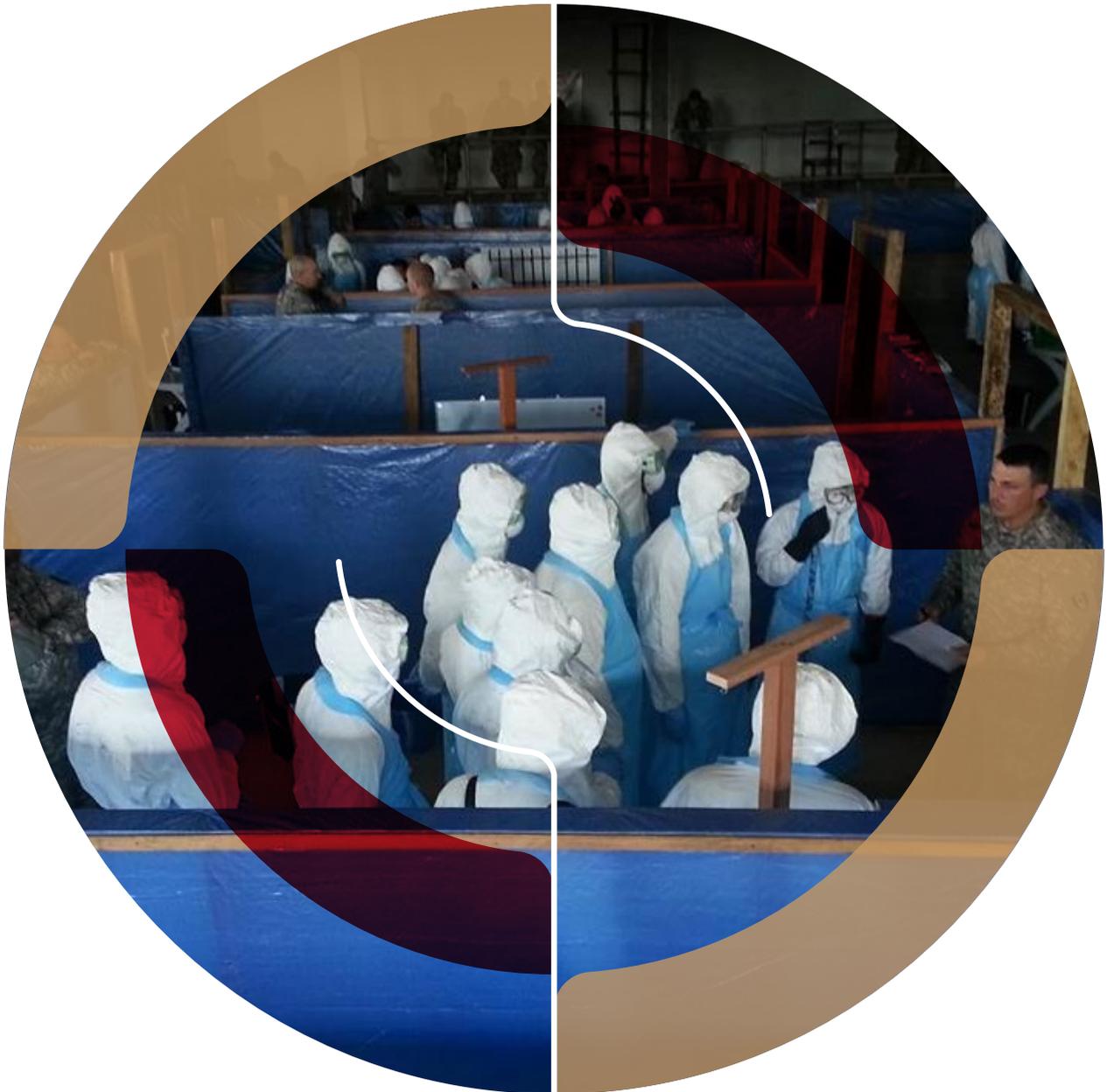




**CTG**

Committed to Good



# HEALTH AND SAFETY POLICY

## **POLICY STATEMENT**

At Committed To Good (“CTG”, “the Company”, “we”) safety is our priority and we are committed to protecting all our personnel, consultants, contractors, trainees, seconded staff, casual workers, agency staff, volunteers, interns and any other parties participating in CTG activities or visiting a CTG facility.

With the aim of reducing, as far as reasonably practicable, the risks and threats that each operation poses, CTG has a security management model that is directly linked to this policy. Said model is a decentralized system in which each Country Director/Manager will be responsible for taking all measures required to comply with this policy and with the general context in which the personnel and/or the consultants work. To that end, we will make every reasonable effort possible to prevent, and promptly respond to, personal injuries, ill health and property damage.

## **PURPOSE**

This document outlines CTG’s health and safety standards which shall be adopted, along with all our client’s policies, by all CTG personnel as well as consultants, contractors, visitors, and any other external service providers- whenever they are working.

## **SCOPE**

This policy is applicable throughout CTG, subsidiary companies, branch offices and associated companies. All CTG personnel, consultants, contractors, trainees, seconded staff, agency staff, volunteers, interns, and visitors (where applicable) have the obligation to read and comply with this policy.

