

Health and Safety Policy

VERSION 1, VALID AS OF 2023-09-01, APPROVED BY MANAGEMENT BOARD

1 Purpose and Scope

Our Workplace Health and Safety Policy help us preserve the best possible work conditions for our employees. Every employee has a right to feel safe at work. Our company is committed to follow legal standards and create a hazard-free workplace.

This Policy applies to all prospective and current employees of the company as well as volunteers, contractors and consultants and we expect from all our business parties, especially the companies we invest in, to apply the same standards.

2 Preventative Action

We will conduct periodical risk assessments and job hazard analysis to discover what is likely to harm employees and establish preventative measures accordingly. We suggest that also our business partners identify and mitigate potential threats and dangerous situations which may include but are not limited to:

- Harmful work equipment such as inadequate chairs, tables our light conditions
- 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

Our company is also a smoke- and drug-free workplace. We will hold employee training sessions in health & safety standards and procedures to address all above mentioned topics adequately.

3 Emergency Management

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood, earthquake or explosion. Our emergency management involves the following provisions:

- Functional smoke alarms 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 will also schedule fire drills and emergency evacuations periodically. We will monitor performance of health and safety procedures and will revise them to ensure higher level of protection.

4 Additional measures

Our company will also keep abreast of changes and try to promote health and safety actively. We will update our policy according to changes in occupational health and safety legislation and establish clear procedures for accident reporting.

Our company will also consult experts or insurance representatives to ensure it complies with local and international standards.

5 Disciplinary Consequences

Employees should follow health and safety instructions and will be held accountable when they do not. We will take disciplinary action that may extend to termination when employees consistently disregard health and safety rules. We reserve the right to also terminate a business relation if the partner does not live up to our expectations regarding occupational health and safety measures. It's everyone's responsibility to contribute to a healthy and safe workplace.
