

# Human Resources Policy

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Adopted by Veritas Capital and its subsidiaries Vistor/Distica/Artasan/Medor

Veritas' and its subsidiaries' goal is to hire only the best staff available at all times. The aim is that Veritas' staff are well educated, well trained, and capable to execute their tasks with a high degree of professionalism, care, and satisfaction.

Veritas' staff is committed to have Veritas' values reliability, candour, and progress as their beacons when performing all their tasks. Candour, progress, and reliability are prerequisites to drive confidence and promote a positive long-term relationship among Veritas' staff, customers, suppliers, and the community.

Hiring and inception of new staff are conducted professionally, staff's work development is monitored, and value-adding human resource factors are cared for.

Work development and education activities take into account each subsidiary's policies and each department's functions, as well as individual staff's tasks. Staff and management are co-responsible for work development, continuous education, and knowledge acquisition.

All staff fraternise with each other in a polite and respectful manner. A positive, straightforward, candid attitude is valued, and backbite is not tolerated.

One of the foundation stones for Veritas' and its subsidiaries' Quality Policy is that staff observe full confidentiality towards all customers and their principals.

Veritas and its subsidiaries commit to promote improved staff health since, as a matter of fact, a better health leads to increased staff satisfaction, reduced absence from work, and improved well-being.

## **We strive to make sure that:**

- Staff satisfaction is always at its maximum to boost team unity and maximise success.
- Terms of employment are competitive based on comparable jobs in the Icelandic marketplace.
- Equality is secured at all times.
- Balance between work and life is promoted.
- The flow of information meets the needs of the staff and the company.
- Staff are regularly provided straightforward and constructive feedback concerning their performance.
- Suppliers' requirements and demands are fully met, and all applicable laws and regulations are complied to.
- Staff is provided with opportunities for work development by means of continuous education and in-service training.
- All staff commit to contribute towards team unity and impart their knowledge and experience that everyone in the team benefits from it.