



GROUP RULE ON PRE-EMPLOYMENT CHECKS

As Ingka Group we aim to minimize the risks involved in hiring co-workers for certain sensitive positions, while using the best practices in the field that are aligned with the IKEA culture and values.

Pre-employment checks are defined as any background check being conducted to meet the preconditions of employment before candidate's offer or employment contract is made (or intended to be made). These employment checks must follow the adjudication guidelines and may include such checks as work eligibility, reference checks, criminal history checks, as well as work verification and credit or some combination thereof

Further, during the recruitment process Ingka may perform pre-employment checks when there is a need to better understand the suitability of the candidate for the specific role or when established herein.

All pre-employment check practices must be compliant with the applicable local legislation and in line with the IKEA values, Ingka Code of Conduct, Policies and Rules. The pre-employment checks shall only be undertaken for the final candidate in the recruitment process for a specific position.

The information checked during the pre-employment checks must always be relevant to the role/position being recruited and the group standards within the Pre-Employment Check Rules section. No other unnecessary or irrelevant information will be checked or asked for.

For several positions at IKEA NL a certificate of conduct (Verklaring Omtrent het Gedrag, VOG) was chosen as the pre-employment check. VOG is a document by which the Dutch Minister of Legal Protection declares that the applicant has not been convicted for any crime relevant to the performance of his or her duties.

Here below the full list of position that require a VOG:

Customer Relations Co-worker

Customer Relations Manager

Customer Relations Team Leader

Safety & Security Specialist



Safety & Security Leader

Operational Risk Management Leader

Country Business Risk & Compliance Manager

Data Privacy and information security leader

Market Manager

Deputy Market Manager

Country Customer Support Centre Manager

Country CFO

Country Retail Manager & CSO

Area Manager

Country Business Development Manager

Country Commercial Manager

Country Communication Manager

Country Digital Manager

Country People & Culture Manager

Country CFF Manager

Country Financial Controlling & Tax Manager

Accounting & Reporting Manager

Country Legal Manager

Legal specialist

People & Culture Delivery Manager

People Analytics&Information Specialist

People & Culture Administrator

Total Rewards Manager

Total Rewards Specialist

Payroll/Timekeeping Specialist

Co-worker Experience Manager



Co-worker Relations Manager

Unit People & Culture Administrator

Unit People & Culture Manager

People & Culture Generalist