



Cello Group

ENVIRONMENT HEALTH & SAFETY POLICY

Introduction:

Cello Group is committed to providing and maintaining good Health, Safety & Environment standards in our workplaces for all employees, workers, including contractors as well as clients, visitors and other stakeholders. Hazards and risks to health, safety & Environment will be eliminated or minimised, as far as is reasonably practicable.

Goal:

Our goal is to provide a safe & healthy work environment and prevent pollution and protect environment through efficient use of control, minimizing waste and natural resource conservation this will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

Objectives:

- Implement an Occupational Health, Safety and Environment Programme.
- Established and implement Health, Safety and Environment monitoring system.
- Identify the hazards and their associated risk and determining control.
- Be aware of all risks and changes in risk factors in areas regarded as high risk.
- Train everyone on matters pertaining to their work and the associated risks involved. Ensure the knowledge and information available is adequate to achieve these objectives.

Scope & Applicability:

We are committed to providing a safe and healthy work environment for all our employees, contractors, workers, customers and visitors at our premises. We also extend our commitment across our value chain through our partners and suppliers.

Responsibility:

Management, workers and all employees in their respective capacities as individuals, managers and functional owners (Human Resources & Administration) are responsible for maintaining and promoting a safe and healthy workplace.

Cello's Environment Health & Safety Process:

- Actively identify, assess and manage the health & safety related risks across operations and supply chain.
- Take appropriate measures to prevent workplace injuries and ill health, and provide employees with a safe and healthy working environment by continuously evolving industry practices and societal standards of care.
- Encourage employee involvement through feedback and consultation. Provide training, both generic and role-risk specific, to help improve health and safety performance.

Reporting:

The following protocol must be followed.

- 1) All employees must immediately report any occupational injury, accident or near miss to the safety officer or their supervisor.
- 2) Supervisors must immediately tend to injuries and then report them to the safety officer.
- 3) HR manager must immediately discuss the incident with the safety officer and injured persons.

Disciplinary Action:

Careless work and irresponsible behaviour directly affect the quality of health and safety in the workplace. Even absenteeism influences safety by placing more duties on fellow employees.

The following instances shall be cause for verbal or written warning and possible dismissal.

- 1) Absenteeism without cause
- 2) Health and safety violations
- 3) Poor conduct or misconduct
- 4) Theft
- 5) Sexual harassment
- 6) Racial discrimination
- 7) Carelessness
- 8) Willful damage to company property
- 9) Drug or alcohol use

Compliance with company and legislative safety standards is necessary to maintain a safe and healthy work environment. As with any program non-compliance issues must be dealt with.

The following is a guideline for disciplinary actions for safety infractions based on seriousness of the offence.

- First offence, employee will be given a documented verbal warning
- Second offence, employee will be given a written warning and a one day suspension.
- Third offence, employee may be suspended or terminated (suspension or

termination to fit seriousness of the offence).

Commitment:

We are committed to conduct business with an ethical conscience ensuring sustainable safe environment at workplace and enrichment of quality of life of Employees, Customer and Interested Parties. We are mindful of protecting the environment. Health & Safety of our employees, associates and interested parties who form an integral part of our efficient and profitable business management.

We aim to achieve this through:-

- Continuously prioritise the health and safety of personnel and strive to create a secure and safe work environment.
- Aim to have an operation with NIL accident and zero-tolerance for deviation.
- Protection of the environment with prevention of pollution, injury and ill health.
- Minimizing generation of waste and disposal in a responsible manner.
- Optimal consumption of natural resources.
- Providing safe & healthy work environment. Regular health, safety & environment training to the staff.
- Provide the resources necessary to implement this policy and develop EHS systems.
- Ensure that all personnel, whether employees or contractors, are aware of their delegated environmental, health and safety responsibilities and are properly trained to undertake these.
- Ensure the safety and security of assets of interested parties inside of our premises.

Policy Review:

This policy shall be reviewed annually and revised as necessary in the light of changing conditions and the findings of surveys/studies conducted by the Health and Safety Workplace Committee or based on HSE performance.