
ELEVATE HUMAN RESOURCES POLICIES & PROCEDURES

OCCUPATIONAL HEALTH AND SAFETY

Introduction

This policy outlines the standard operating procedure (SOP) for Occupational Health and Safety (OHS) in the Workplace. The Workplace is defined to be any place of work that an ELEVATE employee will be located in for any duration of time. This Workplace includes but is not restricted to ELEVATE operated offices, and Client Offices, and Client Factories and Sites.

General Principles in Occupational Health and Safety

Full Legal Compliance

The Company's Occupational Health and Safety Practices should be in strict compliance with local laws and regulations and the Company's rules and regulations. Any violations thereof will be considered as breach of Company rules and regulations and subject to disciplinary actions.

Responsibility for Occupational Health and Safety

The Company believes that all persons/employees are responsible for OHS to ensure that each employee is focused that they, their colleagues and members of the public are protected and can be safe in working for and with ELEVATE.

The Country Manager for each country is responsible to ensure that the country's OHS laws and legislations are adhered to in all circumstances that any local legal requirements are undertaken when an OHS Observation or incident is raised to them.

No recrimination

ELEVATE operates a culture of openness and fairness around OHS, with the intent of allowing all matters for OHS to be raised with no fear of recrimination. ELEVATE believes that it's employees should be comforted in the knowledge that ELEVATE provides a safe working environment and that when an issue is raised that could impact on the safety of employees that it will be taken seriously and with due consideration by ELEVATE Management.

OHS Procedure

1. OHS Procedures

OHS Notifications can be made by any individual within ELEVATE. There are three forms of OHS Notifications:

1. Observations, defined to be a potential OHS threat that can be avoided by notification, communication, observance and education of employees. These can be negative or positive observations, and both should be encouraged to be communicated
2. Incidents, defined to be an OHS threat where an injury could have been incurred but has or has not been. This may result in a lost time injury (LTI) and may or may not be life threatening
3. Fatality, defined to be loss of life.

2. Communication of the OHS Notification

1. For an Observation any form of communication may be used, whether verbally or in written form communication, or as specified under local OHS Legislation in each country. This should be escalated in the first instance to the immediate Line Manager of the employee or to the Country Manager. In the absence of the Line Manager, or Country Manager this can be

escalated to any SVP or the CEO directly.

2. For an Incident the notification should be communicated in writing to the Line Manager or Country Manager, who should within 48 hours notify SVPs and CEO of the Incident and if it resulted in any LTI. An investigation should occur within 1 week over the matters resulting in the incident and the actions being taken to resolve the issue from reoccurring and learnings to try and avoid the incident arising in the future.
3. For a Fatality, it is imperative that the SVPs and CEO are notified immediately by any person in the organization and the Country Manager and Line Manager be included on any communication. An investigation will be undertaken with all haste.

3. The Investigation Process

1. The Company requires an investigation into an Incident to be conducted by a minimum of two Company Representatives, one of which should be the employee Line Manager and then the second at the minimum be the Country Manager.
2. The Company requires an investigation into a fatality to be treated as the utmost importance, in these circumstances the investigation to be conducted by a minimum of two Company Representatives. It is expected that these will be one of, the employee Line Manager or Country Manager and then the second be a SVP or CEO of the company. The investigation may commence prior to the SVP or CEO due to availability of travel and appropriate travel time of the SVP or CEO.
3. In some circumstances dependent on the Incident or Fatality, it may require that a representative of the Human Resources Department will also be present.
4. In the event of any external investigation ELEVATE will comply fully with any and all legal requirements to facilitate the investigation and bring to a conclusion.

4. Companywide communications

It is important for employees to understand the circumstances and conditions that may have resulted in any form of incident or fatality, however, there may be confidential reasons for not being able to communicate this quickly.

At the first available opportunity, companywide communications will be prepared to outline any findings and learnings so that the same incident or fatality may be avoided or frequency may be reduced.

5. Hazard Identification

Hazards can come in many different forms within the workplace, an example of which is below. Note the following list is not exhaustive:

1. Slips, trips and falls
2. Working at heights
3. Workplace ergonomics
4. Unsecured building features, e.g. shelving bookcases
5. Blocked exits and walkways
6. Travelling between workplaces or countries
7. Natural disasters/natural phenomenon, e.g. Malaria, typhoid etc.
8. Electrical wiring
9. Transparent features, e.g. clear glass
10. Use of chemicals
11. Manual handling and lifting
12. Working hours

This list is not exhaustive. Employees that travel or attend different locations regularly should take note of any surroundings and identify potential hazards at each new location. For employees travelling to different locations information should be obtained from their local consulate on travelling to foreign countries

Additional information

Disclosure	Public
Section	GLOBAL
Subject	OCCUPATIONAL HEALTH AND SAFTY
Issued Date	Aug 2017
Revised Date	