaction and make the work in the company successful
- In addition, employees can apply for grants to undertake studies/education outside the company.

- The family / closest relatives of employees is one of the most important foundations for a successful career and work-related achievements. As a result, a good balance between work and private life is important.
- We give a warm welcome to new employees and provide them with training and opportunity to adapt. As a result, it is important that everyone take part in minimising the time that it takes to make new employees active and satisfied. This involves e.g. clear job descriptions and introductions to colleagues, the workplace and their rights and duties. Isavia places great importance on punctuality and employee dedication.
- A prerequisite to enabling Isavia to offer its customers first-rate services is ensuring that employees feel secure and content in their jobs.

4. Other

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

This policy is in effect, and the Managing Director is responsible for its execution.

Thus approved by the Managing Director of Isavia.