



# HEALTH AND SAFETY POLICY

ESSA GROUP

LAST REVISION: JANUARY 2023



## INTRODUCTION

The **ESSA SALES & DISTRIBUTION S.A** mission demands that everything we do leads to a cleaner, healthier and safer environment. To fulfill this mission, we must achieve performance greater than what the applicable compliance requirements and standards demand of our operations for health and safety.

This goal is only achievable by adherence to established objectives striving to exceed all obligations under applicable legislation, and fostering an enthusiastic commitment to health, safety, and the environment within personnel, contractors, and visitors.

The purpose of the Health and Safety policies and procedures is to guide and direct all employees to work safely and prevent injury, to themselves and others. All employees are encouraged to participate in developing, implementing, and enforcing Health and Safety policies and procedures. All employees must take all reasonable steps to prevent accidents and never sacrifice safety for expedience.

This policy defines the fundamental requirements for the management of Health & Safety performance in all **ESSA SALES & DISTRIBUTION SA** business activities, thereby eliminating or mitigating risks to prevent occupational injuries and illnesses, avoid accidents, and protect the people in the communities in which we operate. This policy will be reviewed annually.

## SCOPE

Our goal is to eliminate or minimize hazards that can cause accidents. It is company policy that all employees be given a copy of the policies manual and be familiar with its contents.

Where the **ESSA SALES & DISTRIBUTION** participates in existing joint ventures as a non-controlling shareholder, the other shareholder(s) must be made specifically aware of the importance of this policy to the company and encouraged to apply the same policy or a similar standard to the joint venture. Where new minority joint-venture cooperation are contemplated, the **ESSA SALES & DISTRIBUTION** will strive to commit the other shareholder(s) to adopt this policy or a similar standard for the joint venture.

## REQUIREMENTS

### 1. HEALTH AND SAFETY MANAGEMENT SYSTEM

- 1.1 **ESSA SALES & DISTRIBUTION** must have a certified health and safety management system in place following Romanian national legislation regarding safety and health at work no. 1425/2006, with subsequent amendments and completions. with the same scope as this policy.
- 1.2 Health, safety, the environment, and loss control in the workplace are everyone's responsibility. **ESSA SALES & DISTRIBUTION** expects that everyone will join in our efforts to provide a healthy and safe working environment on a continuous day-to-day basis. Only through the dedication and efforts of all individuals the company succeeds in providing a healthy safe working environment.



## 2. HEALTH AND SAFETY ORGANIZATION

- 2.1 Management, working in cooperation with the Responsible for safety and health at work, will strive to take all reasonable steps to reduce workplace hazards to as low as reasonably achievable.
- 2.2 Through the Safety and Health Committee - a working group created at the company level, ensures the participation and consultation of employees on issues related to safety at work, through the representatives elected by the employees.
- 2.3 Managers are held accountable for the health and safety of all employees under their supervision. This includes responsibility for applicable training and instruction, appropriate follow-up on reported health and safety concerns, and implementation of recommended corrective action, according to the Romanian national legislation.
- 2.4 Supervisors, workers, and visitors are expected to perform their duties and responsibilities safely and healthfully and are accountable for the Health and Safety of themselves and others.
- 2.5 **ESSA SALES & DISTRIBUTION** is providing all necessary training and instruction to ensure that appropriate work practices are followed on the job and to promote their use off the job.
- 2.6 If necessary, the company will take disciplinary action where individuals fail to work healthily and safely, or do not comply with applicable legislation or corporate policies and procedures.
- 2.7 Monitoring and supervision of the health condition of the employees are done by performing the medical inspection at employment and periodically of all the workers within the unit by the labor medicine specialist who annually presents to the management of the unit a report on the health condition of the staff.

## 3. INCIDENT REPORTING AND ANALYSIS

- 3.1 All relevant health and safety incidents, including occupational injuries and illnesses, as well as process safety incidents, must be recorded, analyzed, and communicated as required by local legislation and by the **ESSA SALES & DISTRIBUTION** standards and procedures. Deliberate and willful concealing of incidents is not acceptable and may result in disciplinary action.
- 3.2 Management must keep accurate records of reported incidents, ensuring proper classification, reporting, communication, analysis, and follow-up.
- 3.3 Management must ensure that reasonable and appropriate actions are taken to contain the consequences of an incident and prevent its reoccurrence.



#### 4. COMPLIANCE

- 4.1 **ESSA SALES & DISTRIBUTION** must comply with Romanian national laws and regulations, as well as with the provisions of this policy, and the decisions assumed within the internal Safety and Health Committee.
- 4.2 In the event of any discrepancies between this policy and national laws or other applicable standards, the more stringent requirements will apply. In the event of any doubt, the case must be evaluated jointly by general management and the Safety and Health Committee.

