

HEALTH SAFETY & SECURITY POLICY

To work effectively, all of us need a healthy and safe work environment. All forms of substance abuse as well as the use or distribution of drugs and alcohol while at work is prohibited.

Unless required as part of your role (for instance for security personnel where deemed necessary), possession and / or use of weapons / firearms or ammunition while on business of the company is prohibited.

All of us should be safe at our place of work. Should you observe any unsafe situations at work, please reach out to company management. Please also take the time to familiarize yourselves with emergency procedures and the safety manuals applicable to your location.

PREVENTATIVE ACTION

Preventative action is any action we take to avoid injuries or illness related to workplace conditions.

We conduct periodical risk assessments and job hazard analysis to discover what is likely to harm employees. We establish preventative measures accordingly.

Potential threats and dangerous situations include but are not limited to:

- Performing tasks on heights, scaffolds, ladders and other unsteady structures
- Chemical substances (toxic, flammable etc.)
- Operating dangerous equipment
- Slippery or uneven surfaces
- Electrical infrastructure
- Noise/temperature
- Quality of air

We take the following preventative measures:

- When employees work in dangerous contexts or locations, we make sure there are safety precautions like safety nets and ropes.
- We provide protective gear like gloves, protective uniforms, goggles etc. Using safety equipment is obligatory.
- Inspectors and quality control employees will inspect equipment and infrastructure regularly.
- We hold employee training sessions in health & safety standards and procedures.
- All highly dangerous job tasks require at least two employees to be present
- Exposure to chemicals and radiation will not exceed a certain time limit
- Employees who do repairs or cleaning need to put up caution signs



- We prohibit smoking indoors
- Also, we enforce a substance abuse policy to protect employees from colleagues' misconduct.

EMERGENCY MANAGEMENT

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood, earthquake, or explosion. These depend on human error or natural forces.

Our emergency management involves the following provisions:

- Functional smoke alarms and sprinklers that are regularly inspected
- Technicians (external or internal) available to repair leakages, damages and blackouts quickly
- Fire extinguishers and other fire protection equipment that are easily accessible
- An evacuation plan posted on the walls of each floor and online
- Fire escapes and safety exits that are clearly indicated and safe
- Fully stocked first-aid kits at convenient locations
- We also schedule fire drills and emergency evacuations periodically. We monitor performance of health and safety procedures and will revise them to ensure higher level of protection.

ADDITIONAL MEASURES

Our company also keep abreast of changes and try to promote health & safety actively. We:

- Update our policy according to changes in occupational health and safety legislation.
- Use incentive actions for health & safety (e.g., presenting safe employee awards.)
- Analyse past incidents to discover what went wrong.
- Establish clear procedures for accident reporting.
- Revise work procedures to make them safer.
- Our company also consult experts or insurance representatives to ensure it complies with local and international standards.

DISCIPLINARY CONSEQUENCES

Every team leader is responsible for implementing this health and safety policy. Employees should follow health and safety instructions and will be held accountable when they don't. We take disciplinary action that may extend to termination when employees consistently disregard health and safety rules.

It's everyone's responsibility to contribute to a healthy and safe workplace.