

Health and Safety Management Policy

1. Mission Statement

element14 is committed to the safety and health of its employees and the general public, insofar as they come into contact with the company. It is the mutual responsibility of employees at all levels to maintain a safe working environment.

The company will do all that is reasonably practicable to prevent injury, property damage or the onset of ill health as a result of the work environment or reasonably foreseeable work hazards.

The company will comply with all legal requirements and other safety-related requirements to which it subscribes and will go beyond compliance by implementing systems to continually improve safety-related performance.

Furthermore, the company will:

- Provide all employees with a safe working environment
- Provide training and instruction to allow employees to complete their work without risk to themselves or to others
- Regularly appraise work environments, procedures and equipment to ensure safety is maintained
- Seek advice where necessary from safety specialists

2. Senior Leadership

element14 Leadership Team are ultimately responsible for the prevention of foreseeable harm to employees, property and to the general public within their area of management control. Support will be given through the appointment of a manager with responsibility for overseeing element14 Health and Safety Management and the provision of resources to ensure safety and reduce the risk of accidents occurring.

3. The Responsibility of Employees

All employees have a duty to cooperate with the Health and Safety Management Policy by:

- Working safely and adhering to Company procedures
- Using any protective equipment provided as directed
- Reporting incidents that have led, or may lead to injury or damage without undue delay
- Assisting in the investigation of accidents with the intention of introducing measures to remove hazards and prevent reoccurrence

4. Framework for Objective-Setting

Objectives will be set by element14 Leadership Team. Objectives and targets focus on reducing the risk of harm to the lowest possible level and on promoting the safety and health of employees. Targets will be cascaded to appropriate management teams and progress will be reviewed at least every six months.

5. Monitoring and Measurement

Performance will be measured using internally-monitored KPIs to assess the frequency and severity of accidents occurring in the workplace. Monitoring will be conducted by management responsible to safety and reporting will be proportionate to the level of risk in the area being measured.

6. Communication of this Policy

This policy will be communicated externally on the element14 transactional websites. Internally, this policy will be communicated by the company intranet and departmental managers, as appropriate to the business function.

7. Policy Review

The element14 Health and Safety Management Policy will be reviewed for suitability by managers with responsibility for Health and Safety Management and amendments will be proposed as part of the annual Management Review of business management standards.



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