#### 5. LIFE-SAVING RULES

- 5.1 The Life Saving Rules are ways of working for activities in which a serious threat to life is concerned, based on serious events in the **ESSA SALES & DISTRIBUTION** history or on general industry experience.
- 5.2 First Aid: an employer must ensure that the first aiders at a worksite have completed a first aid training course approved by a labor medicine specialist and hold a valid certificate in first aid. An employer must keep the record at the site of workers who are first aiders and post these names where they are accessible by all employees. Every branch must have a first aid kit on-site;

#### 6. EMERGENCY PLANNING AND RESPONSE

- 6.1 Emergency response procedures must be established, maintained, and tested annually within **ESSA SALES & DISTRIBUTION** company. These procedures must describe the appropriate measures to be taken during the emergency to minimize the consequences for site personnel and to surrounding communities.
- 6.2 Instruction and training on how to proceed in an emergency must be provided for all relevant personnel, including contractors and members of the public visiting company's sites.
- 6.3 **ESSA SALES & DISTRIBUTION** sites must communicate with local communities and their emergency services, providing them with the relevant information to allow adequate planning for a response at the community level.

#### 7. LEADERSHIP AND PARTICIPATION

As an integral part of managing the business, managers at all levels are responsible and accountable for managing workplace health and safety with strong leadership and credibility. They must lead by example and ensure that employees are actively involved in Health & Safety programs and initiatives. At the same time, employees are expected to engage with those activities, contributing to a sustainable zero-accident culture.



7.1 All people leaders must regularly observe work in progress and give feedback to their teams, acknowledging safe behaviors and addressing unsafe conditions and behaviors.

7.2 Employees are empowered to:

- stop warehousing and distribution activities and/or put any task on hold if they judge that it is not safe enough to proceed until a competent person takes appropriate risk control measures;
- communicate unsafe conditions in the working environment to management;
- challenge any unsafe acts that they observe.

7.3 Behavioral observation and feedback programs must be implemented by all relevant sites, in conjunction with unsafe conditions communication and treatment processes.

**8. CONTRACTOR MANAGEMENT**

8.1 The Contractor Management plays a key role in ensuring an injury-free work environment. If it's determined that the Contractor Management at the site has not:

- Acted promptly in correcting identified unsafe behavior,
- Complied with applicable regulatory requirements,
- Promptly responded to and documented discipline actions,
- Considered safety as a number one priority.

8.2 Contractors and other third parties entering **ESSA SALES & DISTRIBUTION** sites must have sufficient relevant information and training and be properly equipped to execute their tasks safely.

8.3 Contractors must follow all applicable company rules and procedures while at **ESSA SALES & DISTRIBUTION managed sites**.

**ROLES AND RESPONSIBILITIES**

Body/function/individuals	Roles and responsibilities
Executive Committee	Responsible for policy approval
ESSA Sales & Distribution Director	Owns, endorses and ensures the implementation of the policy
Regional and local managers	Responsible for leading by example and ensuring that this policy and related standards are implemented and adhered to, and that all relevant employees are made aware of the policy and its requirements. Ensure that health and safety risks are properly assessed, controlled and communicated, and that all relevant personnel receives the required training to perform their



	tasks safely and with sufficient knowledge of the related risks and applicable controls.
Management, employees and contract workers of all entities in ESSA Sales & Distribution including contractors, suppliers and visitors	Responsible for adhering to this policy and reporting any occupational health and safety incidents, process safety incidents and substandard conditions.

**GLOSSARY**

**ESSA Sales & Distribution site**

Any owned or leased location directly managed by ESSA Sales and Distribution subsidiaries, or where construction and/or installation work is being carried out on behalf of the Company.

**Crisis**

A situation that is not planned or prepared for or where the preparation is insufficient to deal with the scale of the event and the result has the potential to seriously damage the organization’s reputation and strategic objectives.

**Process safety**

Process Safety concerns the prevention and control of incidents that have the potential to release hazardous materials or energy. Such incidents can cause toxic effects, fire, or explosion, and could ultimately result in serious injuries, property damage, lost production, and environmental impact.

**OHSAS 18001 / ISO 45001**

International standards for occupational health and safety management systems that provide organizations with a framework for identifying and controlling their health and safety risks, reducing the potential for accidents, complying with legislation and improving operational performance.

**DEVIATIONS**

No exemptions from this policy can be granted unless there are exceptional circumstances or the policy is obviously not applicable. All requests for exemptions must be made in writing to the policy owner. The policy owner must assess and decide on each request individually. Exemptions must be duly logged and documented.

**POLICY REVISION**

This policy must be reviewed and approved by ExCom at least every two years. It may be amended at any time with the approval of ExCom.

**Policy last revision: January 2023**