

Appendix B: Health & Safety

Neways offers its Employees a good, healthy work environment and to incentivize them to get the best out of themselves. We are committed to make Employees feel at home at Neways and to offer them a scope for personal development and self-fulfilment that will benefit them, Neways and its Stakeholders.

Neways recognises that a safe and healthy working environment and thus the minimisation of work-related injury and illness will raise the morale of our Employees and aid employee retention for the company. In addition, we recognise that Employee participation and education are important to identify, prevent and solve health and safety issues in the work environment. The safety rules are also included in the set of rules and regulations, chapter 10.

Our objective is to uphold our health and safety standards at all time and aim to improve them if needed. As Employee, you are expected to uphold and respect the health and safety standards at all times and we encourage you to suggest improvements where needed to improve our health and safety practice.

Our health and safety standards are:

1. Occupational Safety

Exposure of Employees to potential safety hazards are to be avoided by sound control measures, safe working procedures and safety training. If risks cannot be adequately controlled using these means, Employees are to be provided with appropriate, well-maintained personal protective equipment. We encourage all Employees to raise safety concerns when they occur and we will never discipline you for bringing these to our attention.

2. Emergency preparedness

We have emergency plans and response procedures in place which are regularly tested. These regular exercises have the goal to identify and assess potential emergency situations and serve as input to improve the impact should an emergency occur.

3. Occupational injury and illness

Neways has procedures and systems in place to prevent, manage, track and report occupational injury and illness. You should always report an occupational injury or illness to the Health and Safety responsible in your organization, who will classify and register the incident in order to take corrective measures to eliminate the causes.

If an occupational injury or illness occurs, Neways will provide medical treatment and will facilitate the return of Employees to their normal working pattern. You are expected to take care of your own and others' safety during your daily work, and we encourage you to suggest improvements to make our and your work safer.

4. Industrial hygiene

Exposure of Employees to chemical, biological and physical substances should continuously be identified, evaluated and controlled. Organisational and control measures to prevent excessive exposure are present. If risks cannot be adequately controlled using these means, the health of Employees is to be protected by means of appropriate programmes and suitable and well-maintained personal protective equipment.

5. Physically demanding work

Exposure of Employees to the risks of physically demanding work, including manual material handling and heavy or repetitive lifting, prolonged standing, highly repetitive or forceful assembly tasks, should be or should have been identified, evaluated and controlled.

6. Machine safeguarding

Machines and other machinery are regularly evaluated for safety hazards. Wherever these present any risk of injury, physical guards, locks and barriers or other suitable measures are to be installed and properly maintained.

7. Sanitation, Food, and Housing

We provide all our Employees with unlimited access to clean facilities, including toilets, drinkable water, and facilities for the hygienic preparation, storage and eating of food.

Dormitories for Employees, wherever these are provided by Neways or a representative, are to be well-maintained, clean and safe (emergency exit, hot water, washing facilities, heating, ventilation, reasonable personal space, reasonable access and exit rights).

8. Health and Safety Communication

Neways provides appropriate work environment health and safety information and training for all identified work environment hazards that our Employees are exposed to, including but not limited to mechanical, electrical, chemical, fire, and physical hazards. All health and safety information will always be provided in the language of the employee or in a language the employee can understand.

Health and safety related information is clearly posted in the facility or placed in a location identifiable and accessible by Employees. Training is provided to all Employees prior to the beginning of work and regularly thereafter. Employees are encouraged to raise safety concerns.