

Policy

Safety Policy Declaration 2024

Date: 17-07-2023
Version: 1
Author: Corporate SHE

General

SHE stands for Safety, Health & Environment. The SHE team at Royal A-ware ensures all statutory SHE obligations are met.

Royal A-ware's mission

To create a transparent safety culture, within which everyone feels safe, and where Safety, Health and Environment is integral to all operational aspects that take place at Royal A-ware. Royal A-ware is committed to the prevention of injury and accidents, whereby employees proactively engage in, and ensure, a safe working environment.



Objective

Royal A-ware strives towards optimal working conditions for its workforce. Not only must all work be undertaken safely, but employees must also feel comfortable, enjoy their work and interact in a respectful manner. As such, our aim is to engender a transparent working environment, one within which employees and management hold dialogues on potential improvements to the Safety Policy that will result in an even safer, healthier working environment.

Royal A-ware deems an unequivocally optimal working environment to be paramount and, where possible, is always at the ready to introduce modifications in order to improve working conditions. Within this context, Royal A-ware highly appreciates any contributions made by the Works Council that result in improvements.

Policy content

The list below stipulates how Royal A-ware implements Dutch and Belgian legislation & regulation pertaining to working conditions, through:

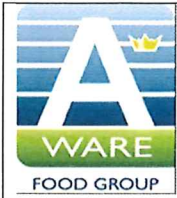
- A Risk Inventory & Evaluation (RI&E).
- Dedicated support from the health & safety service and occupational health providers, or supervision of wellbeing at work (Federal Public Service WAW) or Prevention Advisor Medical Supervision (PAMS) (hereafter jointly referred to as the health & safety service and occupational health providers).
- Dedicated support from the SHE team.
- Dedicated Emergency Response Team (ERT) and First Aiders.
- Information provision on safety and health at work.
- A system that reports, registers and follows-up on risks and accidents.

Risk Inventory & Evaluation

Every Royal A-ware location has an up-to-date RI&E along with a corresponding Action Plan (AP). This provides A-ware with a comprehensive overview of the prevailing health & safety risks within the

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organisation, and more specifically within the various locations. A hygienic working strategy is deployed in the AP, the fundamental principle of which is to remove the cause of any given risk as much as possible. The RI&E and AP are an integral component of the health & safety management system, and are, where necessary, available for perusal to the entire organisation.

Health & Safety service and occupational health provider

Royal A-ware is supported by an accredited and dedicated health & safety service and occupational health provider(s). Upon request, employees enjoy access to the occupational health provider.

The health & safety service supports A-ware with various Health & Safety related issues, including the sick leave policy. A-ware also adheres to an absenteeism protocol. Each year absenteeism data is evaluated, and HR sets new absenteeism targets for the following year.

SHE team

Within Royal A-ware the SHE team handles all health & safety matters. Among other things, the team is responsible for formulating and partly implementing the Safety Policy, partly implementing and coordinating the RI&E (including the resulting action points from the AP), analysing risk reports & accidents and initiating various improvement measures.

Together with HR, the SHE team ensures the Health & Safety Policy remains up-to-date at organisational level, and also provides operational support within the various locations.

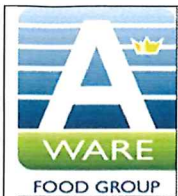
Emergency Response Team (ERT + First Aiders)

Royal A-ware has an up-to-date and accessible ERT policy that is in force at every location. Moreover, every location within Royal A-ware has its own emergency response plan in situ. Together, the HR SS and SHE departments, along with the Academy, ensure that the Emergency Response Team is adequately trained. The ERT team leaders and managers initiate regular drills and training sessions. An ERT drill is held at least once a year, as per the emergency response plan.

Information Provision

Royal A-ware provides information and instruction to its employees on the use of machinery, work equipment, hazardous substances and personal protection equipment. The 'Work Safety' e-learning module explains specific health & safety topics, and the system automatically registers employees who have completed the e-learning module. This training works on a rolling basis. In addition, Speakap and the intranet are deployed to share knowledge and information on a plethora of SHE topics.

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Incident reporting and registration

Royal A-ware has a digital incident reporting system that is accessible via the intranet homepage. This enables any employee to report an incident. By incident it is understood to mean an accident, risk disclosure or environmental mishap. Incidents are investigated by the SHE team, and improvement measures laid out. In addition, all incidents are incorporated in various reports.

Code of Conduct

The Employment Conditions Handbook and company regulations include all documentation relating to the ethical aspects at play within Royal A-ware, including the Code of Conduct, Whistleblowing Policy, Complaints Policy and Aggression Protocol.

Royal A-ware deems it vital that its employees function in a safe and pleasant workplace which is why a set of rules prevails: the Code of Conduct. This stipulates agreements to which every Royal A-ware employee must adhere to, for instance, interaction between employees, compliance with laws & regulations and respectful handling of Royal A-ware property.

We also have a Whistleblowing Policy that outlines the steps employees should take when malpractice with corporate consequences is suspected (immoral/wrong doings) within the company.

A Complaints Policy underpins the Code of Conduct. This outlines how employees can submit a complaint, as well as how complaints are processed and the role of confidants.

Furthermore, there is an Aggression Policy that stipulates the definition of 'aggression', what to do in the event of (threatened) aggression and the procedure to be followed with (suspected) aggression.

Generic safety targets

Generic targets are set at A-ware on an annual basis. These targets apply to all locations and serve as the baseline. The status of these targets is tracked via the corporate structure. Over and above this, the various A-ware locations can set additional annual targets.

The generic targets for 2024 are to:

- Comply with European and Dutch legislation & regulation and in-house & consumer requirements.
- Set up a document management system in M-files for the SHE Handbook.
- Prevent injury and accidents, whereby employees proactively engage in, and ensure, a safe working environment.

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Resources

Financial and HR resources are made available by the Board for the actualisation and upkeep of the Safety Policy. The A-ware Board retains decision-making authority and shall meet requests for resources necessary for the materialisation, implementation and upkeep of the Safety Policy in a timely manner.

A-ware is convinced that compliance with the above-listed policy will create an even safer and healthier working environment. The Board is responsible for safeguarding the aforementioned policy.

By signing this document, the Board is committed to implementing this policy and the continuous enhancement thereof.

Signed for approval:

A handwritten signature in blue ink, appearing to be 'Ferry Out'.

Ferry Out
Director QSHE

A handwritten signature in blue ink, appearing to be 'Klaas de Jong'.

Klaas de Jong
COO Royal A-ware