

# REISS

## SAFE WAYS OF WORKING

**Our policy for Health and Safety is set by the REISS Executive Board who recognise their legal and moral obligations to provide a safe working environment under national legislation in each country. Execution of the policy is the responsibility of each Director within the Board.**

### **WHAT YOU CAN EXPECT OF US**

**The Chief Executive Officer, Chief Financial Officer, and Directors will:**

- Always promote a positive health and safety culture
- Fully understand and implement this policy and relevant local legislation in every country
- Integrate good health and safety management into all business decisions
- Establish appropriate structures and resources to support the policy
- Ensure all employees understand their responsibilities for health and safety
- Monitor performance to reduce the risk of accidents or damage

### **We will:**

- Set objectives to continuously improve all aspects of health and safety. Measure and communicate our performance against these objectives.
- Provide a structure for effective management of health and safety which includes formal delegation of responsibility and accountability to appropriate levels.
- Appoint health and safety professionals where appropriate and provide training for employees.
- Ensure that relevant health and safety information, including safety plans and performance against targets, is provided to all our employees.
- Promote the development of a positive health and safety culture based on fairness, trust, and co-operation. Encourage our employees to report health and safety issues or breaches in compliance in a prompt and confidential manner.
- Adopt safe and healthy working practices and safe ways of working procedures.
- Comply with all laws and regulations and set internal standards specifically for our operations.
- Actively engage with our employees to identify and assess hazards associated with our activities.
- Introduce measures to eliminate or reduce the risks arising from these hazards.
- Always select contractors and suppliers to work with who support our aims and objectives in relation to health and safety.

### **Line managers will:**

- Fully understand and put into practice the policy and procedures defined
- Ensure that all workplaces meet all basic health and safety requirements
- Ensure teams understand their responsibility to maintain standards and follow safe ways of working procedures
- Provide appropriate training and record it on personal files
- Report and investigate any incidents/accidents or near misses
- Take seriously any health and safety concerns raised by employees, contractors, visitors, or customers and follow them up in a timely manner

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### **What we expect of you:**

- You need to understand our policy, how it applies to you, how you can put it into practice and the commitment we are asking from you. As an employee you have a duty of care to look after yourself and others and ensure that you do not do anything that puts either yourself or others in danger. This will enable you to contribute to the business constructively, enjoyably, and safely. This Policy is applicable to everyone employed by the Company, irrespective of where you are employed. Your main responsibilities are set out in your job description and include, for example, the need to attend specific training for certain activities, or the need to carry out a task in a specific way.

### **We therefore expect you to:**

- Take all reasonable care to keep safe and protect others who may be affected by what you do.
- Cooperate with your management teams on all health and safety matters, follow all instructions that you are given, and attend all relevant training.
- Always use the appropriate equipment that is provided for safety purposes
- Report anything you see that may harm you, your colleagues, our customers, or visitors.
- If you have any concerns that you cannot do what is expected, you must talk to your manager or the global health and safety manager.



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Effective May 2024

Signed by Chief Financial Officer -  
Executive