



HEALTH & SAFETY POLICY

It is the Company's Policy to continuously promote a Safe & Healthy operating environment. Top Management continually demonstrates its commitment for the implementation of the Health & Safety policy, by establishing procedures for implementation and continual improvement of the Company's policies and also by communicating them to all personnel.

Company is committed to a Safe & Healthy working environment for all employees. Safety is not something that is separate from our business; it's very important to everything we do. We will not and cannot compromise on it. We believe every incident is preventable and this policy is designed to support the achievement of our goal of minimum incidents.

Therefore, the Company is committed to:

- Protect the health, safety and welfare of employees and other interested parties who may be affected by its activities.
- Complying with all relevant legal, customer and other interested party requirements.
- Recognizes and meets its responsibilities and duties as an employer to do all that is reasonably practicable to prevent accidents, injuries and occupational ill health.

The Company achieves these commitments through the following means:

- Provide and maintain safe working environments which are without risks to health and safety.
- Set standards that comply with the relevant statutory and industry specific requirements relating to health and safety with regard to the effect on employees, contractors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that when new equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Train all the employees to be competently aware of their own responsibilities in respect of relevant health and safety matters, ensuring they participate in the prevention of accidents and co-operate with measures taken to prevent diseases.
- Promote good health amongst the employees and be concerned with prevention of occupational and non-occupational disorders and diseases.
- Undertake inspections and review activities to ensure the Company's objectives for health and safety are being met.
- Set objectives and supporting action plan of work, focusing on achieving Company's commitments and eliminating or reducing the major hazards present. Set objectives are reviewed during Management Review Meetings.

Due to the significance of Health & Safety, H&S issues are not a sole responsibility of the Top Management, but all employees are engaged from top to bottom. More specific, non-managerial employees participate in the below activities:

- SWOT Analysis
- Best Practices
- Risk Assessment per department
- Safety Moments

During each year, SWOT Analysis, Best Practices and RAM are updated by each department. All employees of each department are brainstorming and provide their feedback. The final inputs are finalized by the Manager of each respective department and then the final versions are presented to



the CEO for his review and approval.

Moreover, Round Table meetings take place on a weekly basis within the company.

Each month, a random non-managerial employee is selected to act as the representative of all other non-managerial employees and participates in the meetings, bringing to the table any Health & Safety topic that affects or worries the employees of that level. This employee also represents every other employee not present in the round table meeting. They are responsible for bringing to the table all requests and complaints of all office personnel and have an active role by participating in the decision-making process. Prior to each round table meeting, they are updating their agenda with issues to discuss. Each month the non-managerial employee that will be the representative in the Round Table meetings is notified to everyone.

The appropriateness and effectiveness of this Policy and the means identified within it for delivering the Company's commitments will be regularly reviewed by the Management Team. All Company employees shall recognize personal responsibility for implementing the Company's health & safety Policy.