## **APPLICATION**

### **1. OBJECTIVES AND REQUIREMENTS**

CTG will, as far as reasonably possible, ensure the occupational health, safety and welfare of all its personnel, consultants, contractors, volunteers, interns, or any other party involved in its activities and facilities. To this end, CTG will:

- Ensure that the Company meets all legal and regulatory requirements and guidelines pertaining to health and safety, and all applicable international standards and best practices as appropriate;
- Maintain safe work facilities (when provided by CTG), resources and equipment (including fire-fighting equipment), and undertake safety checks at regular intervals, to ensure they remain safe, hygienic and in excellent working conditions, and are suitable for use by all parties involved in CTG activities;
- Conduct comprehensive risks and control assessments (“RCA’s”) of all Services provided under new contracts, particularly those that may exceed the acceptable risks of the business, to ensure that potential risks are identified and recorded; and any mitigation action is taken;
- Establish and regularly test (through documented drills and exercises) effective crisis response procedures, defining clear roles and responsibilities and describing the manner in which appointed representatives will respond to crisis of all types;
- Provide certified first-aid training to appointed permanent members of staff including Country Managers when they have permanent personnel working in CTG offices; and an adequately stocked and regularly maintained first-aid kit in all CTG’s offices;
- Promote healthy living across the company through marketing messages that endorse healthy choices;
- Monitor and improve the ongoing implementation of this health and safety policy

## 2. RESPONSIBILITIES

### 2.1. The Management Team

The Company's Management Team will oversee and guide the implementation and ongoing development of this policy and its procedures. They will:

- Ensure that competent personnel, with adequate knowledge, experience and skills, are assigned to key positions within the Company's health and safety framework;
- Allocate sufficient resources to enable CTG to effectively meet its obligations and objectives in relation to health and safety;
- Foster a sense of shared responsibility for health and safety across the company by communicating relevant health and safety information;
- Issue instructions, guidelines and training that may be necessary for the implementation of this policy, and ensure they are audited on an annual basis;
- Design an effective communication strategy across the company including (but not limited to) email notifications and alerts, and noticeboards displayed in each facility under CTG management. Said means of communication shall provide all stakeholders with relevant health and safety information and emergency contact numbers.

### 2.2. Country Management Responsibilities

For each country in which CTG has activities and/or facilities, the Country Director/Manager or, if not applicable, the Account Manager will be responsible and accountable for:

- Going through first aid training and a refresher course every 3 years (this will be applicable for teams of more than one only), ensuring all CTG offices are well equipped with an adequately stocked and regularly maintained first-aid kits, fire extinguishers (as well as any other equipment required by local authorities) are in place;
- Ensuring Risk Assessments are conducted on an annual basis to identify the major hazards and risks associated with any CTG offices or specific activities performed, and promptly inform the Management Team about any risks that may exceed the normal risks associated with the business activities;

- Ensuring that, where specifically required, personnel have appropriate Personal Protective Equipment ("PPE") and that all vehicles under CTG supervision are suitable for use and well equipped with seat belts and fire extinguisher;
- Working with clients to ensure that, where required, all consultants have necessary and appropriate PPE and protection measures are taken to achieve the highest safety standards;
- Ensuring and monitoring the compulsory attendance of all personnel, consultants, seconded staff, and interns to safety briefings.
- Ensuring all personnel, consultants and contractors are fully aware of both the client's and CTG's health and safety policy (as well as related policies and procedures), their responsibilities and how to proceed in the event of a crisis;
- Providing all personnel, consultants and contractors with the necessary health and safety instructions;
- Ensuring they are fully cognizant of local laws, regulations and requirements pertaining to health and safety, and they comply with them;
- Complying with CTG's health and safety communication strategy, and following any instructions provided by CTG Headquarters;
- Reporting on the comprehensiveness, readiness, and effectiveness of CTG's health and safety framework, its alignment to and adherence with all applicable local regulatory requirements, as well as outcomes and findings of any key exercises undertaken and any other important issues pertaining to health and safety;
- Activating, when necessary, the Company's Crisis Response Procedure, and proceed accordingly.

### 2.3. Personnel

All CTG personnel, consultants, contractors, and any other third party involved in its activities must:

- Take all preventive measures to effectively avoid accidents, occupational diseases, and injuries or to reduce them to the minimum;
- Report to their CTG line manager any concerns, hazards, incidents, or situation(s) that may potentially compromise health and safety;

- Comply with CTG Code of Conduct and relevant policies, and follow any specific instructions, guidelines and/or advice given by the Country Director/Manager or Account Managers, and/or Management Team, as appropriate;
- Wear a seatbelt whenever in a CTG vehicle or travelling in a vehicle in connection with CTG's operations;
- Support, when required, the Country Director/ Manager or delegated authority in planning, implementing and improving this policy;
- Attend all compulsory workshops, training, and meetings related to health and safety.

### 3. PROMOTING HEALTHY LIVING

CTG recognises the importance of promoting a healthy lifestyle, and is committed to promote a healthy work environment in which:

- The use of recreational drugs is strictly forbidden and monitored;
- The misuse of legitimate drugs, except as prescribed by a Medical Practitioner, and alcohol, whilst on active duty, is strictly banned and monitored;

- Staff are provided with sound and useful information; strongly encouraged to make healthy choices both inside and outside work; and encouraged to make positive contributions; and
- Social sports events are organised from time-to-time, with the aim of encouraging all staff to participate.

### 4. MONITORING AND REVIEW

This policy is to be reviewed annually at a minimum or in the event of any significant change to relevant statute or regulation or internal company working practice.

The COO is responsible for monitoring the implementation of this policy.

Monitoring the policy's adequacy and effectiveness is also the responsibility of the Director of Practice Services but personnel are encouraged to give feedback in this respect.

This policy does not form part of a personnel's contract and can be amended at any time.

## AMENDMENT RECORD

PAGE NO.	CONTEXT	DATE	VERSION

## APPROVALS HISTORY

NAME	JOB POSITION	STATUS	DATE ISSUED	VALID UNTIL
<b>Victoria Cordero</b>	Legal & Compliance Associate	Reviewed	01/02/2020	1/02/2021
<b>Louisa Elkington</b>	Client Services Director & General Counsel	Approved	01/03/2020	
<b>James Veysey</b>	COO	Approved	01/04/2020	